

# TOWN OF DRACUT BOARD OF SELECTMEN

## TELECOMMUNICATIONS SPECIAL PERMIT APPLICATION PACKAGE

BOARD OF SELECTMEN  
62 ARLINGTON STREET  
DRACUT, MA 01826  
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EMAIL: [BOARDOFSELECTMEN@DRACUTMA.GOV](mailto:BOARDOFSELECTMEN@DRACUTMA.GOV)

## **SPECIAL PERMIT APPLICATION PACKAGE**

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

- **Your application and abutters list forms;**
- **A copy of applicable sections of the Dracut Zoning Bylaw;**
- **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 for a site plan special permit 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 or Planning Board), 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 your plans and proposal 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 avoid postponements and delays in your plans.**



**TOWN OF DRACUT**  
**CERTIFIED LIST OF ABUTTERS**  
**OFFICE OF THE BOARD OF ASSESSORS**  
**SPECIAL PERMIT**

**TO THE BOARD OF SELECTMEN:**

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 ASSESSORS AND IN COMPLIANCE WITH THE RULES AND REGULATIONS AS SET FORTH IN THE DRACUT ZONING BYLAWS.

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**Application for abutters received by the Office of Assessors on:**

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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**

**Kathleen M. Roark** \_\_\_\_\_

**Megan Silvestro** \_\_\_\_\_

**Ann M. Vandal** \_\_\_\_\_

## ***Public Hearing – Abutting Towns***

***Please Address to the Planning Board of each Town:***

***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 Pelham  
6 Village Green  
Pelham, NH 03076***

***Town of Tewksbury  
999 Whipple Road  
Tewksbury, MA 01876***

***Town of Tyngsboro  
25 Bryant Lane  
Tyngsboro, MA 01879***

## Article II – APPLICATION TO THE BOARD

### Section 1 – Application Form

Every application for action by the board shall be made on the official forms as provided by the board. The application shall include the certified list of abutters as provided by the Board of Assessors. These forms shall be furnished by the Board of Selectmen's Office upon request. Any communication purporting to be an application shall not be treated as such until such time as it is made on the application provided for such purpose by the Board of Selectmen. All information called for by the form shall be furnished by the applicant in the manner therein prescribed.

### Section 2 – Plan of Land

Each application and petition to the board shall be accompanied by twelve (12) copies of the following described plan.

The plan shall have a north point, names of streets, zoning districts, names of abutters in accordance with Chapter 40A Section 11, property lines and location of buildings on surrounding properties, and the required parking spaces for the intended purpose shall be shown. Entrances, exits, driveways and those items pertinent to the granting of the special permit shall also be shown on the plans. The plan shall be a "certified" plot plan. Additionally, a site plan, if required, shall conform to the provisions of the Zoning Bylaws.

(Amended Dec. 15, 1987)

### Section 3 – Filing

All applications and/or reapplications shall be filed with the Board of Selectmen at a "regularly" scheduled meeting together with a certified list of abutters obtained from the office of the Board of Assessors, a copy of the proposed plan, and a non refundable fee according to the attached schedule of fees. The applicant shall provide first class postage to notify the interested parties on the abutter's list. In addition, the applicant shall provide for the cost of the advertising at the prevailing rate for the proper advertisement of the application in a newspaper having general circulation in the town.

(Amended December 15, 1987)

## TELECOMMUNICATIONS SPECIAL PERMIT APPLICATION

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

1. Twelve (12) copies of a plan conforming to the requirements of this by-law \_\_\_\_\_yes \_\_\_\_\_no
  - a. All lot lines and setbacks \_\_\_\_\_yes \_\_\_\_\_no
  - b. Zoning district boundaries including flood plain \_\_\_\_\_yes \_\_\_\_\_no
  - c. Wetlands and wetland buffer zones \_\_\_\_\_yes \_\_\_\_\_no
  - d. Areas designated as open space \_\_\_\_\_yes \_\_\_\_\_no
  - e. Shows all buildings, structures, signs, parking and loading spaces \_\_\_\_\_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 any adjacent land owned or used by the applicant on which the use is similar to or connected with the use for which this Special Permit is sought \_\_\_\_\_yes \_\_\_\_\_no
  - i. Landscape plan included that shows the limits of work, the existing tree line and all proposed landscape features and improvements? \_\_\_\_\_yes \_\_\_\_\_no
  - j. Tower and accessory building Elevation Plan(s) showing the base elevations of the structures and their height? \_\_\_\_\_yes \_\_\_\_\_no
  - k. Tower, antennae, and facility location (including guy wires, if any), and tower and antennae height. \_\_\_\_\_yes \_\_\_\_\_no
  - l. Eight-(8) view lines in a one (1) mile radius from the site, shown beginning at True and North and continuing clock-wise at forty-five (45) degree intervals. \_\_\_\_\_yes \_\_\_\_\_no
2. Was report(s) prepared by one or more professional engineers? \_\_\_\_\_yes \_\_\_\_\_no
  - a. Does report(s) describe the tower and the technical, economic and other reasons for the tower design and the need for the proposed location? \_\_\_\_\_yes \_\_\_\_\_no

