



# **TOWN OF DRACUT BOARD OF SELECTMEN**

## **SPECIAL PERMIT APPLICATION PACKAGE**

**COVERING:**

**ALL SPECIAL PERMITS NOTED IN SECTION 2.11.30  
OF THE  
DRACUT ZONING BYLAW**

**BOARD OF SELECTMEN  
62 ARLINGTON STREET  
DRACUT, MA. 01826  
TELEPHONE: 978-452-1908  
EMAIL: BOARDOFSELECTMEN@DRACUTMA.GOV**

**ADOPTED: NOVEMBER 27, 2018**

## **SPECIAL PERMIT APPLICATION PACKAGE**

Attached is your Special Permit Application Package consisting of the following:

- Your Application and List of Abutting Towns
- References to the applicable sections of the Dracut Zoning By-law
- An Application checklist which must be completed and submitted with your application.

Based upon experience, we have found that if you follow the checklist carefully, the review of your application will go much smoother and that all of the elements required on a special permit and/or special permit/site plan are contained thereon in one referenced place.

Following preparation of all your application material and submission to the Special Permit Granting Authority (Board of Selectmen), a public hearing will be scheduled on your application and approximately one week before the public hearing you will be notified of a Departmental Review meeting to which you and/or a representative will be invited and at which time your plans and proposals will be reviewed. By completing all of the attached material you should find that both the review and public hearing will go a lot smoother and therefore, will avoid postponements and delays of the decision.

In the event you have any administrative questions regarding the special permit process, please contact Shannon Rowe, the Executive Assistant to the Board of Selectmen at 978-452-1908 or [srowe@dracutma.gov](mailto:srowe@dracutma.gov).

Questions regarding technical and permitting issues may be directed to Alison Manugian, Director of Community Development and permit ombudsman for the Town of Dracut. Contact her at 978-453-4557 or [amanugian@dracutma.gov](mailto:amanugian@dracutma.gov).

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

**NAME OF APPLICANT:**\_\_\_\_\_

**HOME ADDRESS:**\_\_\_\_\_

**TELEPHONE #:**\_\_\_\_\_

**EMAIL:**\_\_\_\_\_

**PROPERTY LOCATION (INCLUDING MAP AND LOT NUMBERS):**\_\_\_\_\_

\_\_\_\_\_

**NAME OF OWNER:**\_\_\_\_\_

**HOME ADDRESS:**\_\_\_\_\_

**TELEPHONE #:**\_\_\_\_\_

**SIGNATURE OF OWNER:**\_\_\_\_\_

**EXPLANATION OF PROPOSED USE:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby request a hearing before the Dracut Board of Selectmen with regard to the above noted application for a Special Permit. I agree to pay all cost for mailing and advertising the notice of the public hearing.*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINTED NAME OF APPLICANT:**\_\_\_\_\_

**TITLE:**\_\_\_\_\_

**Office Use:**

**Date of submission to Board of Selectmen Meeting of** \_\_\_\_\_.

**Received filing fee of \$75.**\_\_\_\_\_.

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

**CERTIFIED ABUTTER'S LIST**

The undersigned, being an applicant for a special permit for the land shown in the application package from the Assessor's Map:

Map No:\_\_\_\_\_Block No:\_\_\_\_\_Lot No.\_\_\_\_\_

Has provided the attached list of abutters as reflected by the Assessor's Maps. Parties on the list are those as determined by the Board of Assessor's and in compliance with the rules and regulations as set forth in the Dracut Zoning Bylaws.

Applicant:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone No.\_\_\_\_\_

Application for abutters list received by the Office of Assessors on:\_\_\_\_\_

Fee:\_\_\_\_\_Received by:\_\_\_\_\_

This is to certify that at the time of the last assessment for the taxation made by or for the Town of Dracut, the names and addresses of the parties abutting the parcel herein described are those officially designated as such by this board.

Board of Assessors

Karen Golden, Assessor \_\_\_\_\_

Ashley Antifonario, Assessor \_\_\_\_\_

Cheryl Arsenault, Assessor \_\_\_\_\_

**Notification must be provided to each Planning Board of abutting communities:**

Town of Andover – 36 Bartlett Street, Andover, MA. 01810

City of Lowell – 50 Arcand Drive, JFK Civic Center, Lowell, MA. 01852

City of Methuen – 41 Pleasant Street, Methuen, MA. 01844

Town of Tewksbury – 999 Whipple Road, Tewksbury, MA. 01876

Town of Tyngsboro – 25 Bryant Lane, Tyngsboro, Ma. 01879

Town of Pelham – 6 Village Green, Pelham, NH. 03076

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

This checklist has been developed to assist in the review of special permit applications:  
This check list must be submitted and signed by the applicant.

