RMD Special Permit Application Procedures
ADOPTED May 8, 2014
Revised July 10, 2014

1. Applicant meets informally with the Planning Board at a public meeting to discuss the proposed application for a RMD and general terms of the proposed RMD.
2. Applicant requests a Certified List of Abutters from the Assessor's Office within 300 feet of the subject property and a second Certified List of Abutters from the Assessor's Office outside of the 300 feet but within 1500 feet of the subject property.
3. Applicant files a Special Permit form and required information with Planning Board, Town Clerk, Board of Selectmen, Building Commissioner, Board of Health, Police Department, and Fire Department.
4. File the Special Permit fee with the Planning Board office.
5. A certified Site Plan of the building and location (10 copies), plus 3 copies of any drainage calculations (see zoning Section 173-63) should be provided.
6. The Planning Board office assigns a date for the Public Hearing after the application is filed.
7. Planning Board office will prepare the Legal Notice and distribute it to the newspaper and Littleton Boards and Departments. This notice has to be published two consecutive weeks prior to the Public Hearing. Applicant is responsible for the cost of publishing legal notice.
8. The Legal Notice will be provided to the applicant. Applicant is responsible for mailing legal notices by certified mail to the 300-foot certified list of abutters, and other parties at interest (list provided) at least 14 days prior to the Public Hearing. “Green cards” (The return certified mail cards) must be submitted prior to the Public Hearing.
9. Applicant is also responsible for mailing legal notices by regular mail to the “1500-foot” certified list of abutters at least 14 days prior to the Public Hearing. Applicant must file documentation with the Planning Board that certifies this mailing was completed.
10. The Public Hearing shall open no later than 65 days after the application is file, and may extend over the course of one or more meetings as necessary. The Planning Board must vote its decision within 90 days of the close of the Public Hearing.
11. After the Planning Board vote, Planning Staff will file detailed Special Permit decision with Town Clerk. There is a 20-day appeal period; please contact Town Clerk for “certification of no appeal” after the appeal period. The applicant must record the certified Special Permit with the Registry of Deeds before the Special Permit is in effect.

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