



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

**TOWN OF LITTLETON  
PLANNING BOARD  
FORM 1 APPLICATION**  
ADOPTED NOVEMBER 14, 2024

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
	<input type="checkbox"/> LSMFD	

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 1A.*
- ☐ Commercial Solar Photovoltaic Installations (§173-180 - §173-184) *Attach Form 1D.*
- ☐ Conversion of Municipal Building (§173-69)
- ☐ Inclusionary Housing (§ 173-196 - § 173-205) *Attach Form 1F.*
- ☐ 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 1H.*
- ☐ Open Space Development (§173-93 - §173-118)
- ☐ Senior Residential Development (§173-145 - §173-152) *Attach Form 1E.*
- ☐ Shared Residential Driveways (§173-125 - §173-127)
- ☐ Vehicular Retail Sales (§173-26)
- ☐ Wireless Telecommunications Towers and Facilities (§173-128 - §173-133); *Attach Form 1B.*
- ☐ Registered Marijuana Dispensary (§ 173-186 – § 173-193) *Attach Form 1C.*
- ☐ Adult Use Marijuana Establishment (§ 173-194 – § 173-203) *Attach Form 1G.*
- ☐ Sidewalk Curb Cut (§173-224) *Attach Form 1H.*
- ☐ VC District + AWRD Lot Coverage (§173-215 – §173-225) *Attach Form 1H.*
- ☐ Firearms Business (§173-235 – §173-246) *Attach Form 1J.*

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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

Required Materials		Notes
<input type="checkbox"/>	Application Cover Page	2 prints 1 electronic
<input type="checkbox"/>	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

Required Information & Materials		Notes
<input type="checkbox"/>	Forms & Checklists	See Application Cover Page for required forms & checklists based on specific special permits requested
<input type="checkbox"/>	Summary Table (Required/Existing/Proposed)	Zoning District Lot Area Gross Floor Area Lot Coverage Building Height Parking Spaces Density Trip Generation Open Space
<input type="checkbox"/>	Vicinity map	all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
<input type="checkbox"/>	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
<input type="checkbox"/>	Existing & proposed topography	contours at 2' intervals
<input type="checkbox"/>	Construction area plan	showing all areas to remain undisturbed
<input type="checkbox"/>	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
<input type="checkbox"/>	Utility plan	existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements

<input type="checkbox"/>	Storm drainage plan	
<input type="checkbox"/>	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
<input type="checkbox"/>	Exterior lighting plan	
<input type="checkbox"/>	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
<input type="checkbox"/>	Landscape plan	
<input type="checkbox"/>	Sign plan	
<input type="checkbox"/>	Drainage report (with calculations)	
<input type="checkbox"/>	Traffic impact assessment	

#### **SITE PLAN REVIEW APPLICATIONS**

<b>Required Information &amp; Materials</b>		<b>Notes</b>
<input type="checkbox"/>	Site Plan Review Checklist	

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

<b>Required Information &amp; Materials</b>		<b>Notes</b>
<input type="checkbox"/>	Site Plan Review Checklist	
<input type="checkbox"/>	Form 1H	
<input type="checkbox"/>	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.