1. Written zoning determination from the Dracut Building Inspector: ☐yes ☐no
2. Statement which details proposed use of the property: ☐yes ☐no
3. Statement of hours of operation: ☐yes ☐no
4. Plans which indicate building coverage and open space percentage ☐yes ☐no
5. Drainage calculations: ☐yes ☐no
6. Calculations of volume of earth to be removed and volume of fill to be used  
On the site: ☐yes ☐no
7. If this proposal is for a Special Permit, then a plot plan is provided  
With the following information: ☐yes ☐no
  - a. North Arrow: ☐yes ☐no
  - b. Names of Streets: ☐yes ☐no
  - c. Zoning Districts: ☐yes ☐no
  - d. Names of Abutters (per MGL Chapter 40A, Section II): ☐yes ☐no
  - e. Property boundaries: ☐yes ☐no
  - f. Locations of buildings and driveways on surrounding properties: ☐yes ☐no
  - g. Other items pertinent in the granting of the special permit: ☐yes ☐no
8. Is this a site plan Special Permit? ☐yes ☐no
9. If a site plan Special Permit, are the following addressed on the plans:
  - a. An Existing conditions plan: ☐yes ☐no
  - b. Plan prepared by a Registered Professional Engineer or  
Registered Land Surveyor ☐yes ☐no
  - c. All lot lines and setbacks shall be shown? ☐yes ☐no

- d. All zoning district boundaries and flood plains shall be identified: \_\_\_\_yes \_\_\_\_no
- e. All wetland and wetland buffer zones (if applicable) are identified: \_\_\_\_yes \_\_\_\_no
- f. All areas designated as open spaces shall be shown on the plan: \_\_\_\_yes \_\_\_\_no
- g. All existing and proposed topography is shown at 2' intervals: \_\_\_\_yes \_\_\_\_no
- h. All of the following shall be shown on the plan:
- Buildings \_\_\_\_yes \_\_\_\_no
  - Structures \_\_\_\_yes \_\_\_\_no
  - Parking and loading spaces  
(including handicapped parking spaces) \_\_\_\_yes \_\_\_\_no
  - Limits of all paving and open storage areas \_\_\_\_yes \_\_\_\_no
  - Facilities for sewage, waste disposal and drainage \_\_\_\_yes \_\_\_\_no
  - Parking/buffering/landscaping per Dracut bylaw \_\_\_\_yes \_\_\_\_no
    - Snow Storage (areas) \_\_\_\_yes \_\_\_\_no
    - Fire Lanes \_\_\_\_yes \_\_\_\_no
10. Application propose a facility 10,000 square feet or more of gross floor area, or the facility requires 40 or more parking spaces: \_\_\_\_yes \_\_\_\_no
- If the answer to this question is yes, then a separate landscape plan, meeting all requirements of the by-law, shall be submitted (Sec.1.16.22-3): \_\_\_\_yes \_\_\_\_no
- If the answer to the above question is yes, building elevation plans as required by the by-law shall be submitted (Sec. 1.16.22-4): \_\_\_\_yes \_\_\_\_no
11. Filing fee is attached: \_\_\_\_yes \_\_\_\_no
12. Abutters list is attached: \_\_\_\_yes \_\_\_\_no
13. If the applicant is not the owner of the property, a written consent of the property owner shall be attached: \_\_\_\_yes \_\_\_\_no
14. Applicant is to provide stamped envelopes for abutters notification and notice to abutting communities: \_\_\_\_yes \_\_\_\_no
15. All taxes current on the site per requirements of the Town By-law: \_\_\_\_yes \_\_\_\_no
16. Ten (10) copies of the special permit/site plan submitted: \_\_\_\_yes \_\_\_\_no

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

**Application Summary:**

\_\_\_\_\_ Copy of a Letter from the Building Inspector Indicating  
the Zone of the Property and the Applicable Zoning By-Law.  
\_\_\_\_\_ Completed Special Permit Application Form including Proposed Intended Use  
\_\_\_\_\_ Special Permit Application Fee (\$75.00)  
\_\_\_\_\_ Written assent to paying for any legal notice and mailings  
\_\_\_\_\_ Certified Abutters List from the Assessor's Office  
\_\_\_\_\_ 2 Sets of Stamped Envelopes Addressed to each Abutter (labels provided from  
Assessor's Office) & Abutting Towns (addresses on page 4) including return  
labels addressed "Board of Selectmen, 62 Arlington St, Dracut, MA 01826"  
\_\_\_\_\_ Copy of the Plot Plan for the Property  
\_\_\_\_\_ Copy of Any Proposed Building Plans, if applicable  
\_\_\_\_\_ Copy of Your Deed  
\_\_\_\_\_ Supplemental Information for Telecommunications and Marijuana Establishment  
Special Permit Applications, if applicable.

