

**APPLICATION for SPECIAL PERMIT**

**APPLICANT/  
CONTACT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**\* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

**PROJECT LOCATION:** Street Address: \_\_\_\_\_  
Assessors' Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_

**Applicable Section of Zoning Bylaw:** \_\_\_\_\_  
**Proposed Use:** \_\_\_\_\_

**PERMITS/APPROVALS:**

Attach any previous or pending decision documentation regarding the site plan to (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

**SUBMITTAL REQUIREMENTS:**

- \_\_\_ 1 Application fee made payable by check to the Town of Danvers. (\$200.00)
- \_\_\_ 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
- \_\_\_ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- \_\_\_ 1 Project narrative describing the proposal and listing all requested waivers.
- \_\_\_ Electronic PDF format of all plans, elevations, and applicable reports/studies.  
(*Can be submitted on CD or emailed to kday@mail.danvers-ma.org.*)

**Signature of Applicant/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Department Use Only:**  
Date Comments Due \_\_\_\_\_  
Date of Planning Board Hearing: \_\_\_\_\_

**\* Must be submitted 30 days prior to  
Planning Board hearing.  
\* Incomplete filings will not be accepted.**