



P (978) 688-9535
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Town of North Andover
Office of the Planning Department
Community Development and Services Division
1600 Osgood Street
Building 20, Suite 2-36
North Andover, Massachusetts 01845

Town of North Andover Planning Board Application for Special Permit

Please type or print clearly.

1. Petitioner: _____
Petitioner's Address: _____
Telephone number: _____

2. Owners of the Land: _____
Address: _____
Number of years of ownership: _____

3. Year lot was created: _____

4. Description of Proposed Project:

5. Description of Premises: _____

6. Address of Property Being Affected: _____
Zoning District: _____
Assessors Map: _____ Lot #: _____
Registry of Deeds: Book #: _____ Page #: _____

7. Existing Lot:
Lot Area (Sq. Ft): _____ Building Height: _____
Street Frontage: _____ Side Setbacks: _____
Front Setback: _____ Rear Setback: _____
Floor Area Ratio: _____ Lot Coverage: _____

8. Proposed Lot (if applicable):
Lot Area (Sq. Ft): _____ Building Height: _____
Street Frontage: _____ Side Setbacks: _____

Front Setback: _____ Rear Setback: _____
Floor Area Ratio: _____ Lot Coverage: _____

9. Required Lot (as required by Zoning Bylaw):

Lot Area (Sq. Ft.): _____ Building Height: _____
Street Frontage: _____ Side Setbacks: _____
Front Setback: _____ Rear Setback: _____
Floor Area Ratio: _____ Lot Coverage: _____

10. Existing Building (if applicable):

Ground Floor (Sq. Ft.): _____ # of Floors: _____
Total Sq. Ft.: _____ Height: _____
Use: _____ Type of Construction: _____

11. Proposed Building:

Ground Floor (Sq. Ft.): _____ # of Floors: _____
Total Sq. Ft.: _____ Height: _____
Use: _____ Type of Construction: _____

12. Has there been a previous application for a Special Permit from the Planning Board on these premises?

_____ If so, when and for what type of construction? _____

13. Section of Zoning Bylaw that Special Permit Is Being

Requested _____

14. Petitioner and Landowner signature(s):

Every application for a Special Permit shall be made on this form, which is the official form of the Planning Board. Every application shall be filed with the Town Clerk's office. It shall be the responsibility of the petitioner to furnish all supporting documentation with this application. The dated copy of this application received by the Town Clerk or Planning Office does not absolve the applicant from this responsibility. The petitioner shall be responsible for all expenses for filing and legal notification. Failure to comply with application requirements, as cited herein and in the Planning Board Rules and Regulations may result in a dismissal by the Planning Board of this application as incomplete.

Petitioner's Signature: _____

Print or type name here: _____

Owner's Signature: _____

Print or type name here: _____

15. Please list title of plans and documents you will be attaching to this application.

REVISED 1/23/2012

Cost of Certified mail increased from \$2.85 to \$2.95

Cost of Certified mail + .45C Stamp increased from \$3.29 to \$3.40

THIS IS THE UPDATED PROCESS TO PREPARE CERTIFIED MAIL.

Any one filing an application with the Planning Department will be required to incur costs for certified mailing of legal notices to abutters.

The process for legally noticing to abutters is as follows.

1. Obtain a certified abutters list from the Assessor's office.
2. Create 3 sets of type written labels that contain the full name, full street number, full street address, full city and state, & zip code of each abutter.
3. Create one set of return address labels as follows:

Town of North Andover 1600 Osgood Street Bldg. 20, Suite 2-36 Planning Department North Andover, MA 01845
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4. You will be required to obtain a postal service certified mail green and white slip. You can get them from the post office.
5. Affix one abutter label to the green & white slip.
6. Affix one abutter label to the actual envelope.
7. Affix the Planning Department return address label to the upper left hand corner of the envelope.
8. **Cost of postage for certified mail is \$0.45 + \$2.95 = \$3.40 per mailing envelope of which the applicant is responsible for, you will need to purchase the correct amount of postage stamps from the post office.**
9. Bring the envelopes along with the green & white slips and the proper postage to the Planning Department, they will insert the legal notice inside the envelope and then mail the envelopes out.
10. Bring the 3rd set of mailing labels to the Planning Department because these labels will be used to mail the decision to the abutters. Applicant is responsible for submitting a 0.45 cent stamp for each abutter to the Planning Department.

Please note: postage meter slips will not be accepted in lieu of stamps.