

**SPECIAL PERMIT APPLICATION FOR THE TOWN OF WENDELL**

Applicant Last Name \_\_\_\_\_

Applicant First Name \_\_\_\_\_

Applicant Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone(evening) \_\_\_\_\_ Phone (day) \_\_\_\_\_

Email \_\_\_\_\_

Address of the Activity \_\_\_\_\_

Assessors' Map and Parcel ID's \_\_\_\_\_

Parcel Deed Book and Page \_\_\_\_\_

Parcel Owner \_\_\_\_\_

Phone (evening) \_\_\_\_\_ Phone (day) \_\_\_\_\_

Parcel Owner Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Note: A copy of the Parcel Deed must be provided.**

**Special Permits:**

No building or structure or land shall be used for any purposes other than those permitted in Article VI, Section B. The Special Permit Granting Authority (SPGA) has the power to impose any conditions, safeguards, and/or limitations on time or use of the premises granted under Special Permit.

Three general categories of uses are established under the Wendell Zoning Bylaws; those established by right, those prohibited, and those permitted by Special Permit. The Wendell Planning Board and the Selectboard are the SPGAs for those uses designated in Section F of Article VI as requiring a Special Permit. Special Permits may be issued only upon written determination by the SPGA that there will be no significant adverse effects to the Town after consideration of the Special Permit Criteria.

The applicant must submit a complete application to the Town Clerk, notify the Planning Board of application submittal in writing, and pay fees directly to the Planning Board in order for the application to be considered complete. A public hearing must take place within 65 days of filing and payment of fees. A decision will be rendered and filed with Town Clerk within 90 days after the public hearing is officially closed.

Please refer to the Town of Wendell's Zoning Bylaws Article VI, including Sections C and D for submission and procedural description. The applicant is responsible for a completed application and its appropriate filing.

What Permits are you applying for?

Special Permit for Secondary Dwelling

Special Permit for Guest Cabin

Special Permit for \_\_\_\_\_  
(see Article VI, Section F Use Regulations in Wendell Zoning Bylaws)

**If applicant is not sole owner(s) of parcel(s), include a notarized statement by owner(s) granting permission for activity.**

Please address the following Special Permit criteria.

**Traffic safety and flow:**

Access points on or to any road must not present unsafe traffic conditions. Parking and traffic flow on site must be adequate for proposed uses and safe for pedestrians.

**Impact upon utilities and town services:**

Must not stress the Town's capabilities to service the premises, considering existing roads, town equipment, and other municipal services.

**Impact on abutting properties:**

Consideration of the impact on neighborhood or abutting properties in relation to noise, light, odor, vibrations, smoke, dust, heat, vehicular traffic, pollution of air, earth, or surface and ground water, security, explosion, and fire hazards. Objectionable features should be screened from neighbors.

**Impact on the natural environment:**

All efforts must be made to minimize the displacement of stone walls, trees, natural and historical land features and buildings, soil and vegetation, blasting and grade changes, wildlife and aquatic habitat. Consideration of sufficient storm water drainage, protection from silt build-up, and minimization of erosion must be provided.

**Design standards:**

All efforts must be made to insure that the design is energy efficient, and that the land and premises are adaptable to the proposed use, and that all structures should be visually harmonious with one another.

**Access for emergency vehicles:**

Adequate access must be provided to within thirty (30) feet of the building site sufficient for all emergency vehicles i.e. fire trucks, ambulance, police, etc.

**Flood Prevention and Mitigation:**

For activities within areas prone to flooding or subject to inundation (from a dam release), all efforts must be made to ensure impacts are mitigated including the securing of chemicals and the safety of persons.

**Proposed uses should be harmonious with the existing wooded, rural, and agricultural character of Wendell and preserve views and open space.**

**A completed application includes:**

- Fee**
- If not sole owner(s) of parcel, notarized statement granting permission for activity by owner(s)**
- Statements of how above Criteria will be met**
- Any further material requested by the Planning Board (see below)**
- If filing for Secondary Dwelling, written statements of Secondary Dwelling requirements**
- If filing for Guest Cabin or Secondary Dwelling, building plans and a drawing of lot boundary that includes existing structures, access to the proposed building, the proposed building site and existing and proposed building set backs.**

**In addition the SPGA may further request:**

Building plans drawn no greater than 40 feet to the inch, prepared by registered Massachusetts architect, engineer, landscape architect, or surveyor including:

- a locus map.
- boundary of the entire parcel held in common ownership by the applicant including existing buildings with all setbacks, proposed parking, loading areas, and waste storage and disposal.
- location, size, and type of all proposed signs and exterior lighting.
- existing and proposed topography of the site at two foot contour intervals including description of existing vegetation and natural features.
- storm water drainage plans showing proposed method of handling storm water run-off, engineering calculations used to determine drainage requirements based upon ten –year storm frequency, direction and location of run-off flow.

### **Additional requirements for Secondary Dwellings**

**Please address the following requirements:**

1. Subject to a Special Permit from the Wendell Planning Board, one secondary dwelling may be located on a building lot in accordance with the following requirements:
  - a) Occupants in the secondary dwelling shall be limited to a maximum of two (2).

b) Maximum square footage of the interior living area of the secondary dwelling shall be 800 square feet.

c) Construction of a secondary dwelling will require a minimum lot size of three (3) acres for a single-family dwelling and four (4) acres for a two-family dwelling.

d) A minimum 50 foot setback shall be maintained between the secondary dwelling and all lot lines.

e) The maximum setback between the primary and secondary dwelling shall not exceed 100 feet.

f) The Planning Board may waive setback requirements for conversion of a structure that has been in existence for the ten (10) years preceding application for this special permit, provided that such waiver is consistent with Special Permit criteria and does not compound any adverse impact on abutters

g) The principal building on the lot is a single or two family dwelling.

h) The proposed secondary dwelling will meet applicable sanitation and building codes.

i) Access to the secondary dwelling from the public way shall be through existing access (driveway) for the primary dwelling.

j) The secondary dwelling and primary dwelling must be held under the same ownership. The secondary dwelling cannot be sold separately from the primary dwelling, and the applicant must note this as a notation on or adjunct to the deed.



**Fee Information applicable to Special Permits subject to Planning Board Review**

**Table of Special Permit Fees**

| <b>Uses</b>                             | <b>Fee</b>  |
|---|---|
| Single Residence                        | \$50.00   |
| Guest Cabin                             | \$50.00   |
| Secondary Dwelling                      | \$50.00   |
| Commercial or Industrial Special Permit | \$400 plus the larger of: \$100.00 per acre disturbed or \$100.00 per 2500 square feet of building space created or renovated |

**Applicant must pay the cost of legal notices to abutters, abutting towns, and newspapers. Please be prepared with a check at the public hearing. All Special Permits are conditioned on full payment of the permit fee and legal notice costs.**