

COMPREHENSIVE  
PERMIT  
APPLICATION



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DUNSTABLE  
ZONING BOARD OF APPEALS

December 2004

# APPLICATION FOR COMPREHENSIVE PERMIT

(Made pursuant to M.G.L. Chapter 40B, Sections 20-23 and 760 C.M.R. 30.00 & 31.00)

Z.B.A. File # \_\_\_\_\_

**PLEASE NOTE:** This application is not complete until all information indicated is provided. The Zoning Board of Appeals will refuse to accept this petition until this information is submitted: Please submit twenty-five (25) copies of this completed application form and of all accompanying plans, documents (listed below in items 9 and 10), together with a check made payable to the Town of Dunstable in an amount to equal \$3,000.00 (the application fee). A separate check is required equal to \$15,000.00 for projects containing less than thirty (30) units or \$30, 000.00 for projects containing thirty (30) or more units and will be held in escrow as deemed necessary to cover the cost of professional reviews by other specialists such as attorneys, consultants, engineers, etc.

## 1. APPLICANT/CONTACT PERSON

Applicant's name:

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Applicant's address:

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Applicant's phone # and e-mail:

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Contact person if other than applicant:

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Contact person's address:

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Contact person's phone # and e-mail:

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**2. OWNER – If the applicant and owner are not the same person, the following must be completed:**

**Owner's name:**

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**Owner's address:**

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**Owner's phone # and e-mail:**

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The owner hereby appoints \_\_\_\_\_ (name of person appointed) to act as agent for purposes of submitting and processing this application for a comprehensive permit.

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

\_\_\_\_\_  
Owner's signature

The applicant/owner hereby certifies that he/she/it qualifies as an entity to file for a comprehensive permit as set forth under 760 CMR 30.02.

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

\_\_\_\_\_  
Applicant's/Owner's signature

**3. SUBSIDY PROGRAM – Preliminary approval of the application has been obtained under the following subsidy program:**

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A copy of the preliminary site approval or project eligibility letter is attached.

**4. TITLE TO/CONTROL OF THE PROPERTY – The owner's title to the land that is the subject matter of this application is derived from deed/will/other of:**

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Dated \_\_\_\_\_ and recorded in \_\_\_\_\_

Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_

If the property is subject to a purchase and sales agreement or option for purposes of gaining control of the property, please indicate the date when control is expected and indicate above the derivation of the title.

Date when control is expected: \_\_\_\_\_

**5. THE LAND PLAN**

Title of plan:

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Drawn by (name, address, phone #):

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P.E.'s or surveyor's registration #:

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Date of plan:

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**6. THE UNIT PLAN(S)**

Title of plan(s):

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Drawn by (name, address, phone #):

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Architect's registration #:

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Date of plan:

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**7. ASSESSORS' RECORDS**

The land shown on the plan is located on Map \_\_\_\_\_, Lot \_\_\_\_\_

of the Assessor's records and has an address of \_\_\_\_\_.

The land is zoned \_\_\_\_\_.

The frontage required under zoning is \_\_\_\_\_ feet.

The lot area required under zoning is \_\_\_\_\_ square feet.

The setbacks required under zoning are:

Front: \_\_\_\_\_ feet

Side: \_\_\_\_\_ feet

Rear: \_\_\_\_\_ feet

Lot coverage requirements are \_\_\_\_\_ %

Building height requirements are \_\_\_\_\_ feet

**8. PROPOSAL (answer all questions that apply)**

A. Name of Development: \_\_\_\_\_

B. Type of Development:

New Construction \_\_\_\_\_ Rehabilitation of existing structure(s) \_\_\_\_\_

C. The housing/ownership type is:

(Check one)

\_\_\_\_\_ Fee simple  
\_\_\_\_\_ Condominium  
\_\_\_\_\_ Rental

(Check one or more)

\_\_\_\_\_ Detached  
\_\_\_\_\_ Attached  
\_\_\_\_\_ Single unit  
\_\_\_\_\_ Duplex  
\_\_\_\_\_ Triplex  
\_\_\_\_\_ Multi-family

D. The plan shows land consisting of \_\_\_\_\_ acres of land.

E. The density of the proposal is \_\_\_\_\_ units per acre.

Ground coverage proposed is \_\_\_\_\_ %.

