



**Department of Planning and Community Development**

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

**Application Packet  
Braintree Planning Board/Special Permit Granting Authority**

The Applicant should review the material included in this packet, consult the Zoning Bylaw and address any questions regarding the submission requirements to the Department Staff prior to submittal. The Department Staff also highly recommends all Applicants meet with a member of the Staff prior to the submission of the Application. The Applicant shall be informed that the Department staff writes the legal notice and submits it to the The Patriot Ledger. However, the Applicant is responsible for the cost of the publication of the public hearing notice which appears twice in The Patriot Ledger before the public hearing. The Patriot Ledger bills the Applicant directly for this cost.

The attached Application is the only Application to be submitted to the Planning Board/Special Permit Granting Authority pursuant to Braintree Zoning Bylaw Sections 135-205, 135-601, 135-608, 135-609, 135-610, 135-612, 135-702, 135 710, 135-711 and 135-1201. Please refer to the various Application types below for the specific submittal requirements.

**Please be advised the Department Staff requests that all Applications be filed before 3:00P.M.**

**SPECIAL PERMIT APPLICATION – Submission Requirements**

*Braintree Zoning Bylaw Sections 135-205, 135-601, 135-608, 135-609, 135-610, 135-612, and 135-702.*

**Please Note:** Pursuant to the Braintree Zoning Bylaw Section 135-502 all applications for a Special Permit are subject to Site Plan Review

No. of Copies	Type of Document
2	Original Applications, with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Site Plans (Including a Landscaping Plan and Architectural Elevations and Renderings)
1	Certified list of abutters and abutters to abutters within 300’ of any property line and those properties directly across the street. This list shall have been certified by the Braintree Assessors’ Office within sixty days of submittal of an Application to the Planning Board/Special Permit Granting Authority.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
9	Copies of a Statement outlining the project’s compliance with the Criteria of the Braintree Zoning Bylaw Section 135-503(I)
4	Copies of all Applicable Reports (Drainage, Floodplain Analysis, Geotechnical, Traffic etc.)
1	Check in the Amount indicated on the fee schedule, including an explanation of how the fee was calculated.

**For Two Family Conversion Use Special Permits Pursuant to Braintree Zoning Bylaw Section 135-601**

**Please Note:** In addition to the items required above, the following items are also required to be submitted at the time the Application is filed.

<b>No. of Copies</b>	<b>Type of Document</b>
4	Documentation that the building was constructed prior to 1940
4	Pictures of the exterior of the existing dwelling and site
4	Existing and Proposed Floor Plans

**SITE PLAN REVIEW APPLICATION – Submission Requirements**

*Braintree Zoning Bylaw Section 135-711*

<b># of Copies</b>	<b>Type of Document</b>
2	Original Applications with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Site Plans (Including a Landscaping Plan and Architectural Elevations and Renderings)
1	Certified list of abutters and abutters to abutters within 300' of any property line and those properties directly across the street. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board/Special Permit Granting Authority.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
4	Applicable Reports (Drainage, Floodplain Analysis, Geotechnical, Traffic etc.)
1	Check in the Amount indicated on the fee schedule, including an explanation of how the fee was calculated.

**MULTIPLE DWELLINGS ON A LOT APPLICATION – Submission Requirements**

*Braintree Zoning Bylaw Section 135-710*

<b># of Copies</b>	<b>Type of Document</b>
2	Original Applications with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Site Plans (Including a Landscaping Plan and Architectural Elevations and Renderings)
1	Certified list of abutters and abutters to abutters within 300' of any property line and those properties directly across the street. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board/Special Permit Granting Authority.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
4	Copies of all Applicable Reports (Drainage, Floodplain Analysis, Geotechnical, Traffic etc.)
1	Check in the Amount indicated on the fee schedule, including an explanation of how the fee was calculated.

## **GRADING PERMIT APPLICATION – Submission Requirements**

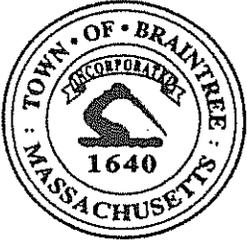
*Braintree Zoning Bylaw Section 135-1201*

<b># of Copies</b>	<b>Type of Document</b>
2	Original Applications with Original Signatures
9	Copies of the Original Application
9	Sets of a Grading Plan (Please See Braintree Zoning Bylaw Section 135-1201(G)(2).)
1	Certified list of abutters and abutters to abutters within 300' of any property line and those properties directly across the street. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board/Special Permit Granting Authority.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
4	Copies of the Grading Report and Drainage Calculations
1	Check in the Amount indicated on the fee schedule, including an explanation of how the fee was calculated.

