



Town of North Reading
Massachusetts

Community Planning

MULTI-FAMILY SPECIAL PERMIT MODIFICATION
APPLICATION PACKAGE

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

1. One (1) copy of an application form (application fee \$100.00) _____
2. Vicinity ownership map _____
3. Two (2) copies of the site plans _____
4. "PDF plan emailed to planning@northreadingma.gov" at time of filing _____
5. A letter from owner authorizing the applicant to file on owner's behalf _____
6. Evidence of filing with Town Clerk
(To be provided by the CPC office at the time of submittal.) _____
7. Evidence that taxes are paid up to date _____
8. A brief letter of explanation _____
9. Compete certified list of abutters
(Obtainable from North Reading Assessing Office) _____
10. Proof of certified mailing of legal notice of public hearing sent to all
abutters on certified abutters list with the certification sent back to the
Planning Dept. _____
11. One set of envelopes addressed to all abutters on certified abutters list
with postage paid for mailing Notice of Decision. _____

NOTE: Other supporting documents including, but not limited to drainage calculations, traffic studies, the decisions of other boards, conditions, covenants or permits already in effect, etc. may be required by the Community Planning Commission prior to a final decision. All costs incurred from legal advertisements and abutters notices will be borne by the applicant.



Town of North Reading
Massachusetts

Community Planning

MULTI-FAMILY SPECIAL PERMIT MODIFICATION APPLICATION FORM

PRINT LEGIBLY OR TYPE

1. Name of legal owner of record: _____
Address: _____
Telephone: _____
2. Name of applicant: _____
Address: _____
Telephone: _____
3. Relationship of applicant to property if other than owner: _____

(written permission from owner if required)
4. Description of property: _____
Address: _____
Map #: _____ Parcel(s) #: _____
5. Area of entire tract: _____
Portion being affected: _____
Frontage: _____ ft. Depth: _____ ft.

- List all zoning districts affecting property: _____

6. Currently existing use and/or situation: _____

7. Proposed use and/or situation: _____

8. List all maps, plans and other accompanying materials submitted with the application:

9. Description of site plan: _____
Type: () commercial () industrial () mixed-use () multi-family
Total building square footage:
Footprint: _____ Floor area: _____
Number of Units: _____
10. Deed Restrictions and/or covenants that currently apply or are contemplated:
(Yes/No): _____ if yes, list and attach copy. _____

11. Person(s) designing plan:
Name: _____
Address: _____

Profession: _____

12. List all public improvements and utilities to be installed. _____

13. Are any waivers, special permits, or variances requested? (Yes/No). _____ if yes, list.

Note: It is the responsibility and obligation of the applicant to read the pertinent regulations and submit plans conforming to all town requirements. Any preliminary or final approval by the Community Planning Commission shall be subject to adherence with all requirements of the zoning bylaws unless relief is specifically granted by the appropriate permit granting authority.

Signature of applicant or agent: _____

Print Name of applicant or agent: _____

Address: _____

Telephone: _____

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.