The number of housing units proposed includes:

\_\_\_\_\_ Affordable units  
\_\_\_\_\_ Market rate units  
\_\_\_\_\_ # Bedrooms per unit

The price of the units will be:

\$ \_\_\_\_\_ Affordable units

\$ \_\_\_\_\_ Market units

F. The affordable units will be subject to the attached restriction to ensure long-term affordability. (Attach all deed or other restrictions that will be used to ensure continued affordability.)

G. If the plan includes a subdivision answer the following questions:

i. The plan shows the division of \_\_\_\_\_ acres of land into \_\_\_\_\_ lots, intended for building thereon, numbered \_\_\_\_\_, and \_\_\_\_\_ parcels not intended for building thereon.

ii. The plan shows the following existing ways (public ways, ways previously approved in a subdivision, ways existing at the time the subdivision control law was adopted that the planning board has deemed adequate for access) that are being proposed as lot frontage:

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

iii. The plan shows the following proposed ways that are being constructed to provide lot frontage:

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

\_\_\_\_\_, frontage for lot(s) \_\_\_\_\_

H. Is property serviced by Town Water? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Town Water service intended? Yes \_\_\_\_\_ No \_\_\_\_\_

**I. Waiver of local requirements:**

**The applicant requests waiver(s) for the following local requirements:**

**Zoning**

**(Specify each waiver with precise reference to section(s) of applicable By-law, code or regulation and describe the waiver)**

**Section:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Why is this waiver required?** \_\_\_\_\_

**What is the impact on the project if the waiver is not granted?** \_\_\_\_\_

\_\_\_\_\_

**Section:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Why is this waiver required?** \_\_\_\_\_

**What is the impact on the project if the waiver is not granted?** \_\_\_\_\_

\_\_\_\_\_

**Section:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Why is this waiver required?** \_\_\_\_\_

**What is the impact on the project if the waiver is not granted?** \_\_\_\_\_

\_\_\_\_\_

**Section:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Why is this waiver required?** \_\_\_\_\_

**What is the impact on the project if the waiver is not granted?** \_\_\_\_\_

\_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

**Subdivision**

**(Specify each waiver with precise reference to section(s) of applicable  
Subdivision Rules and Regulations and describe the waiver.)**

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_



Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

**Other**

(Specify the By-law/ordinance, rule or regulation to be waived, the section within such local requirement to be waived and describe the waiver.)

Title of local requirement: \_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

Title of local requirement: \_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

Title of local requirement: \_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Why is this waiver required? \_\_\_\_\_

What is the impact on the project if the waiver is not granted? \_\_\_\_\_

\_\_\_\_\_

(Add additional pages(s) if necessary)

**J. The land shown on the plan**

\_\_\_\_\_ includes  
\_\_\_\_\_ does not include

wetlands. If there are wetlands, a separate application must be made to the conservation commission.

**K. A plan and separate application(s) must be made to the Board of Health for purposes of compliance with Title V for on-site septic systems.**

**L. A list of parties in interest, certified by the Town Assessor is attached.**

## **9. Submission Requirements for Chapter 40B Comprehensive Permit Applications**

The following is a list of required submission documents. Please itemize and label each of these documents and include them as attachments with this application form.

**a. Project Eligibility Letter** – A project eligibility/site approval letter from a state or federal housing agency that states the project has been determined eligible and acceptable under a particular housing subsidy program;

**b. Evidence of Site Control** – Evidence that the developer has control; of the property in question; a copy of the deed, purchase and sale agreement, option agreement, or similar legal documentation;

**c. Copy of the Assessor's map highlighting the parcel(s) to be developed.**

**d. A list, certified by the Town Assessor, of the names and mailing addresses as they appear on the most recent applicable tax list of the following:**

- Abutters
- Owners of land directly opposite on any public or private way or street
- Abutters to the abutters within three hundred feet (300') of the property line of the development location.

