



**Town of Ashland
Planning Department**

101 Main St.
Ashland, MA 01721
508.881.0101
Ashlandmass.com/193/Planning

Application for Planning Board Approval/Permit

Note: Application must be complete, with a certified plot plan and all application fees to be accepted.

Property Information:

Street Address: _____

Zoning District: _____ Overlay District: _____

Assessor's Map: _____ Lot: _____ Deed Book: _____ Page: _____

Current Property Owner: _____

Permit/Approval Sought:

___ Special Permit (§9.3) ___ Special Permit Amendment/Modification ___ Design Plan Review (§9.6)

___ Site Plan Review (§9.4) ___ Site Plan Modification ___ Scenic Road Permit (Ch. 249 §20)

___ Earth Removal Permit (Ch. 242 §3) ___ Site Alteration Special Permit (§5.8)

___ Subdivision (Include Subdivision Application Form) ___ Wireless Communication Facilities (§6.4)

Use Type: Residential: ___ Commercial: ___ Industrial: ___ Mixed Use: ___

Applicant Information:

Owner: ___ Tenant: ___ Prospective Purchaser/Tenant: ___

Name: _____

Address: _____

Phone: _____ Email: _____

Agent's Name: _____

Agent's Address: _____

Agent's Phone: _____ Agent's Email: _____

Additional Information:

Are all real estate taxes and other assessments to the Town current?: _____

Is the parcel on a scenic road?: _____ Is the parcel in a flood plain?: _____

Is the parcel within 100 feet of a wetland or 200 feet of a river: _____

Is this an amendment to a previously issued Special Permit? (attach approved permit): _____

Date structure(s) built?: _____



Description of the Relief Sought: (attach additional pages if needed)

What specific zoning bylaws and/or Special Permit types are relevant to this application?:

Benefits of Project:

Existing use and condition of the property and surrounding neighborhood: (Please list all non-conformities.)

Attach Building Permit Denial letter if applicable.

By signing below you assert this application is complete and accurate to the best of your knowledge:

Signatures:

Applicant/Agent: _____ Applicant's Name: _____

Agent's Relationship to Applicant: _____ Firm: _____

Owner: _____ Owner's Name: _____

Note: If the applicant is not the owner, please have the owner sign above or submit a letter of permission with the application.



Subdivision Application Supplemental Form:

Approval Sought:

____ Preliminary Plan ____ Definitive Plan ____ Plan Modification ____ Lot Line Revision
____ Approval Not Required (ANR)

Subdivision Name (if not an ANR): _____

Number of Lots Proposed: _____ Total Acreage: _____ Total Open Space: _____

Linear Feet of Proposed/Modified Road: _____

Are there any easements or deed restrictions on/in the development? (attach copies): _____

Will the development be any of the following?:

Senior Residential Community (See Ch.282 §7.2): _____

Cluster Development (See Ch.282 §7.3): _____

Assisted Elderly Facilities (See Ch.282 §7.4): _____

Multi-family Dwelling (See Ch.282 §7.5): _____

Accessory Family Dwelling (See Ch.282 §7.6): _____

Additional Considerations:

Is the project in a Flood Hazard Area? (See Ch.282 §8): _____

Was a plan submitted to the Conservation Commission?: _____ If yes, when?: _____

Will a plan be submitted?: _____ If no, signature of Conservation Agent: _____

Is the site within 500 ft. of another municipality?: _____

Does the property contain walking trails and/or trees 14" in diameter or larger?: _____

Additional Parties:

Engineer: _____ Phone: _____ Email: _____

Architect: _____ Phone: _____ Email: _____

Landscape Architect: _____ Phone: _____ Email: _____

Attorney: _____ Phone: _____ Email: _____



Approval Not Required Application Supplemental Form:

The applicant wishes to record the accompanying plan and requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required. The applicant believes that such approval is not required for the following reasons: (Circle as appropriate.)

1. The accompanying plan is not a subdivision because - plan does not show a division of land.

2. The division of the tract of land shown on the accompanying plan is not a subdivision because every lot is shown on the plan has frontage of at least such distance as is presently required by the Code, Town of Ashland, Chapter 282 [Zoning] under Section _____ which requires _____ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:

a. a public way, or way which the Town Clerk certifies is maintained and used as a public way, namely:

_____, or

b. a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law, namely:

_____ on _____, and subject to the following conditions:

or,

a private way in existence on _____, the date when the Subdivision Control Law became effective in the Town of Ashland having, in the opinion of the Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____.

3. The division of the tract of land shown on the accompanying plan is not a subdivision because it shows a proposed conveyance/other instrument, namely _____ which adds to/takes away from/changes the size and shape of, lots in such a manner so that no lot affected is left without frontage as required by the Code, Town of Ashland, Chapter 282 [Zoning], Section _____, which requires _____ feet.

4. The division of the tract of land shown on the accompanying plan is not a subdivision because two (2) or more buildings, specifically _____ buildings were standing on the plan prior to _____, the date when the Subdivision Control Law went into effect in the Town of Ashland and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the Subdivision Control Law is submitted as follows: _____

5. Other reasons or comment: (See M.G.L., Chapter 41, Section 81-L)



Application for Approval of a Definitive Subdivision Plan

Form C

Also can be used for a Preliminary Subdivision Plan (Form B)

The undersigned, being the applicant as defined under M.G.L. Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled:

By: _____ Dated: _____

And described as:

Located: _____

Number of lots proposed: _____ Total acreage: _____

Hereby submits said plan as a Definitive Subdivision Plan in accordance with the Rules and Regulations of the Ashland Planning Board and makes application to the Board for approval of said plan.