## **REPETITIVE PETITION APPLICATION – Submission Requirements**

*Braintree Zoning Bylaw Section 135-205*

<b># of Copies</b>	<b>Type of Document</b>
2	Original Applications with Original Signatures
1	Certified list of abutters and abutters to abutters within 300' of any property line and those properties directly across the street. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board/Special Permit Granting Authority.
9	Sets of <u>all</u> Applications, Plans and Reports previously submitted to the Zoning Board of Appeal or Planning Board /Special Permit Granting Authority in which an Unfavorable Decision was rendered.
9	Sets of the Full Size Site Plans
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
9	Copies of a Brief Description of the Parcel's Zoning/Use History
9	Narrative justifying the request for Repetitive Petition that includes a description of all material changes upon which the unfavorable Decision was rendered upon.
1	Check in the Amount of \$2,000.00



Department of Planning and Community Development

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

**Application**  
**Braintree Planning Board/Special Permit Granting Authority**

Location of Property \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ and Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Zoning District (Including Overlay) \_\_\_\_\_

Present Use of Property \_\_\_\_\_

**Please Provide a Brief Description of the Proposed Project and Use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application is being filed under Braintree Zoning Bylaw Section:**

- \_\_\_\_\_ 135-205 Repetitive Petition
- \_\_\_\_\_ 135-601 Use Special Permit
- \_\_\_\_\_ 135-608 Wetlands & Floodplain District (Floodplain Designation \_\_\_\_\_)
- \_\_\_\_\_ 135-609 Watershed Protection District
- \_\_\_\_\_ 135-610 Cluster Zoning
- \_\_\_\_\_ 135-710 Multiple Dwellings on One Lot
- \_\_\_\_\_ 135-711 Site Plan Review
- \_\_\_\_\_ 135-1201 Grading Permit
- \_\_\_\_\_ Other, Specify \_\_\_\_\_

**NOTE: All applicants filing under Sections 135-601, 608, 609 and 610 must check Section 135-711 also.**

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

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

**Property Owner's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

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

**Please Note:** If you are the Applicant and not the Property Owner of the Property in which the project is proposed and the Property Owner has not signed the two (2) Original Applications you must provide with this Application two (2) originals of written Authorization from the Property Owner stating that you as the Applicant, Engineer or Attorney has permission to represent the Property Owner for the Application that is being submitted.



**Department of Planning and Community Development**

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

**Application  
Braintree Planning Board/Special Permit Granting Authority**

Location of Property \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ and Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Zoning District (Including Overlay) \_\_\_\_\_

Present Use of Property \_\_\_\_\_

**Please Provide a Brief Description of the Proposed Project and Use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application is being filed under Braintree Zoning Bylaw Section:**

- \_\_\_\_\_ 135-205 Repetitive Petition
- \_\_\_\_\_ 135-601 Use Special Permit
- \_\_\_\_\_ 135-608 Wetlands & Floodplain District (Floodplain Designation \_\_\_\_\_)
- \_\_\_\_\_ 135-609 Watershed Protection District
- \_\_\_\_\_ 135-610 Cluster Zoning
- \_\_\_\_\_ 135-710 Multiple Dwellings on One Lot
- \_\_\_\_\_ 135-711 Site Plan Review
- \_\_\_\_\_ 135-1201 Grading Permit
- \_\_\_\_\_ Other, Specify \_\_\_\_\_

**NOTE: All applicants filing under Sections 135-601, 608, 609 and 610 must check Section 135-711 also.**

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

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

**Property Owner's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

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

**Please Note:** If you are the Applicant and not the Property Owner of the Property in which the project is proposed and the Property Owner has not signed the two (2) Original Applications you must provide with this Application two (2) originals of written Authorization from the Property Owner stating that you as the Applicant, Engineer or Attorney has permission to represent the Property Owner for the Application that is being submitted.

Department of Planning and Community Development

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089



Joseph C. Sullivan  
Mayor

## Instructions for Preparing List of Abutters Braintree Planning Board/Special Permit Granting Authority

**Consult** Assessors' Plans at the Engineering Department or on the second level foyer area at 90 Pond Street.

**Prepare** a complete list of abutters, including address of abutting property, its Assessors' Plan and Plot Number, name and address of owner. You must include all abutters and abutters to abutters within 300' of any property line and those directly across the street. If you are unsure if someone is to be included on the list The Planning Staff suggests you include them.

**Submit** this list to the Assessors' Office for certification.

**Please Note:** That the Assessors' Staff has ten days to process your request. Their certification attests only to the accuracy of the names and addresses as they appear on your abutters' list and not to the completeness of the list.

