



**TOWN OF LITTLETON  
PLANNING BOARD  
FORM 1 APPLICATION**  
ADOPTED FEB. 2, 2022

Filing Date: \_\_\_\_\_  
Planning Board: \_\_\_\_\_  
Town Clerk: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
 Abutters List Attached

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**PART I. BASIC APPLICATION**

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**Project Summary & Applicant Information**

Project Name: \_\_\_\_\_

Location (Street Address): \_\_\_\_\_

Assessor's Map/Parcel (s): \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Registry: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

**Site Information**

Total Area (Acres): \_\_\_\_\_ Lot Frontage (Lin. Ft): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

<input type="checkbox"/> Residence	<input type="checkbox"/> King Street Common
<input type="checkbox"/> Village Common	<input type="checkbox"/> Industrial-A
<input type="checkbox"/> Business	<input type="checkbox"/> Industrial-B

All or a portion of the Site is also located in one or more overlay districts:

<input type="checkbox"/> Wetlands	<input type="checkbox"/> Water Resource District
<input type="checkbox"/> Floodplains	<input type="checkbox"/> Littleton Village Overlay District
<input type="checkbox"/> Aquifer District	<input type="checkbox"/> West—Beaver Brook Area
<input type="checkbox"/> Adult Use Marijuana District	

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**PART II. SPECIAL PERMIT(S) REQUESTED** (check all that apply)

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- Site Plan Review
- Accessory Business Uses at Active Farms (§173-57)
- Adult Uses (§173-140 - §173-142)
- Aquifer and Water Resource District (§173-61 - §173-64) *Attach Form IA.*
- Commercial Solar Photovoltaic Installations (§173-180 - §173-184) *Attach Form ID.*
- Conversion of Municipal Building (§173-69)
- Inclusionary Housing (§ 173-196 - § 173-205) *Attach Form IF.*
- Littleton Village Overlay District West-Beaver Brook Area (§173-167 - §173-179)
- Major Commercial or Industrial Use (§173-86 - §173-88)
- Master Planned Development (§173-89)
- Mixed Use in Village Common FBC District (§173-166) *Attach form IH.*
- Open Space Development (§173-93 - §173-118)
- Senior Residential Development (§173-145 - §173-152) *Attach Form IE.*
- Shared Residential Driveways (§173-125 - §173-127)
- Vehicular Retail Sales (§173-26)
- Wireless Telecommunications Towers and Facilities (§173-128 - §173-133); *Attach Form IB.*
- Registered Marijuana Dispensary (§ 173-85 – § 173-92) *Attach Form IC.*
- Adult Use Marijuana Establishment (§ 173-194 – § 173-202) *Attach Form IG.*
- Sidewalk Curb Cut (§173-224) *Attach Form IH.*
- VC District + AWRD Lot Coverage (§173-224) *Attach Form IH.*

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**PART III. APPLICANT AND OWNER CERTIFICATIONS**

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The undersigned hereby certifies that they have read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that this application has been filed both with the Planning Board and Town Clerk, and that all submission requirements in the Planning Board's Rules and Regulations have been met.

**Property Owner**

I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Applicant**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Applicant is:    Owner       Agent/Attorney       Purchaser

**PART IV. SUBMITTAL REQUIREMENTS**

**ALL APPLICATIONS**

<b>Required Materials</b>		<b>Notes</b>
	Application Cover Page	2 prints 1 electronic
	Plans sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.	1 full size print 1 reduced print (11x17) 1 electronic

**SPECIAL PERMIT APPLICATIONS**

<b>Required Information &amp; Materials</b>		<b>Notes</b>
	Forms & Checklists	See Application Cover Page for required forms & checklists based on specific special permits requested
	Summary Table (Required/Existing/Proposed)	Zoning District Lot Area Gross Floor Area Lot Coverage Building Height Parking Spaces Density Trip Generation Open Space
	Vicinity map	all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
	Existing conditions plan	existing uses; inventory of natural features; all watercourses, wetlands, bogs, swamps, marshes, and boundaries of public water supply watersheds and environmentally sensitive zones; floodways and floodplain boundaries; zoning districts
	Existing & proposed topography	contours at 2' intervals
	Construction area plan	showing all areas to remain undisturbed
	Site layout plan	showing required setbacks and other information required for zoning compliance; Location, height, and materials of all retaining walls; Location of proposed outdoor bulk trash containers or dumpsters, and screening details; Location of proposed on-site sewage disposal systems and reserve areas, and design computations
	Utility plan	existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements

	Storm drainage plan	
	Parking, loading, & access plan	parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required; All existing and proposed points of vehicular access to the site, and clear sight triangles for corner lots; and sight lines for proposed driveways
	Exterior lighting plan	
	Architectural plans	Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material; Roof top plan showing all proposed mechanical equipment and screening
	Landscape plan	
	Sign plan	
	Drainage report (with calculations)	
	Traffic impact assessment	

**SITE PLAN REVIEW APPLICATIONS**

<b>Required Information &amp; Materials</b>		<b>Notes</b>
	Site Plan Review Checklist	

**SITE PLAN REVIEW APPLICATIONS  
(Village Common & King Street Common FBC Area)**

<b>Required Information &amp; Materials</b>		<b>Notes</b>
	Site Plan Review Checklist	
	Form 1H	
	VC & KSC FBC Area Checklist	

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call or email us.