



Town of North Reading
Massachusetts

Community Planning

SPECIAL PERMIT - FLOODPLAIN DISTRICT
APPLICATION PACKAGE

In order for an application to be considered "complete" all the following items must be submitted:

1. Filing fee (see attached) _____
2. Complete application form _____
3. Complete designers certificate _____
4. Complete certified abutters list _____
5. Copy of completed Conservation Commission application _____
6. Two (2) original reproducible mylars of each sheet _____
7. Two (2) copies of plans _____
8. "PDF plan emailed to planning@northreadingma.gov" at time of filing _____
9. All runoff, drainage calculations and compensating flood storage proposal with a report describing all proposed alterations of floodplains, mitigation measures and construction methodology. _____
10. Evidence of filing with Town Clerk _____
11. Letter of authorization if applicant is other than owner _____
12. Brief letter of explanation describing the proposal _____

NOTE: Other supporting documentation including, but not limited to, drainage calculations, traffic studies, decisions of other Boards, conditions of Covenants already imposed, etc. may be required by the Community Planning Commission prior to final approval.



Town of North Reading
Massachusetts

Community Planning

**APPLICATION FOR A SPECIAL PERMIT
FLOODPLAIN DISTRICT**

1. Date of application: _____
2. Location of Land: _____
(Number Street Assessors Map & Parcel)
3. Lot area: _____ Street frontage: _____ Zoning District _____
4. Proposed Use: _____
5. Does the Site Plan show any inconsistency with the FIRM map?
_____ Yes; _____ No. If "yes", explain in written narrative.
6. State the applicant's interest (if other than legal owner)

7. Name and address of Environmental Scientist:

Phone: _____
8. Name and address of Registered Land Surveyor:

Phone: _____

TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION
FORM D
DESIGNER'S CERTIFICATE

(Date of Filing)

To the Community Planning Commission:

In preparing the plan entitled: _____

Section(s): _____ sheet(s): _____

My sources of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from _____ to _____
Dated _____ and recorded in the
Middlesex County Registry of Deeds Book # _____, Page # _____.

2. North Reading Assessor's Map # _____, Parcel(s) _____

3. Oral information furnished by: _____

4. Actual measurement on the ground from a starting point established by:

5. Other sources: _____

Signed: _____
(Registered Professional Engineer or
Registered Land Surveyor)

(Seal of Engineer or Surveyor)

Number: _____

Address: _____
235 North Street, North Reading, MA 01864 ... 978/664-6050 - FAX 978/664-6052

TOWN OF NORTH READING
BOARD OF ASSESSORS
235 North Street
North Reading, MA 01864
978-357-5215

REQUEST FOR CERTIFICATION OF ABUTTERS LIST

To be submitted to (check one)

- ☐ Board of Appeals
☐ Board of Health
☐ Community Planning Commission
☐ Conservation Commission
☐ Other _____

If this form is not complete, it will be returned.

Copy of Assessor's Map with area highlighted _____
Fee for \$50 _____

Property Owner of Record _____

Address of Property _____
(No. & Street)

Assessor's Map # _____ Parcel# _____

Name of Applicant (print) _____

Applicant Address _____
(No. & Street)

(City/town & State)

Applicant's Telephone _____

Email Address _____

CERTIFIED LIST WILL BE PROVIDED WITHIN 7 - 10 WORKING DAYS

Official Use Only

Certified by : _____

Date _____

CERTIFICATION OF ABUTTERS LIST

The Board of Assessors of the Town of North Reading do hereby certify in accordance with the provisions of Section 10 and 11 of Chapter 808 of the Acts of 1975, that the following named persons, firms, and corporations are parties in interest, as hereinabove described:

<u>Name and Mailing Address</u>
North Andover Planning Board North Andover Town Hall 120 Main Street North Andover, MA 01845
Middleton Planning Board Middleton Town Hall Middleton, MA 01949
Lynnfield Planning Board Lynnfield Town Hall 55 Summer Street Lynnfield, MA 01940
Reading Planning Board Reading Town Hall 16 Lowell Street Reading, MA 01867
Wilmington Planning Board Wilmington Town Hall Wilmington, MA 01887
Andover Planning Board Andover Town Hall Andover, MA 01810

CERTIFIED NOTIFICATION OF ABUTTERS

Please print North Reading Community Planning Commission address for the return. .

UNITED STATES POSTAL SERVICE



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

NORTH READING COMMUNITY PLANNING COMMISSION
235 NORTH STREET
NORTH READING, MA. 01864

PLEASE REFERENCE THE SPECIFIC PROJECT ON THE CARD.