b. Does report(s) demonstrate that the tower complies with all applicable Federal, State, and Local Government laws, rules, and regulations? \_\_\_\_\_yes \_\_\_\_\_no

c. Does report(s) describe the capacity of the tower including the number and type of antennae? \_\_\_\_\_yes \_\_\_\_\_no

d. Does report(s) describe the wireless telecommunication provider's master antennae plan, including detailed maps, showing the precise locations, characteristics and all antennas and towers indicating coverage areas for current and future antennas and towers? \_\_\_\_\_yes \_\_\_\_\_no

3. Is the information required for an On-Site Demonstration provided in the application? \_\_\_\_\_yes \_\_\_\_\_no

4. Is the information provided herein sufficient for the Special Permit Granting Authority to make a decision whether the proposed towers and facilities address the requirements set forth in Purpose and Intent subsection of the Telecommunications section of the Zoning Bylaws? \_\_\_\_\_yes \_\_\_\_\_no

5. Is the filing fee (\$75.00) attached? \_\_\_\_\_yes \_\_\_\_\_no

6. Is required abutters list attached? \_\_\_\_\_yes \_\_\_\_\_no

7. Is the required postage for abutter notification attached? \_\_\_\_\_yes \_\_\_\_\_no

8. Is the applicant the owner of the property? \_\_\_\_\_yes \_\_\_\_\_no  
If no, is written consent of the property owner attached?  
\_\_\_\_\_yes \_\_\_\_\_no

9. Are all taxes on the site current per requirements of the Town Bylaw? \_\_\_\_\_yes \_\_\_\_\_no

10. Has room for Emergency Service antenna been included? \_\_\_\_\_yes \_\_\_\_\_no

11. Does Fire Alarm system need to be installed or modified? \_\_\_\_\_yes \_\_\_\_\_no

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## TOWN OF DRACUT - ZONING BY LAWS

this By-law;

2. Screening of parking areas or other parts of the premises from adjoining premises or from the street by specified walls, fences, plantings or other devices;
3. Modification of the exterior features or appearances of the structure(s);
4. Limitation of size, number of occupants, method and time of operation, and extent of facilities;
5. Regulation of number, design and location of access drives, drive-up windows and other traffic features;
6. Requirement of off-street parking and other special features;
7. Requirement for performance bonds or other security; and
8. Installation and certification of mechanical or other devices to limit present or potential hazard to human health, safety, welfare or the environment resulting from smoke, odor, particulate matter, toxic matter, fire or explosive hazard, glare, noise, vibration or any other objectionable impact generated by any given use of land.

**1.16.16** Time Limitation on Special Permit - A special permit shall lapse if a substantial use thereof has not commenced except for good cause or, in the case of a permit for construction, if construction has not commenced except for good cause within a period of time to be specified by the Special Permit Granting Authority, not to exceed two years from the date of grant thereof.

**1.16.17** Effective Date of Special Permit - No special permit or any modification, extension or renewal thereof shall take effect until a copy of the decision has been recorded in the Middlesex County Registry of Deeds. Such decision shall bear the certification of the Town Clerk that 20 days has elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed, or that if such an appeal has been filed, it has been dismissed or denied.

**1.16.18** Conditioning by the Special Permit Granting Authority The Special Permit Granting Authority may for valid reason limit

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the term of a special permit to be conditional upon specific ownership of the property and/or structure.

The Special Permit Granting Authority may also require a resubmission of documentation concerning the conditions in evidence at the time of the original granting or subsequent thereto if for said good reason a re-evaluation of items concerning the health, safety and welfare of the inhabitants of the Town of Dracut is in order. Said re-evaluation must be so stated and fixed in period during the original granting.

