

**TOWN OF TOPSFIELD**



**PLANNING BOARD, as Special Permitting Authority**

**APPLICANT'S CHECKLIST FOR SPECIAL PERMITS**

**SEE RULES & PROCEDURES FOR DETAILED LIST & REQUIREMENTS:**

All Applications for a Special Permit must be made as follows:

- \_\_\_\_\_ 7 copies of Application Form A
- \_\_\_\_\_ 7 copies of Application Supplement Form B with Assessor's certification
- \_\_\_\_\_ 7 copies of Assessor's location map (provided by Assessor)
- \_\_\_\_\_ 7 copies of Plot Plan to scale certified by a registered land surveyor
- \_\_\_\_\_ 7 copies of Building Inspector's denial, if any
- \_\_\_\_\_ 2 pre-addressed, stamped envelopes for each lot owner or party of interest set forth in Supplement Form B. (Return Address shall be: Planning Board, Town Hall, Topsfield, MA 01983)
- \_\_\_\_\_ 2 self-addressed, stamped envelopes with the same return address as above.