



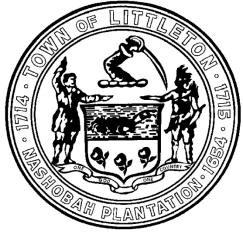
## PLANNING BOARD

P.O. Box 1305  
Littleton, Massachusetts 01460

### Scenic Road Application Procedures

Please feel free to contact the Planning Board Office and/or Tree Warden with any questions.

1. Applicant requests a Certified List of Abutters from the Assessor's Office.
2. Applicant meets with the Tree Warden to identify public street trees that may be impacted.
3. Applicant files a "Special Permit" form and fee with Planning Board, including plans and any additional materials. Photographs and/or maps should be included. If needed, a Site Plan of the improvements and location(s) (3 copies), plus 3 copies of any drainage calculations (see zoning Section 173-63) should be provided.
4. After filing, the Planning Board office assigns a date for the Public Hearing.
5. Planning Board office will prepare the Legal Notice and distribute to the newspaper and Littleton Boards and Departments. This notice must be published two consecutive weeks prior to the Public Hearing. Applicant is responsible for the cost of publishing legal notice. A copy of the Legal Notice will be provided to the applicant.
6. The Planning Board Office will mail legal notices to the property owner and list of abutters at least 14 days prior to the Public Hearing.
7. Tree Warden will mark and post any public street trees to be removed.
8. Board members may visit the site as a group or on their own prior to the public hearing; it is helpful to mark the location(s) of proposed work.
9. The Public Hearing is held (one or more meetings). The applicant is requested to attend the Public Hearing to present the project and answer any questions. Lack of project representation at the public hearing may result in the project being denied or postponed.



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10. The Planning Board must vote within 90 days of the close of the Public Hearing.
11. After the Planning Board votes, Planning Staff will file a detailed Special Permit decision with Town Clerk, and mail a copy to the applicant and property owner.

### Applicable Bylaws:

Littleton Town Code Section 143: Scenic Roads  
MGL Chapter 40 Section 15C Scenic Roads  
MGL Chapter 87 Section 3 Public Shade Trees