

**TOWN OF STONEHAM, MASSACHUSETTS
PLANNING BOARD APPLICATION
SPECIAL PERMIT**

Date: _____

I, _____
Name Address

Hereby request a hearing before the Planning Board as Special Permit

Granting Authority with reference to _____
Locus

Applicant is owner (); tenant (); lessee (); prospective purchaser ().

(Applicant must submit evidence of status; i.e. lease, purchase and sales agreement, etc.)

Owner's name (if different) _____

Applicable section of Zoning By-law for Special Permit _____

Type of Special Permit sought _____

Deed of property recorded in Middlesex South Registry Book _____

Page _____

1. No application for a special permit shall be accepted unless the locus conforms to the Zoning By-laws in all other respects or the appeal period from the granting of a necessary variance or exception has elapsed without notice of appeal being properly received by the Town Clerk.
2. A plan prepared according to the rules and regulations of the Planning Board as Special Permit Granting Authority must accompany the application.
3. All advertising costs are to be paid by the petitioner.
4. A certified list of abutters from the most recent Assessors' roles must accompany this application at the time of submittal.

Signature of Owner: _____

Address: _____

Special Permit / Sub-Division Instructions

Zoning By-Law book and Zoning Map may be obtained from the Town Clerk's Office, telephone # 781-279-2650.

The Sub-division of land must meet the Stoneham Town Code " Rules and Regulations Governing the Subdivision of Land". MGL Chapter 41 regulates subdivision approval.

See Chapter 17 for Planning Board Sub Division Approval

Special Permits come to the Planning Board via or after the applicant has gone to the Building Department.

See Town Code Chapter 15, Section 7.4, and Chapter 17 for **Special Permit Approval**

Contact Assessor's Office and complete their request for Abutter's list and labels, (3-5 Day lead time).

Lead time for processing applications should be approximately 3 weeks prior to the Public Hearings, usually held the third Wednesday of each month (subject to change based on agenda items)

All sub-division and special permit applications require 3 applications with original signatures and 14 copies of plans (for internal distribution).

Applicant also provides the Town Clerk's Office with a copy of the application and plans.

INSTRUCTIONS – LEGAL NOTICES
Planning Board & Board of Appeals

Contact Assessor's Office to request Abutter's list and labels, (10 day lead time required) The Abutter's list will be forwarded to the Board of Appeal / Planning Board Office for pick up by the applicant. Applicant's Attorney will write Legal Notice and have approved by Board of Appeal's / Planning Board Office. In rare cases the legal notice will be written by the PB/BoA after receipt of plan & application. Abutter's List is not required for Sub-divisions.

1. Upon approval, Applicant is responsible for bringing the Legal Notice to **Stoneham Independent Newspaper Office**, located in Woburn MA., (Woburn Daily Times) phone # 781-438-1660, fax # 781-738-6762. The ad must be published for two consecutive weeks as specified at bottom of the legal notice. The petitioner pays for publication.
2. Make appropriate number of copies of Legal Notices for mailing to abutters and the seven (7) surrounding cities/towns
Accessory Dwelling applications do not require notices to the 7 surrounding town.
3. Place mailing labels from Assessor's Office on envelopes, list Planning Board/BoA Office as return address, 35 Central Street, Stoneham, MA 02180; place copied Legal Notice inside each envelope, **seal envelopes**, and **affix proper postage**.
DO NOT MAIL.
4. Also mail a copy of Legal Notice to surrounding cities and towns
From the list that Clerk provided you with.
5. Please leave envelopes in the same order as they appear in the Certified Abutters List.
6. Complete *Affidavit of Notice of Mailing to Abutter and Others* form. Attach a copy of Legal Notice to the Affidavit and have notarized.
7. **Return** properly stuffed envelopes with return address and postage affixed to the **Board of Appeals/Planning Board Office**, together with completed notarized Affidavit and copy of Legal Notice.
8. Envelopes should be returned to PB/ BoA within three business days after the ad (first publication) appears in newspaper

Name Mary Ellen Filipek
Job Title: Legal Notice editor
Company: Stoneham Independent
Business: (781) 438-1660
Business Fax: (781) 438-6762
E-mail: to legals@dailytimesinc.com

Wakefield Planning Board
1 Lafayette Street
Wakefield, MA 01880

Malden Planning Board
200 Pleasant Street
Malden, MA 02148

Medford Planning Board
Office of Community Development
City Hall, 85 George P. Hassett Dr.
Medford, MA 02155

Reading Planning Board
Office of Community Development
16 Lowell Street
Reading, MA 01867

Melrose Planning Board
City Hall
562 Main Street
Melrose, MA 02176

Winchester Planning Board
71 Mount Vernon Street
Winchester, MA 01890

Woburn Planning Board
City Hall
10 Common Street
Woburn, MA 01801

Legal notice must also be sent to the above towns

TOWN OF STONEHAM

Affidavit of Notice of Mailing to Abutter and Others

Date _____ 20 _____

To the Planning Board/Board of Appeals
For the Town of Stoneham

I, _____, hereby certify that the following is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the subject property at _____.

I also certify that the notices of this application/petition concerning the above property were returned to the Planning Board/Board of Appeals in properly addressed envelopes, first class postage affixed within three (3) business days after the first publication of same. A copy of the advertisement is attached.

Signed and subscribed to under penalties of perjuries this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

ATTACH ADVERTISEMENT
HERE

Address: _____

City, State, Zip: _____

OR

Typed copy attached

Notary Public: _____

My Commission Expires: _____

TOWN OF STONEHAM
Fee schedule

Planning Board:

Stoneham Bylaws with Zoning Map.....	\$35.00
Zoning Map alone.....	\$8.00

Subdivisions Fees:

Preliminary Plan Filing.....	\$200.00+\$50.00 per lot
Definitive Plan Filing.....	\$500.00+\$50.00 per lot

The per-lot fee paid upon submission of preliminary plans shall be subtracted from per lot fee for a subsequent definitive plan, if submitted

Inspection Fee.....	\$200.00 per lot
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Subdivision Extension.....	\$100.00+\$50.00 per lot
Special Permit Application/Accessory Dwelling	\$125.00

Special Permit Application for Wireless Service Facility:

(i) Monopole or other free standing wireless service facility structure, including one wireless antenna array by the same legal entity or its affiliate.....	\$5000.00
(ii) Each additional antenna array co-locating on the monopole or free standing wireless facility structure or a first antenna array on a free standing structure by an entity which is not the applicant for or owner of said free standing wireless service facility structure.....	\$2500.00
(iii) A wireless service facility; Fee per antennae or antennae array, includes if on a building.....	\$3000.00
Approval Not Required Application (ANR).....	\$100.00

Board of Appeals:

Residential Zone Application.....	\$100.00
Commercial Zone Application.....	\$150.00
Extension Request.....	\$100.00

Additional Costs:

Applications in Excess of four million dollars.....	\$30.00 per hour
Copy legal notice, stuff, stamp, affix labels, ect (Cost incurred to run legal notice to be paid by applicant)	for processing + postage per abutter

Abutters List (obtained by applicant from Assessors Office)...	\$25.00
Drafting of Documents.....	\$100.00