



**TOWN OF CLINTON
PLANNING BOARD**

242 Church Street, Clinton, MA 01510
Tel: 978-365-4127 Fax: 978-612-0202

APPLICATION

- PLANNING BOARD SITE PLAN REVIEW Section 9400 of the Zoning By-law**
- PLANNING BOARD SPECIAL PERMIT Section 9300 of the Zoning By-law**
- PLANNING BOARD FLEXIBLE DEVELOPMENT Section 7100 of the Zoning By-law**
- PLANNING BOARD PRELIMINARY SUBDIVISION**
- PLANNING BOARD DEFINITIVE SUBDIVISION**

Property Location: _____ **Map** _____ **Parcel** _____

Recorded in Worcester County Registry of Deed, Book: _____ **Page:** _____

Name of the applicant: _____

SECTION OF THE ZONING BY-LAW _____

JUSTIFICATION OF THE REQUEST _____

Filing Fee as outlined on the information page. Paid: \$ _____

The Boards at the Public Hearing will determine any additional Fees for engineering, legal and/or consultants.

Plans submitted to the following:

<i>Must get Signatures</i>	<i>Received by</i>	<i>Date</i>
<input type="checkbox"/> Department of Community & Economic Development	_____	___/___/___
<input type="checkbox"/> Board of Selectmen	_____	___/___/___
<input type="checkbox"/> Police Chief	_____	___/___/___
<input type="checkbox"/> Fire Chief	_____	___/___/___
<input type="checkbox"/> Board of Health	_____	___/___/___
<input type="checkbox"/> Superintendent of Public Works	_____	___/___/___
<input type="checkbox"/> Building Commissioner	_____	___/___/___
<input type="checkbox"/> Planning Board	_____	___/___/___
<input type="checkbox"/> Zoning Board of Appeals	_____	___/___/___
<input type="checkbox"/> Conservation Commission	_____	___/___/___

For Office Use

Received by Permitting Clerk: ___/___/___ Application Filed with Town Clerk: ___/___/___

Newspaper Notice Date: ___/___/___ & ___/___/___ Certified Mail Date: ___/___/___

Hearing Date: ___/___/___ Decision of the Board: ___/___/___ Written By: _____

Decision Filed with Town Clerk: ___/___/___ 20 Day appeal date expires: ___/___/___

Decision Filed Registry of Deeds: ___/___/___ Notice Received: ___/___/___



Information for filing with Planning Board Site Plan Review

Please read and understand this information, check the appropriate sections of the Town of Clinton Zoning By-law and c.40A Massachusetts General Laws, and any other applicable laws, regulations, codes, rules and by-laws.

- Application must be complete, accurate and legible.
- Application must be submitted a minimum of twenty-one (21) days before the meeting.
- Attach all plans of land, any buildings or proposed buildings and all other pertinent information.
- Applicant must conform with all of the Clinton Zoning By-laws under section 9400.
- The Board may require a review of the plans by the Board's engineer at the applicant's expense.
- Application Fee: (See attached sheet) Payable to the Town of Clinton
Advertisement Fee: (See attached sheet) Payable to the Coulter Press
- Submit Sixteen (16) complete applications to the Permitting Clerk for a hearing date.
- Original application plus an extra copy must be filed with the Planning Board.
- One (1) copy of application must be filed with the Town Clerk.
- Eight (8) copies of application must be distributed with-in 48 hours to the listed Boards, Commissions & Town Officials.
- Five (5) copies of application must be submitted for the Planning Board members.

The Permitting Clerk will prepare legal notice and submit to The Coulter Press.

The Board at the public hearing will determine any additional fees for any engineering, legal and or consultant expenses.

It is up to the petitioner to plead their case to the Board. The Board must make its findings on the information presented, the requirements of the Town of Clinton Zoning By-laws and c.40A Massachusetts General Laws.



Information for filing with Planning Board Special Permit

Please read and understand this information, check the appropriate sections of the Town of Clinton Zoning By-law and c.40A Massachusetts General Laws, and any other applicable laws, regulations, codes, rules and by-laws.

- Application must be complete, accurate and legible.
- Application must be submitted a minimum of twenty-one (21) days before the meeting.
- Attach all plans of land, any buildings or proposed buildings and all other pertinent information.
- Attach a list of the "Parties In Interest" as prepared by the assessor's office and a copy of the sections of the assessor's map.

- Attach checks as follow:

Application Fee:	(See schedule fee sheet)	Payable to the Town of Clinton
Advertisement Fee:	(See schedule fee sheet)	Payable to The Coulter Press
Mailing Fee	(See schedule fee sheet)	Payable to Clinton Postmaster

- Submit (3) complete applications to the Permitting Clerk for a hearing date.
- Applications must be date stamped by the Town Clerk.
- Original application plus an extra copy must be filed with the Planning Board.
- One (1) copy of application must be filed with the Town Clerk.
- Original application will be returned to the applicant who will make thirteen (13) copies and returned to Permitting Clerk Eight (8) copies shall be distributed with-in 48 hours to the listed Boards, Commissions & Town Officials and Five (5) copies shall be for the Planning Board members.

The Permitting Clerk will prepare the legal notice and will submit to local paper for publication. The applicant is responsible to send out certified mail notices and any other notice as required.

The Board at the public hearing will determine any additional fees for any engineering, legal and or consultant expenses.

It is up to the petitioner to plead their case to the Board. The Board must make its findings on the information presented, the requirements of the Town of Clinton Zoning By-laws and c.40A Massachusetts General Laws.

The written decision of the Board must be filed with the Town Clerk for twenty (20) days.

Appeals of any decisions made by the Planning Board can be made to the Massachusetts Courts within those (20) twenty days. If no appeal is made the Town Clerk will certify the decision.

PLANNING BOARD

Fee Schedule

(As of July 1, 2010)

DESCRIPTION	DURATION	FEE
APPROVAL NOT REQUIRED PLANS		\$50 Plus \$100 for each buildable lot. \$100 for Assessors Map Fee plus \$40 for each buildable lot created.
PRELIMINARY SUBDIVISION PLANS	7 MONTHS	\$150 plus \$50 per lot/or dwelling unit
DEFINITIVE SUBDIVISION PLANS	2 YEARS	\$250 plus \$50 per lot
DEFINITIVE SUBDIVISION PLANS WITHOUT PRELIMINARY PLANS	2 YEARS	\$550 plus \$100 per lot
FLEXIBLE DEVELOPMENT SUBDIVISION		\$500
SITE PLAN REVIEW (CHANGE OF USE)	2 YEARS	\$100
SITE PLAN REVIEW	2 YEARS	\$150
SPECIAL PERMIT THAT REQUIRE A SITE PLAN REVIEW (INCLUDED WITH SITE PLAN REVIEW)		\$350
MULTI-DWELLING PROJECTS	2 YEARS	\$500 for Site Plan Review plus \$50 per unit and any other subdivision plan fees.
SPECIAL PERMITS		\$250
WIRELESS COMMUNICATION FACILITY	2 YEARS	\$1,000
SUBDIVISION RULES AND REGULATIONS		\$10
ZONING BY-LAWS BOOK		\$15
MAPS ONLY		\$5
ADVERTING LEGAL NOTICE		\$34
MAILING		\$7 per each name on abutter list