



LITTLETON PLANNING BOARD
Special Permit & Site Plan Review Procedures
 ADOPTED Feb. 3, 2022

Littleton Town Offices
 37 Shattuck Street
 Room 303
 Littleton, MA 01460
 (978) 540-2425

SPECIAL PERMIT

SITE PLAN REVIEW

1. Applicant requests a Certified List of Abutters from Littleton Assessor's Office.	
2. Applicant files Application Cover Page and other materials required by the Submittal Requirements to the Planning Board.	1. Applicant files Application Cover Page and other materials required by the Submittal Requirements to the Planning Board.
3. Applicant files Application Cover Page and other required materials to Town Clerk.	
4. Applicant pays required application fee.	2. Applicant pays required application fee.
5. Planning Board verifies submitted materials.	3. Planning Board verifies submitted materials.
6. Planning Board determines a date for the Public Hearing within 65 days of Application submittal.	4. Planning Board determines a date for the Public Meeting. If a Special Permit is also required, all proceedings take place at a Public Hearing.
7. Planning Board prepares the Legal Notice for the Public Hearing and distributes to the newspaper and Littleton Boards and Departments. Publishing cost is paid by the Applicant.	
8. Peer review analysis of application; Comments collected from other Boards and Town Departments.	5. Peer review analysis of application; Comments collected from other Boards and Town Departments.
9. Applicant mails Legal Notice by certified mail to the Certified List of Abutters, area Towns, and state agencies (list provided) at least 14 days prior to the Public Hearing.	
10. Planning Board publishes meeting agenda at least 2 days in advance.	6. Planning Board publishes meeting agenda at least 2 days in advance.
11. Public Hearing to review and receive public comment on the application is held at one or more Planning Board meetings.	7. Application is reviewed at one or more Planning Board meetings.
12. Planning Board votes within 90 days of the close of the Public Hearing.	8. Planning Board vote.
13. Special Permit decision filed by Planning Board with the Town Clerk. 20-day appeal period.	9. Site Plan Review decision filed by Planning Board with the Town Clerk and Building Department.
14. Applicant must record Special Permit decision with the Registry of Deeds before the permit is in effect.	

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-540-2425, or email the Planning Department.