



## PLANNING BOARD

P.O. Box 1305  
Littleton, Massachusetts 01460

### Special Permit Application Procedures

1. Applicant requests a Certified List of Abutters from the Assessor's Office. A copy must be included with the Special Permit application.
2. Applicant files a Special Permit form with Town Clerk and Planning Board. Special Permit fee is filed with the Planning Board.
3. A certified Site Plan of the building and location (10 copies if complex), plus 3 copies of any drainage calculations (see zoning Section 173-63) should be provided.
4. A list of any chemicals and/or toxic or hazardous materials and a description of containment methods should be provided.
5. After filing with the Town Clerk and Planning Board, the Planning Board assigns a date for the Public Hearing.
6. Planning Board will prepare the Legal Notice and distribute to the newspaper and Littleton Boards and Departments. This notice has to be published two consecutive weeks prior to the Public Hearing. Applicant is responsible for the cost of publishing legal notice.
7. The Legal Notice will be provided to the applicant to mail to the abutters via certified mail. Applicant is responsible for mailing legal notices by certified mail to the list of abutters, area Towns, and state agencies (list provided) at least 14 days prior to the Public Hearing. "Green cards" (The return certified mail cards) must be submitted prior to the Public Hearing.
8. The Public Hearing is held (one or more meetings). The Planning Board must vote within 90 days of the close of the Public Hearing.
9. Once approved, there is a 20-day appeal period after which the applicant must record the Special Permit with the Registry of Deeds before the Special Permit is in effect.