-----  
1. All plans shall provide for the Town Clerk's endorsement, and shall be printed on the mylar  
for the Clerk's signature in the following format, or such form as may be required by law.

I, \_\_\_\_\_, Clerk of the Town of Dracut, MA, hereby certify that  
the notice of approval of the plan by the Dracut Board of Selectmen has been received and  
recorded in this office and no appeal was received during the twenty (20) days next after such  
receipt and recording of said notice.

\_\_\_\_\_  
Date, Town Clerk of Dracut, MA

2. All Special Permit Applications, Plans, etc. must comply with the Town of Dracut Zoning  
By-Laws and the Rules and Regulations adopted by the Dracut Board of Selectmen.
3. Site Plan Review Fee, Inspection Fee, Site Drainage Fee, and Bonding will be set by the  
Engineering Department after approval and in accordance to the Special Permit Rules and  
Regulations adopted by the Dracut Board of Selectmen.

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

**SUPPLEMENTAL INFORMATION FOR TELECOMMUNICATIONS  
APPLICATIONS**

This checklist must be signed and submitted by the applicant. As part of a Special Permit application, applicants shall submit the following:

1. Twelve copies of a plan conforming to the requirements of the Dracut Zoning Bylaw:
  - a. All lot lines and setbacks \_\_\_\_\_yes \_\_\_\_\_no
  - b. Zoning district boundaries including floodplain \_\_\_\_\_yes \_\_\_\_\_no
  - c. Wetlands and wetland buffer zones \_\_\_\_\_yes \_\_\_\_\_no
  - d. Areas designated as open space \_\_\_\_\_yes \_\_\_\_\_no
  - e. All buildings, structures, signs, parking and loading areas \_\_\_\_\_yes \_\_\_\_\_no
  - f. Limits of all paving and open storage areas \_\_\_\_\_yes \_\_\_\_\_no
  - g. All facilities for sewage, waste disposal and drainage \_\_\_\_\_yes \_\_\_\_\_no
  - h. Portion of land used by the applicant for telecommunications purposes  
\_\_\_\_\_yes \_\_\_\_\_no
  - i. Landscape plan including the limits of work, the existing tree line and all proposed new landscaping features and improvements  
\_\_\_\_\_yes \_\_\_\_\_no
  - j. Tower and accessory equipment shelter, with elevation plans from all sides of the structure and tower  
\_\_\_\_\_yes \_\_\_\_\_no
  - k. Tower, antennae and facility location (including any guy wires), tower height and antennae height.  
\_\_\_\_\_yes \_\_\_\_\_no
  - l. Eight (8) view lines in a one mile radius from the site, shown beginning at True North and continuing clock-wise at forty-five (45) degree intervals  
\_\_\_\_\_yes \_\_\_\_\_no
2. Submission of a radio frequency engineer's report, including coverage areas of towers within proximity of the proposed facility. \_\_\_\_\_yes \_\_\_\_\_no
3. Submission of a structural report of proposed tower, including the capacity of the tower for other telecommunications carriers (co-location) \_\_\_\_\_yes \_\_\_\_\_no



4. Submission of reports which indicate that the tower will comply with all applicable Federal, State and local government laws, rules and regulations      \_\_\_\_yes \_\_\_\_no
5. Submission of a report that includes all the applicant's telecommunications facilities within five miles of the proposed tower      \_\_\_\_yes \_\_\_\_no
6. Submission of information for an on-site demonstration (Crane demonstration or Balloon float)      \_\_\_\_yes \_\_\_\_no
7. Agreement that Town of Dracut Emergency Service antennae Will be allowed on the tower      \_\_\_\_yes \_\_\_\_no
8. Submission of any information on emergency shut offs and alarm Systems to be located at the facility      \_\_\_\_yes \_\_\_\_no