**e. Preliminary Site Development Plans** – Plans (to scale) showing the location and footprints of buildings, lot lines, structures on adjacent lots, roadways, paved areas, open space, drainage, septic systems, lighting, utility or accessory structures, easements, restricted areas, and landscaping with pertinent distances from front, rear and sidelines of property. Photographs and engineered or certified plans are strongly recommended;

**d. Site Conditions Report** – A narrative description of existing site and existing buildings, including description of surrounding roads, intersections and land uses (within 1500' or ¼ mile);

**e. Preliminary Drawings** – Preliminary drawings, including typical plans and elevations for each building type, including accessory structures;

**f. Building Tabulation** – A tabulation of the proposed number of buildings, units, and bedrooms per building, including square footage of each;

**g. Subdivision Plan** – a plan showing the subdivision, if a subdivision is part of the proposal; size and frontages of lots and streets, drafted in conformance to the technical standards of the Town;

**h. Utilities Plan** – Plans indicating the approximate location of utilities and other infrastructure, surface or subsurface, including any easements;

**i. Requested Exemptions** – A list of requested exceptions/exemptions to any local bylaws, codes, ordinances, regulations, requirements and/or fees, including bylaws and subdivision regulations.

**j. Amenities Offered** – A list of any infrastructure and site improvements, services, programs, facilities, or amenities designed to mitigate impacts associated with the temporary construction or permanent development impacts of the project, or as general enhancements to the neighborhood or community character.

**k. Pro forma** – A pro forma for the project including all the development and operating costs.

## **10. Content of Plans and Narratives**

**Plans and narrative descriptions are required for both the existing site conditions and the proposed development. Content of these components shall be as follows:**

### **Existing Site and Site Area**

**Plans** – topography and vegetation, open spaces, property lines, existing buildings and structures, existing on-site utilities and infrastructure, existing public and private streets, wetlands and other resource areas and buffers. Delineation of any conservancy soils, natural plant or wildlife habitats or corridors, historical or archeological resources.

**Narratives** – abutters lists, alternative existing and potential site uses under existing zoning; first level environmental assessment under Massachusetts General Laws Chapter 21E or other analysis of existing environmental resources; identification of any significant natural, archeological, plant, wildlife or historic resources.

**Proposed Site Development**

**Plans** – all proposed structures, including building footprints, roadways, driveways, parking, drainage, utility, and fence structures; typical drawings for each building or structure type; utilities and other infrastructure; changes in grading/topography, landscaping, and open space; property lines, easements, covenants restrictions and/or subdivision of land, if applicable.

**Narratives-** Description of housing program (e.g., Local Initiative Program, New England Fund, etc.), proposed housing types, bedroom mix, square footage of units and bedrooms; proposed affordable/market rate ratios; accessibility considerations; project density; ground coverage data; proposed landscaping/buffers; MGL Chapter 21E remedial action ( if applicable)

**Project impacts**

**Impacts-** on traffic (on-site circulation, entrances and exits, signage (if any), trip generation data, sight and stopping distances, average traffic volumes and speed, intersection turning data, existing and proposed levels of service); on historical, archeological, open space, plant and wildlife habitats or corridors, on recreational resources; on municipal services including public safety, water supply, sewage treatment, roads, school enrollment; construction impacts such as noise, dust, erosion/siltation, waste (solid and liquid) and any potential releases.

**11. List accompanying plans and documents submitted as part of this application for the record:** (Identify each such plan and document by its title)

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**12. List supplemental pages used to provide full information called for by this application, so that there is no question as to what items have been submitted:**

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**THE ACCURACY AND AUTHENTICITY OF ALL SUBMISSION DOCUMENTS ARE THE SOLE RESPONSIBILITY OF THE APPLICANT. If information changes or revisions are made to this proposal or any of the supporting documentation, it shall be the responsibility of the applicant to provide updated and/or revised information and indicate clearly to which portion of the submission documents the information refers or replaces.**

This application for a Comprehensive Permit to build/rehabilitate low- or moderate-income housing is made subject too the provisions of MGL Chapter 40B, Sections 20-23 and 760 CMR 30.00 & 31.00 and any subsequent updates or revisions thereto.

A copy of the application and plan should be filed with the Town Clerk.

Received by Town Clerk

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

\_\_\_\_\_  
Signature of Town Clerk

I hereby certify that the application and all plans and other information required by the Zoning Board of Appeals Rules and Regulations have been filed with the Zoning Board of Appeals together with the fee of \$ \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Signature of applicant or representative  
appointed by owner

In accordance with the Zoning Board of Appeals Rules and Regulations, this application

\_\_\_\_\_ is complete.

\_\_\_\_\_ is not considered complete as follows: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Zoning Board of Appeals  
Representative

*Revised 12/9/04*