

Planning Board

Application for Special Permit & Site Plan Review

RECEIVED
TOWN CLERK
TOPSFIELD, MA

Form A

Before you file this application, it is necessary that you be familiar with the requirements for filing plans and other materials in support of this application as specified in the Topsfield Zoning Bylaws, scenic road Bylaw, Stormwater & Erosion Control Bylaw and the respective Planning Board Rules and Procedures that are available from the Town Clerk and Community development Coordinator as well as the Town website at www.topsfield-ma.gov.

Incomplete applications will not be considered unless waivers are previously obtained from the Planning Board.

SPECIAL PERMIT FEES:

Business Park Use Permits	\$200.00	
Elderly Housing Special Permits	\$1000.00	(New construction EHD see Site Plan Review fees listed below)
Common Drive	\$100.00	per lot
Accessory Apartment	\$100.00	
Groundwater Protection District		
Wind Energy Conversion System – Small Scale	\$200.00	
Ground Mounted Solar Photovoltaic Installations	\$200.00	
Scenic Road		
Stonewall Removal	\$75.00	
Tree Removal	\$75.00	
Stormwater & Erosion Control	\$100.00 plus .0030 times the total square footage of the area to be altered by the project; see exemptions under regulations	

SITE PLAN REVIEW:

1). Coverage Fee

\$100/5,000 sq. ft. or any portion thereof of new/alterd lot disturbance (the total square footage of all new/alterd building footprints, plus all paved surfaces, septic installations and stormwater management systems).

_____ sq. ft. ÷ 5,000 sq. ft. x \$100 = _____ area of new/alterd coverage

2). Gross Floor Area Fee

\$200/5,000 square feet or any portion thereof of new/alterd Gross Floor Area (gross floor area – the total square footage of all new floor area on all levels of all new or existing buildings).

_____ sq. ft. ÷ 5,000 sq. ft. x \$200 = _____ area of new/alterd gross floor area

Coverage Fee	\$ _____
Gross Floor Area Fee	\$ _____
Total Site Plan Review Fee	\$ _____

NATURE OF APPLICATION:

- Petition for Special Permit pursuant to Article ____, Section ____ of the Zoning Bylaw.
- Petition for Finding pursuant to Article ____, Section ____ of the Bylaw.
- Petition for Site Plan Review pursuant to Article IX of the Zoning Bylaw (and the Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw; and Supplement Form C for submitted requirements and formats).
- Petition for a Scenic Road Permit pursuant to Chapter LV.
- Petition for a Stormwater & Erosion Control Permit pursuant Chapter LI.

DESCRIPTION OF APPLICANT:

- a. Name David + Maureen Surette
- b. Address 27 Averill St., Topsfield, MA
- c. Phone Number (978) 273-0339 or (978) 500-2464
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) owner
(Attach copy of lease and/or letter of authorization from owner, if applicable)
email: mosurettesmail@gmail.com

DESCRIPTION OF PREMISES:

- a. Assessor's Map ____, Lot(s) ____, Zoning District ____
- b. Location of Premises (number and street) 27 Averill St.
- c. Name and address of legal owner (if different from Applicant) _____
- d. Deed to the Premises recorded at (if known):
____ Essex South District Registry of Deeds, Book ____ Page ____
____ Essex South Registry District of the Land Court, Certificate Number ____
- e. Prior zoning decisions affecting the Premises (if any):
Date of Decision _____ Name of Applicant _____
Nature of Decision _____
- f. Present use of the Premises _____
- g. Present structures conform to current Zoning Bylaw. Yes No. If no, in what respect does it not conform. _____

PROPOSAL (attach additional sheets if necessary):

- a. General Description: TO CUT IN A SECOND DRIVEWAY ENTRY/EXIT THAT TIE IN TO CURRENT DRIVEWAY TO ELIMINATE EXCESSIVE "SWING BACK TURN" IN DRIVEWAY ENTRY & PROVIDING SAFER ENTRY & EXIT TO PUBLIC WAY.
SEE ATTACH AERIAL VIEW & PICTURES.

b. If proposal is for construction or alteration of an existing structure, please state:

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	_____	_____	_____
2. Existing setbacks	_____	_____	_____
3. Setbacks proposed	_____	_____	_____
	FRONTAGE	AREA	
4. Frontage and area required by bylaw	_____	_____	
5. Existing frontage (s) and area	_____	_____	
6. Frontage (s) and area proposed	_____	_____	
	FEET	STORIES	
7. Existing Height	_____	_____	
8. Height proposed	_____	_____	

c. Other town, state or federal permits or licenses required, if any:

NECESSARY ACCOMPANYING DATA:

It is required that every application be accompanied by appropriate supporting data. Failure to submit appropriate and complete data could result in delay and/or denial of application for zoning relief. Place a check next to the applicable accompanying supporting data:

Variance of Special Permit Applications:

(See Planning Board Rules and Procedures Section III)

All required supporting data attached Yes No

Site Plan Review Applications:

(See Town of Topsfield Zoning Bylaw, Article IX, Section 9.05. See also Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw)

All required supporting data attached Yes No

Comprehensive Permit Applications:

(See G.L.c. 40B, Sections 20-23)

All required supporting data attached Yes No

Appeals from decisions of Building Inspector or Others:

(See Planning Board Rules and Procedures, Section III (1) (e))

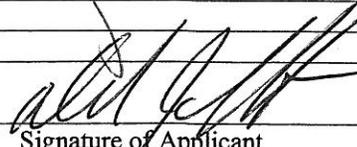
All required supporting data attached Yes No

If all required supporting data is not attached, why not:

Date

10/13/14

Signature of Applicant



Application for a Special Permit Pursuant to
Chapter LV Topsfield Scenic Road By-Law

Date:

10/7/14

Name of Applicant

David and Maureen Surette

Address

27 Averill St.

Topsfield, MA 01983

Phone Number

David (978) 273-0339 Maureen (978) 500-2464

e-mail

mosurettesmail@gmail.com

Location of Work

27 Averill St., Topsfield

Scope of Work

Please describe the scope of work. Attach narrative, if necessary.

ADDING A ENTRY EXIT TO DRIVEWAY
TO ELIMINATE "SWITCH BACK" SHARP
TURN INTO DRIVEWAY FROM ROUTE
1.

Please attach detailed plan showing all proposed work.

Applicant's Checklist:

- Application Form
- Check for Fee(s)
- Abutters' List
- Detailed plan showing all changes.
- Written approval of Tree Warden
- Written approval of Highway Superintendent

Planning Board

Action:

- Approved
- Approved with Modifications (See attached.)
- Disapproved (See attached)

Majority

Of the

Planning Board

of the Town of

Topsfield

Date:
