



# Zoning Board of Appeals

## 40B Comprehensive Permit Application Fee Requirements (Revised April 26, 2005)

All applications shall be accompanied by two (2) certified checks made payable to the order of the Town of Pepperell. One check to the Town shall be for Filing/Administrative Fees and the second check shall be submitted as Consultant/Technical Review Fees and shall be deposited by the Town Treasurer into an individual special account to pay for project review costs defined below. The following fees/deposits are due at the time the application is filed with the Town Clerk.

### **Filing Fee:**

The filing fee for each application is Five Hundred Dollars (\$500.00).

### **Advertising of Notice of Public Hearing and Postage:**

The cost of advertising of notices of public hearings and mailings to applicant, abutters, etc. in connection with this application, will be billed separately to the Applicant, upon the completion of the notice of public hearing. Payment is due at the time of the first public hearing. After the first hearing, any additional advertising or postage costs associated with this application will be billed to Applicant and payable with thirty (30) days of receipt of the bill.

### **Consultant/Technical Review Fees:**

The technical/review deposit is Ten Thousand Dollars (\$10,000), plus Two Hundred Dollars (\$200.00) per dwelling unit or Ten Dollars (\$10.00) per linear foot of roadway, whichever is greater, and shall be submitted with the Application and used as compensation to a qualified consultant. Surplus funds are to be returned to the Applicant. However, if the account is depleted prior to the completion of the technical review, the Applicant will be required to supplement the account in an amount that the Board may feel is reasonably necessary to complete the review. Failure by the Applicant to make the above-referenced filing deposit prior to the closing of the public hearing, or supplementary deposit within ten (10) days of date requested shall be justification for project disapproval.

**40B Comprehensive Permit Application**  
**Fee Requirements**  
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**Consultant Review Fees: (continued)**

In hiring outside consultants, the Board may engage engineers, planners, lawyers, urban designers, or other appropriate professionals, who can assist the Board in analyzing a project to ensure compliance with all relevant laws, ordinances/bylaws, good design principals, and regulations. Such assistance may include, but is not limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decision or regulations, or inspecting a project during construction or implementation.

Funds received by the Board pursuant to these regulations shall be deposited with the Town Treasurer, who will establish a special account for this purpose. Expenditures from this special account may be made at the discretion of the Board without further appropriation. Expenditures from this special account shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the Applicant. Accrued interest may also be spent for this purpose. Failure of an Applicant to pay a review fee prior to the public hearing being closed shall be grounds for denial of the Application.

At the completion of the Board's review of a project, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the Applicant or the Applicant's successor in interest. A final report of said account shall be made available to the Applicant or the Applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an Applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

**Supplemental Requirements  
COMPREHENSIVE PERMIT APPLICATION**

**Submission Requirements**

1. **PROJECT ELIGIBILITY LETTER** - Every application shall include a site approval letter issued by a state or federal housing agency that determines that the project has been determined eligible under a particular housing subsidy program;
2. **EVIDENCE OF SITE CONTROL** - Evidence developer has control of the property in question; copy of deed, purchase and sales agreement, option agreement, or similar documentation
3. **PRELIMINARY SITE DEVELOPMENT PLANS** - Plans showing location and footprints of buildings, as well as roadways, paved areas, open space and drainage;
4. **SITE CONDITIONS REPORT** - A narrative description of site and existing buildings;

**Plans**

- a. topography and vegetation
- b. open space
- c. property lines
- d. existing buildings and structures
- e. existing on site utilities and infrastructure
- f. existing public and private streets
- g. wetlands and other resource areas and buffers;

**Narrative**

- a. abutters list
- b. alternative site uses under existing zoning
- c. first level environmental assessment under MGL 21E
- d. identification of any features of historic or archeological significance
- e. identification of any significant natural resource or wildlife habitat

5. **PRELIMINARY DRAWINGS** - Preliminary architectural drawings, including typical plans and elevations for each building type;

**Proposed Site Development**

- A. Plans -
  1. all proposed structures including building footprints
  2. Roadways
  3. Driveways
  4. Parking
  5. Drainage Structures
  6. Typical Drawings for each house type
  7. Utilities and other Infrastructure
  8. Changes in grading and topography
  9. Landscaping
  10. Open Space

- B. Narrative –
- a. Housing program (e.g. Local Initiative Program)
  - b. Housing types and bedroom mix data
  - c. Proposed affordable/market rate ratios
  - d. Project density
  - e. Ground coverage data
  - f. Proposed landscaping/buffers
  - g. G.L. Chapter 21E remedial action (if applicable)

6. **BUILDING TABULATION** – A tabulation of the proposed number of buildings, units, and bedrooms per building;
7. **SUBDIVISION PLAN** – A plan showing the subdivision, if a subdivision is part of the proposal; size and frontages of lots and streets may vary from local requirements, but the drafting of the plan should conform to the technical standards of the Town of Pepperell, though it need not contain the detail of a definitive subdivision;
8. **UTILITY PLAN** - Plans indicating the approximate location of utilities and other infrastructure;
9. **REQUESTED EXEMPTIONS** - A list of requested exemptions to local by-laws, codes, ordinances, regulations, and fees, including the zoning by-laws.

10. PROJECT IMPACTS:

Impacts on: TRAFFIC

- a. on site circulation
- b. entrances and exits
- c. trip generation data
- d. sight and stopping distance
- e. existing and proposed levels of service

HISTORICAL

ARCHEOLOGICAL

OPEN SPACE

WILDLIFE HABITAT

RECREATIONAL RESOURCES

MUNICIPAL SERVICES

- a. public safety
- b. water supply
- c. sewage treatment

CONSTRUCTION IMPACTS

- a. noise
- b. dust
- c. erosion/siltation
- d. potential releases