

OFFICE OF THE PLANNING BOARD Town Hall, Manchester-by-the-Sea, MA 019444

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		Town Clerk	
		Hearing Date:	
		Site Viewing:	
		Granted: Denied:	
		Decision Due:	
		Decision filed with the Town Clerk:	
		(for office use)	
Nature of Action Requested: Request for Special Permit under Section Other (Specify)			
Name		o	
Owner:	Phone	e/Email	
Address:			
Location of lot			
(No.) (Street)			
Assessors Map No: Lot No	Zoning distric	et	
Water Resource Protection District: Flood Plain: Flood Control District:	see http://host.ap	pgeo.com/manchesterma/Map.aspx	
Title of Attached Plan:			
Date of Plan:	Lot No. on Plan:		
Dimensions of Lot: Frontage:	fe		
Area:			
The undersigned owns no other real estate cor as follows:	U	v 11 1	
Specific action requested, including use:			
	Signed:		
	Date:		
The scheduling of a Public Hearing does not ne to the Planning Board. \$fee pa	ecessarily deem the		



Special Permit (page 2). Rules and Regulations adopted in accordance with MGL Chapter 40A.

- 1. Applications for special permits must be submitted to the Town Clerk
 - a. A Public Hearing of the board will be scheduled.
- 2. Eighteen (18) copies of all applications to the Board shall be filed with the Town Clerk on forms prescribed by the Board and shall state:
 - a. the name and address of the petitioner;
 - b. which section of the Zoning By-law governs the Special Permit;
 - c. the specific provisions of the Zoning By-law involved;
 - d. the use for which a Special Permit is sought;
 - e. description of the land to be affected;
 - f. the name and address of the owner of the land if other than the petitioner;
 - g. a declaration of the status or interest of the petitioner if other than the owner of the land;
 - h. disclosure as to whether the land to be affected by a Special Permit is contiguous to other land held in common ownership;
 - i. a drawing to scale indicating lot dimensions and area, proposed lot lines, location, and dimensions of all structures on the lot; all abutters; front, rear and sideline setbacks; location of public ways, and
 - j. in the case of Special Permits which affect the USE of buildings, an adequately detailed, scale floor plan of the building in question will be furnished.
- 3. All applications shall be accompanied by a filing fee with checks made payable to the Town of Manchester by the Sea.

SPECIAL PERMIT

a. Any application not complying with the requirements of paragraphs 2 and 3 shall not be considered properly filed and shall not be assigned for hearing until such time as it is in compliance.

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- 4. In the event that the Board Chairman deems an application inadequate to a proper understanding of the matter or otherwise not properly filed, the applicant shall be advised and given an opportunity to bring the application into compliance.
 - a. An application may be dismissed for failure to comply with these rules.
 - b. Formal notice of dismissal of any application for non-compliance with these rules shall be filed with the Town Clerk.
- 5. After assignment of a hearing date, the Planning Board's clerk shall notify the Board of Assessors of the location of the land affected,
 - a. The clerk shall also file copies of the application, when applicable, with the Board of Health, Conservation Commission and Board of Selectmen.
 - b. The Planning Board shall publish a notice of the hearing of all applications for which a hearing date has been assigned in a newspaper of general circulation in the Town of Manchester-by-the-Sea and shall mail notices to the applicant and all interested parties as determined by the Board in accordance with the provisions of MGL Chapter 40A, Section 11, and all other interested parties who, in the opinion of the Board are deemed to be particularly affected.
 - c. Between the date of the first publication and the date of the hearing, there shall be an interval of not less than fourteen (14) days and the notice shall be published twice.
- 6. Minutes of the proceedings at Public Hearings shall be kept by the clerk to the Board.
- 7. The Board may, by majority vote, require further submission or waive any provision of these rules for good cause shown, provided that such waiver shall not be inconsistent with any provisions of the Zoning By-laws or the General Laws of the Commonwealth.