

SPECIAL PERMITS

Purpose

The purpose of Special Permits is to ensure that the proposed use or structure will not adversely impact adjacent properties, the neighborhood, the Town, or the environment and that the project meets the requirements of the Zoning Bylaw.



Special Permit Granting Authority (SPGA)

Special Permits under the Zoning Bylaw are issued by either the Zoning Board or the Planning Board. Each SPGA has their own “Rules and Regulations” governing filing and submittal requirements for applications.

Application packets for the Zoning Board may be obtained at the Office of Code Administration and application packets for the Planning Board may be obtained at the Planning Department.

The following is a list of Special Permits issued by each SPGA.

ZONING SECTION	DISTRICT / ITEM	SPGA
10.2	R1 / funeral homes, boarding houses, DU conversion, greenhouses, home occupations, signs, rest homes	ZBA
10.3	R1 / multi-family DU up to 4 units per structure	ZBA
	R1 / multi-family DU greater than 4 units per structure	PB
11.1	R1A / multi-family DU up to 6 units	ZBA
	R1A / multi-family DU greater than 7 units	PB
12.2	R2 / funeral homes, boarding houses, farm stands, kennels, DU conversion, home occupations, signs, rest homes	ZBA
13.2	R2A / multi-family	PB
14.2	R3 / private recreation, kennels, DU conversion, home occupation, signs	ZBA
15.3	HC / congregate living	PB
17.2	R3A / private recreation, kennels, DU conversion, home occupation, signs	ZBA
	R3A / Assisted Living Residence	PB
22.2	I1 / boat yards, marinas	ZBA
24.5	HCZ / research laboratories, transportation terminals, off premise sign, outdoor storage	PB
25.3	Rt. 114A / buildings greater than 30,000 sq. ft., retail greater than 15,000 sq. ft., outdoor storage	ZBA
	Rt 114A / off premise sign	PB
26.3	Rt 114B / buildings greater than 30,000 sq. ft.	ZBA
27.5	GRPD / storage of hazardous materials, impervious areas greater than 15%	PB
28.3	CIII / parking garages, cinemas, indoor – outdoor recreation, reduction of frontage / lot areas / setbacks in exchange for a reduced number of curb cuts	PB
30.2	SP / dog kennels, soil stripping, neighborhood store, conversion of house into apartments, access and egress across district boundaries, activities accessory to scientific research	ZBA
31.3	FPD / all construction and filling	ZBA
32.4	Hathorne / Demand Based Parking	PB
32.6	Hathorne / Planned Development Area	PB
33.2	Cluster Development	PB
34.3	Congregate & Independent Housing for the Elderly	PB
36.3	Assisted Living Residences	PB

Review Process

Applications shall be determined complete by the appropriate Town official, submitted to the Town Clerk for certification and then forwarded to the appropriate SPGA. Special Permits are transmitted for a 30 day inter-departmental review and comment period. A public hearing must be held within 65 days of filing and a decision must be issued within 90 days of the close of the public hearing.

SPECIAL PERMIT PROCESS

Special Permit Granting Authority (SPGA) may be Planning Board,
Zoning Board of Appeals