---

Applicant's Signature

---

Date

---

Applicant's Printed Name

**APPLICATION FOR PUBLIC HEARING  
WITH THE DRACUT BOARD OF SELECTMEN  
FOR A  
SPECIAL PERMIT OR SITE PLAN/SPECIAL PERMIT**

**SUPPLEMENTAL INFORMATION FOR MARIJUANA ESTABLISHMENTS**

**Supplemental Checklist for Marijuana Establishments:**

1. Compliance with applicable State and local laws, regulations, bylaws, codes, conditions and agreements with the Town of Dracut, including, but not limited to, M.G.L. Chapter 94G, Chapter 94i, 935 CMR 500, the Town of Dracut General Bylaws, the Town of Dracut's Zoning Bylaw \_\_\_yes \_\_\_no
2. Host Agreement established between the Applicant and the Town \_\_\_yes \_\_\_no
3. Current State License with Cannabis Control Commission \_\_\_yes \_\_\_no
4. All real estate taxes and charges owed are paid. \_\_\_yes \_\_\_no
5. All Marijuana Establishment's operations are within a building \_\_\_yes \_\_\_no
6. All Marijuana Establishment's operations are not visible from a public place without the use of binoculars or other optical aids. \_\_\_yes \_\_\_no
7. Cultivation, processing, testing, storing and manufacturing of Marijuana products being done in enclosed and secure location \_\_\_yes \_\_\_no
8. All workers are over the age of 21. \_\_\_yes \_\_\_no
9. The proposed hours of operation are included in the submission \_\_\_yes \_\_\_no
10. Hours and methods of transportation of product are not detrimental to surrounding neighborhood and nearby uses. \_\_\_yes \_\_\_no
11. Provisions in place to prohibit any disorder, disturbance, or illegality under State or local law of any kind on the premises. \_\_\_yes \_\_\_no
12. Provisions in place to prohibit any illegal redistribution under State or local law of Marijuana obtained from the Marijuana Establishment, or in use of Marijuana in any manner that violates State or local laws. \_\_\_yes \_\_\_no
13. Provisions in place to eliminate nuisance conditions in parking areas, Sidewalks, streets and areas surrounding the premises and adjacent properties \_\_\_yes \_\_\_no
14. Business is conducted in such a manner that pesticides or other chemicals or products are not dispersed into the outside atmosphere \_\_\_yes \_\_\_no

15. No odor of Marijuana or its processing can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the facility or at any adjoining use or property. \_\_\_\_yes \_\_\_\_no
16. Marijuana Establishment shall be required to remove all Marijuana and Marijuana products by the earlier of:
- a) Prior to surrendering its State-issued license; or
  - b) Within six (6) months of ceasing operations. \_\_\_\_yes \_\_\_\_no
17. Marijuana Establishments shall comply with 527 CMR and with Chapter 38 of the NFPA 1 (2018), as amended, and as applicable. \_\_\_\_yes \_\_\_\_no
18. Marijuana Retailers have established a system to engage in patron age verification using legally-acceptable proof of age. \_\_\_\_yes \_\_\_\_no
19. Marijuana Retailers shall not sell or offer for sale Marijuana or Marijuana Products in a quantity that exceeds the limits established by 935 CMR 500. \_\_\_\_yes \_\_\_\_no
20. Marijuana Establishments shall not supply Marijuana or Marijuana Products free of charge or in connection with a commercial or promotional endeavor -no “give aways” \_\_\_\_yes \_\_\_\_no
21. No on-site self service displays. \_\_\_\_yes \_\_\_\_no
22. Consumption of Marijuana in the interior or exterior of the premises is not permitted \_\_\_\_yes \_\_\_\_no
23. The Town’s Police Department has approved a security and safety plan for the facility. (written submission required) \_\_\_\_yes \_\_\_\_no
24. An emergency response plan has been filed with the Town’s Fire Department, Police Department and Board of Health \_\_\_\_yes \_\_\_\_no
25. Marijuana Establishment consents to unannounced, unscheduled, periodic inspections of its premises by the Board of Selectmen, under the oversight by the Town Manager, as specified in Article 4 of the Dracut Home Rule Charter, and agents of the Board of Selectmen from the Building, Health, Police and Fire Departments \_\_\_\_yes \_\_\_\_no
26. Marijuana Establishments shall cooperate and comply with requests for information made by the Board of Selectmen and its agents from the Building, Health, Police, Fire and Public Works Departments. \_\_\_\_yes \_\_\_\_no
27. Additional Application Fee: \$1,000. \_\_\_\_yes \_\_\_\_no