



**Town of Burlington  
Planning Board  
25 Center Street, Burlington MA 01803  
Phone: 781-270-1645**

[http://www.burlington.org/community\\_development/planning.php](http://www.burlington.org/community_development/planning.php)

## **APPLICATION FOR APPROVAL OF A SPECIAL PERMIT**

To: Town Clerk  
Town of Burlington, Massachusetts

Date: \_\_\_\_\_

The undersigned hereby requests a public hearing on this Special Permit Application under the requirements of Article IX, Section 9.2.0 of the Zoning Bylaw

*(Please Print)*

**1. Applicant** **EMAIL** \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**2. Property Owner** (if same as applicant, write "same") **EMAIL** \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**3. Attorney or Legal Representative** **EMAIL** \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**4. Engineer, Designer or Architect** **EMAIL** \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## 5. Project Location

Address: \_\_\_\_\_

Map/Parcel No. \_\_\_\_\_ Zoning District (s): \_\_\_\_\_

## 6. Special Permit Sought (From Use Designation Table, Section 4.2.0, 4.3.0, 4.4.0)

Use # Description: \_\_\_\_\_

Brief Description of Proposed Use: \_\_\_\_\_

## 7. Site Plan (Check One)

- An approved Site Plan is on file with the Planning Board
- A Site Plan has been submitted for approval with this Special Permit
- I request that the Planning Board consider the attached plot plan sufficient in place of a Site Plan. (Single family residential properties only)

## 6. Signatures

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

**Both signatures MUST be present to submit this application.**

## **FILING INSTRUCTIONS**

It is recommended that you call 781-270-1645 prior to filing an application to arrange a submission appointment with the Senior Planner

Upon completion of the application, file the following with the Planning Department:

- Completed original application (ALL PAGES).
- Twelve folded paper copies of the current approved plan clearly marked with the proposed changes and twelve copies of any other supporting documentation being submitted.
- One set of submittal material and plans must also be in electronic pdf format
- A certified abutters (within 300') list obtained from the Town Assessor's Office.
- Two complete sets of mailing labels for the abutters shown on the list.
- Application Fee (Check or Money Order made payable to The Town of Burlington).

The Planning Department will stamp the application "fee received", issue a receipt for the fee and retain the abutter's list, four copies of the plan and other supporting documentation.

The original application and eight copies of the plan and other documentation will be returned to you for filing with the Town Clerk. This application is considered received on the date stamped by the Town Clerk.

The Town Clerk will stamp the application “received” and make 9 copies and return the original to the Planning Department. One copy will be retained for their records, the balance to be transmitted with the plans and documentation packages to the departments specified in the “Request for Recommendation on Special Permit” (pg. 3)

**Planning Department:**

Fee Received (Stamp/Initial):

Fee: \_\_\_\_\_

Receipt# \_\_\_\_\_

**Town Clerk:** (Stamp/Initial/Date)

Date Received: \_\_\_\_\_

Date Transmitted to Planning Board:

**REQUEST FOR RECOMMENDATION ON A SPECIAL PERMIT**

To: Board of Selectmen · Board of Health · Conservation Commission · Town Engineer  
Inspector of Buildings · Department of Public Works · Fire Department · Police Department

According to the Special Permit Rules & Regulations in the Burlington Zoning Bylaw, your Board has the option to examine and to make recommendations on this plan and to submit your report to the Planning Department on or before \_\_\_\_\_ (35 days from date of transmittal by the Town Clerk).  
**REQUEST FOR RECOMMENDATION ON A SPECIAL PERMIT**

To: Board of Selectmen · Board of Health · Conservation Commission · Town Engineer  
Inspector of Buildings · Department of Public Works · Fire Department · Police Department

According to the Special Permit Rules & Regulations in the Burlington Zoning Bylaw, your Board has the option to examine and to make recommendations on this plan and to submit your report to the Planning Department on or before \_\_\_\_\_ (35 days from date of transmittal by the Town Clerk)