The undersigned's title to said land is derived from: _____

By deed dated: _____ and recorded in the: _____ Registry of Deeds,

Book: _____, Page: _____, and

said Registry District of the Land Court, Certificate of Title No.: _____

And said land is free from encumbrances except for the following: _____

Did the plan evolve from a preliminary plan?: _____ Date submitted: _____

Was it approved?: _____ Date of decision: _____

By signing below you assert this application is complete and accurate to the best of your knowledge:

Signatures:

Applicant/Agent: _____ Applicant's Name: _____

Agent's Relationship to Applicant: _____ Firm: _____

Owner: _____ Owner's Name: _____

Board of Health Stamp:



Application Requirements

All applications:

All applications must include a fully completed application form and two checks for the full amount of the application fee and the peer review deposit made to the Town of Ashland.

All applications must include a copy of the Assessor's Card for the property or properties in question.

Attach Building Permit Denial letter if applicable.

All other applicable taxes and fees on the property must be paid before any permits can be issued. It is strongly advised to check with the Treasurer's Office before the application process is begun.

Applications for Special Permits must include the type of permit applied for: use, Flood Plain Overlay District, environmental standards, parking, landscaping, loading requirements, adult entertainment, or any other Special Permit type.

Special Permit, Site Plan Review and Subdivision Approval Applications:

All site plan review and subdivision approval applications must include ten (10) copies of the Site Plan and/or Design Plan, two (2) 24x36", and eight (8) 11x17" sizes. Please discuss with the Planning Department plans or information that may be required specific to your project. In addition, a .pdf version of the submitted plans must be either handed to the Planning Department or sent by email to planning@ashlandmass.com. A georeferenced CAD file (NAD83) of the as-built plans are required before occupancy permits are issued.

Special Permit applicants must submit a certified abutter's list of abutters within 300' of the subject property. Abutters lists are requested from the Assessor's Office at least 10 days before the application deadline.

Please note that Definitive Subdivision Applications must include all items as required in Chapter 344 Section 8 of the town bylaws unless specifically waived by the Planning Board.

All peer review deposits must include a W-9 form if the town does not already have this on file. This is to allow us to return any remaining funds at the end of the process. Applicants may request a balance of the funds at any time.

Scenic Road Special Permit:

All scenic road special permits must include three (3) copies of the plans along with an electronic copy of submitted materials.

Earth Removal Special Permit:

All earth removal permits must include three (3) copies of the contour plan showing original grades and drainage, along with three (3) copies of the same at completion. The application must also include a detail of the amount and type of material to be removed, and the proposed truck route including truck size.

Site Alteration Special Permit:

Site Alteration Permits must include photographs of the site, location of trees and vegetation, amount of landscaping materials, a certified plot plan, a timetable and a written narrative of the reasons for the project and how erosion will be controlled. See Chapter 282 Section 5.8 for exact requirements.



Ashland Planning Department Fees

Site Plan Review:

Industrial/Commercial:

0-2,000 ft ² :	\$750
2,001-5,000 ft ² :	\$1000 + peer review deposit of \$2,000
5,001-10,000 ft ² :	\$2000 + peer review deposit of \$3,500
Greater than 10,000 ft ² :	\$2000 + \$0.15 per ft ² of Gross Floor Area + peer review deposit of \$6,000

Residential:	\$250 per residential unit + peer review deposit of \$2,500
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Special Permit Application: \$300*

Subdivision Application:

Approval Not Required:	\$250 + \$150 per additional lot created
Preliminary Plan Approval:	\$1,500 + \$150 per lot + peer review deposit of \$2,500
Definitive Plan Approval:	\$2,000* + \$500 per lot + peer review deposit of \$5,000
Modification of Prelim Plan:	\$1,500 + peer review deposit of \$1,500
Mod. of Definitive Plan:	\$1,500 + \$100 per lot + peer review deposit of \$2,500

Other Costs:

Lot Release:	\$150 per lot
Lot Re-release:	\$50 per lot
CoUrbanize Fee:	varies (see CoUrbanize Fee Schedule)

*: Special Permits and Definitive Subdivision Plan Approval require public hearings. There are additional fees for the following:

Legal Advertisement:	Cost (usually around \$60-80)
Abutter list:	\$2 per abutter, \$50 max (Obtained at Assessors Department)
Abutter notification:	\$2 per abutter, \$50 max (Planning Department will mail notifications)



CoUrbanize Fee Schedule

Application Type	CoUrbanize Requirement
Site Plan Review	CoUrbanize Required
Site Plan Review (Pertaining to Uses Proposed for ADD A, B, & C)	Town planner or Planning Board determines whether CoUrbanize is required
Special Permit	Town planner or Applicable Regulatory Board (PB/ZBA) determines whether CoUrbanize is required
Subdivision Permit (Cluster Included)	CoUrbanize Required
Comprehensive Permit (40B)	CoUrbanize Required
Additional Customization	Applicable Regulatory Board determines whether CoUrbanize is required

The requirement to engage the services of CoUrbanize, as listed above, only pertains to the basic CoUrbanize package, not additional customization services*. The Town Planner and/or Planning Board will determine whether and to what extent additional customization services are required (see second chart below). Any applicant can be granted a waiver from engaging the services of CoUrbanize at the discretion of the Planning Board.

Project Type	Building Size (square feet)	Total Fee Charged By The Planning Department
Small	0 – 24,999	\$600.00
Medium	25,000 – 74,999	\$1,100.00
Large	75,000 – 149,999	\$2,500.00
Very Large	150,000 and Greater	\$3,950.00

Additional Customization*	
Traffic	\$1,500.00
Shadow	\$1,750.00
Parking	\$500.00
Other Impact Study	\$1,500.00