

TOWN OF LITTLETON EXPEDITED PERMITTING PROCEDURES

Adopted by the Littleton Board of Selectmen on December 8, 2008 as Town Code, Division II, Selectmen's Regulations, Chapter 180

Chapter 43D Implementation

Pursuant to the Town of Littleton's adoption of Massachusetts General Laws Chapter 43D, "Expedited Permitting" under Article 5 of the November 5, 2007 Special Town Meeting, the Board of Selectmen hereby adopts the following procedures for Priority Development Site project permitting pursuant to [400 CMR 2.07](#).

Project Permitting

Project permitting shall include, but is not limited to, plan approval, zoning relief, license, certification, authorization, registration, formal determination, order of conditions or other approvals with respect to the use, development or redevelopment of land, buildings, or structures required by issuing authorities including, but not limited to: the Board of Health, Conservation Commission, Fire Department, Highway Department, Historical Commission, Planning Board, and Zoning Board of Appeals.

In these Procedures, the issuing authorities may be referred to as "relevant boards/commissions/departments" or "representatives of boards/commissions/departments".

Single Point of Contact (SPC)

The Town designates the Planning Administrator/Permit Coordinator, as the Single Point of Contact to coordinate Priority Development Site applications and review, per 400 CMR 2.00 Expedited Permitting, the Chapter 43D Regulations.

Pre-Application Technical Review

The designated Single Point of Contact shall conduct a Pre-Application Technical Review Meeting with the applicant and representatives of boards/commissions/departments involved in land use permitting to determine which permits, approvals, determinations, etc. must be obtained. Also, the representatives will discuss and determine the coordination and sequence of required approvals by the boards/commissions/departments.

Single Application Packet and Certification as a Complete Application

A single application packet, which will include all of the relevant board/commission/department applications, will be filed by the applicant with the Single Point of Contact after the Pre-Application Technical Review.

The Town of Littleton has 20 business days to certify the application packet as complete. Each permit application will be reviewed. The application package will be certified as complete by the Board of Selectmen if it includes:

- All of the materials required as listed on the application form(s) and in the written and/or electronic instructions and any additional written or electronically transmitted clarifications,
- All appropriate fees,
- Valid wetlands Determination from Conservation Commission,
- Concept Plan Approval from Town Meeting, if applicable to the proposed project, and

- Zoning Determination outlining specific zoning relief requested, if applicable.

The Board, through the SPC may seek guidance from representatives of the boards/commissions/departments involved in the application and permitting processes.

Approval Sequence

Generally, the approval sequence is: Planning Board review and recommendation; Zoning Board of Appeals Decision; Conservation Commission Orders of Conditions; Board of Health review and decision.

The various board/commission/department applications for 43D sites will be reviewed concurrently.

180 Day Review Completion

Boards/Commissions/Departments shall complete all reviews and make a decision on the application within 180 days of the Certification by the Board of Selectmen that the submission is complete.

The decision may include: approval, approval with conditions, or denial of the application.

Boards/Commissions/Departments that are required to hold public hearings as part of the review process are encouraged to hold an initial joint public hearing to facilitate coordination and ensure timely review. Each participating issuing authority may then continue the hearing, if necessary, to complete its reviews.

The SPC will monitor and update the boards/commissions/departments on review progress/application decision so that sufficient time will be available to those reviews which occur later in the process (such as Conservation Commission).

Decisions, Minutes, Project Notes, etc. shall be shared promptly between and among the reviewing boards/commissions/departments to facilitate communication and coordination on 43D projects.

Littleton Commercial and Industrial Guide

Detailed information on the Littleton permitting processes for commercial and industrial projects, including 43D Expedited Permitting Projects, is available in the Guide, and is incorporated by reference into these Regulations.