**1.16.20** Site Plan Special Permits - A Site Plan Special Permit is required for certain uses prior to approval of an applicant for a special permit.

**1.16.21** Applicability - A Site Plan Special Permit shall be required in all instances as follows:

1. for the initial development of land specified in section 2.11.30 Table of Permitted Uses as requiring a Site Plan Special Permit and for all accessory uses thereto, or
2. where the gross floor area of an existing building is increased 1200 square feet or more for uses designated as requiring a Site Plan Special Permit on the Table of Permitted uses, or
3. where a use designated as requiring a Site Plan Special Permit on the Table of Permitted Uses is expanded in ground area by 1,200 square feet or more of either impervious material, open storage or any area of the site devoted to the conduct of the principal accessory use.
4. for any development of land in excess of 1,200 square feet of gross floor area located in an area along the Merrimack River from the river's edge to 500 feet from Merrimack Avenue (State Route 110) north and west.

**1.16.22** Application Contents - Any person who desires to obtain a Site Plan Special Permit shall submit a written application therefore to the Special Permit Granting Authority as shown in Section 2.11.30 of this By-law. Each such application shall be accompanied by the following:

1. A written statement detailing the proposed use, the extent of

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the building coverage and open space, drainage calculations and calculations of the volume of earth to be removed, if any.

2. Site Plan(s) prepared by a Registered Professional Engineer or Registered Land Surveyor, as appropriate to the data, showing all lot lines and setbacks, zoning district boundaries including flood plain; all wetlands and wetland buffer zones; all areas designated as open space; all existing and proposed topography at two foot intervals, buildings, structures, signs, parking and loading spaces; the limits of all paving and open storage areas and all facilities for sewage, waste disposal and drainage. The Site Plan shall include that portion of any adjacent land owned or used by the applicant on which the use is similar to or connected with the use for which the Site Plan Special Permit is sought.

3. A Landscape Plan(s) shall be prepared by a Registered Landscape Architect in all cases where the plan(s) specifies a proposed facility of 10,000 square feet or more of gross floor area, or a facility requiring 40 or more parking spaces. In any case, a Landscape Plan(s) shall show the limits of work, the existing tree line and all proposed landscape features and improvements including walks, planting areas with size and type of stock for each shrub or tree; walls, fences, outdoor lighting, and existing and proposed contours of the land at two foot intervals.

4. A Building Elevation Plan(s) shall be prepared by a Registered Professional Engineer in all cases where the plan specifies a facility of 10,000 square feet or more of gross floor area. In any case, a Building Elevation Plan(s) shall show the front elevation of the building and its height; and floor plan(s) for the building(s) showing the layout of each floor with a tabular summary of the net floor area used to calculate the required parking and the proposed uses to be conducted on each floor.

Such other information as the Special Permit Granting Authority may reasonably require including special studies or reports, such as traffic or hydrological impact studies and any other information or material required by virtue of any other part of this By-law.

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**1.16.23** Site Plan Special Permit Waiver of Application Contents - At the time of application for a building or occupancy permit, a site plan, as required in Section 1.16.21 shall be transmitted to the Special Permit Granting Authority in two copies, together with all supporting documentation. The applicant may, prior to submitting his application, request in writing to the Special Permit Granting Authority, a waiver of one or more of the requirements of Section 1.16.22 by submitting a preliminary plan sufficient to describe the proposed development and conferring therein with the Special Permit Granting Authority at a regular meeting. The Special Permit Granting Authority shall prepare a written report, within twenty-one days of its conference with the applicant, on the waiver request which shall accompany the application recommending either

1. that the applicant's preliminary plan is sufficient for review and is either approved, not approved, or approved with certain changes by the Special Permit Granting Authority without further review by them, or,
2. that a site plan under Section 1.16.21 is necessary and must be submitted to the Special Permit Granting Authority or,
3. a modified site plan, with specifically named elements, is necessary and must be submitted to the Special Permit Granting Authority.

### **1.17.00** Applicability

**1.17.10** Other Laws. Where the application of this By-law imposes greater restrictions than those imposed by any other regulations, permits, easements, covenants or agreements, the provisions of this By-law shall control.

**1.17.20** Minima. The regulations set by this By-law shall be the minimum regulations and shall apply uniformly to each class or kind of structure or use and, particularly:

**1.17.30** No building, structure, or land shall hereafter be used or occupied, and no building or structure shall be erected, raised, moved, placed, reconstructed, extended, enlarged or al-