Date \_\_\_\_\_

Applicant \_\_\_\_\_

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

Address of Property \_\_\_\_\_

Assessors' Plan	_____	Plot	_____
Assessors' Plan	_____	Plot	_____
Assessors' Plan	_____	Plot	_____
Assessors' Plan	_____	Plot	_____
Assessors' Plan	_____	Plot	_____

**This list is being submitted in support of:**

Special Permit/Site Plan Review \_\_\_\_\_ Site Plan Review \_\_\_\_\_

Grading Permit \_\_\_\_\_ Multiple Dwellings on One Lot \_\_\_\_\_

Repetitive Petition \_\_\_\_\_











Joseph C. Sullivan  
Mayor

## Department of Planning and Community Development

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

### **Braintree Planning Board/Special Permit Granting 135-503(I) SPECIAL PERMIT PROCEDURES**

In order for the SPGA to render an approval on a Special Permit request they are required to make findings. Said findings at a minimum shall include the criteria listed below. Please provide a statement in response to the Criteria below. Your statements shall clearly demonstrate in detail the manner in which your proposed project and use will comply with each criteria.

1. The proposal for special permit shall be in harmony with and shall not derogate from the general purpose and intent of the Braintree Zoning Bylaw.
2. There shall be adequate ingress and egress to the property and proposed structures with particular reference to automotive and pedestrian safety and convenience, off-street parking and loading, traffic flow and control, access in case of fire or catastrophe, and the capacity of public roads to support the added traffic safely.
3. The proposed use shall not create any danger or pollution to public or private water facilities. The SPGA shall consider the adequacy of the methods drainage at the proposed site and the public water and sewer systems serving the site. No excessive demand shall be imposed on the water system.
4. The project shall conform to the signage, lighting and environmental standards set forth in this chapter. In particular, the SPGA shall review the project with regards to off-site impacts from glare, noise, vibration, smoke, heat and odor.
5. The site plan shall provide for refuse collection or disposal and service areas, with particular reference to items in Paragraphs (2) and (3) above.
6. The site plan shall provide for screening and buffering.
7. The site plan shall provide yards and other open space as required by this chapter.
8. The SPGA shall review for economic effect on and general compatibility and harmony with adjacent properties and other property in the district.



**Department of Planning and Community Development**

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

**Fee Schedule**

**Braintree Planning Board/Special Permit Granting Authority**

The Fee represents the total gross floor area of all additions, new structures or additional stories and shall include all accessory structures. No credit can be discounted from the fee for structures or portions thereof that are being demolished. For units calculations it shall be based on the total number of new or substantially rehabilitated units in a project or within a site. Any questions regarding the basic fee shall be decided by the Planning Board/Special Permit Granting Authority.

**RESIDENTIAL DEVELOPMENT:**

1 - 2 Units	Flat Fee	\$ 200.00
3 - 10 Units	\$350 per unit	Maximum of \$3,500.00
11 - 50 Units	\$3,500 plus \$275 per unit for each unit over 10 units	Maximum of \$14,500.00
51 - 100 Units	\$14,500 plus \$200 per unit for each unit over 50 units	Maximum of \$24,500.00
101+ Units	\$24,500 plus \$100 per unit for each unit over 100 units	No Maximum Fee

**COMMERCIAL/BUSINESS DEVELOPMENT:**

1 - 1,500 Square Feet	\$0.25 per Sq. Ft.	Maximum of \$375.00
1,501 - 5,000 Square Feet	\$0.40 per Sq. Ft.	Maximum of \$2,000.00
5,001 - 10,000 Square Feet	\$2,000 plus \$0.50 per Sq. Ft. for each Sq. Ft. over 5,000 Sq. Ft.	Maximum of \$4,500.00
10,001 - 50,000 Square Feet	\$4,500 plus \$0.25 per Sq. Ft. for each Sq. Ft. over 10,000 Sq. Ft.	Maximum of \$14,500.00
50,001 - 100,000 Square Feet	\$14,500 plus \$0.15 per Sq. Ft. for each Sq. Ft. over 50,000 Sq. Ft.	Maximum of \$22,000.00
100,001+ Square Feet	\$22,000 plus \$0.10 per Sq. Ft. for each Sq. Ft. over 100,000 Sq. Ft.	No Maximum Fee

**USE SPECIAL PERMIT**

No Construction	Flat Fee	\$375.00
-----------------	----------	----------

**APPLICATIONS NOT INVOLVING CONSTRUCTION OF STRUCTURES**

*(ie) Grading Permits, Floodplain without Construction or Watershed Protection Overlay Paving Projects*

There is a Base Fee of \$300 plus \$0.05 per Square Foot of pavement or disturbed area No Maximum Fee

**REPETITIVE PETITION**

\$2,000.00

**WIRELESS COMMUNICATION TOWER\***

\$5,000.00

\* For indoor or building mounted links, please consult with the Department of Inspections.