



PLANNING BOARD

TOWN OF WEBSTER
350 MAIN STREET
WEBSTER, MASSACHUSETTS 01570
(508) 949-3800 ext 1002
planning@webster-ma.gov
www.webster-ma.gov

APPLICATION SUBMISSION REQUIREMENTS
SPECIAL PERMIT & SITE PLAN APPROVAL – or -
MODIFICATION OF A SPECIAL PERMIT & SITE PLAN APPROVAL

Pre-submission Review – It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.

Submission Packet: All application materials must be submitted in a complete packet. Incomplete submissions will cause a delay in processing.

Submission Materials:

1. **Application Forms – BOTH Forms Required** including **all** signatures.
2. **Project Description / Narrative** - Optional but helpful.
3. **Certified Abutters List - Required** – Contact the Assessor’s Office
4. **Fees –Required** - includes all applicable fees outlined on the Fee Schedule. One or two checks will be required depending on the application type.
5. **Additional Materials as required by the Webster Zoning By-Law** or as needed to support the Application.
6. **Copies** – Please note: the Zoning By-law sets forth the number of copies required which no longer reflects new best practices. Please submit two (2) packets of all materials, each packet to include all documentation including one full size plan set (24” x 36”) and one reduced size set (11” x 17”). In addition, large projects will be required to submit material in PDF format as well.

Additional information and guidance can be found on the Planning Board web page at www.webster-ma.gov. Please contact the Planning Department if you have any questions. Thank you.



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**APPLICATION FOR SPECIAL PERMIT – or -
 MODIFICATION OF A SPECIAL PERMIT**

DATE: _____

APPLICATION TYPE: Please indicate the type of permit you are seeking?

New Permit: _____ Modification: _____ Date of Original Permit: _____

APPLICANT NAME: _____

Full Address: _____

Phone: _____ Email: _____

Contact Person's Name: _____

Phone: _____ Email: _____

PROPERTY OWNER(S) NAME: _____

Full Address: _____

Phone: _____ Email: _____

Deed recorded in the Worcester District Registry of Deeds: Book _____ Page _____

SITE INFORMATION:

Street Address of Property(s) _____

Assessor's Map / Lot(s) and lot size of each: _____

ZONING INFORMATION

Which zoning district(s) and other types of districts is the property located in? See the Town of Webster Zoning Map. Check all that apply.

- | | |
|--|---------------------------------------|
| _____ Single Family Residential (SFR) | _____ Industrial (IND) |
| _____ Agricultural Single Family Res. (ASFR) | _____ Lake Residential (LR) |
| _____ Multiple-Family Residential (MFR) | _____ Floodplain |
| _____ Business District with Sewer (B4) | _____ Conservation (CD) |
| _____ Business District without Sewer (B5) | _____ Lake Watershed Protection (LWP) |
| _____ Gore Business District (B5A) | _____ Redevelopment Overlay District |

CURRENT AND PROPOSED USE(S)

List all **current uses** on the site:

Proposed Use(s): Please identify each section of the Zoning By-law that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

- | | |
|---|---|
| <input type="checkbox"/> 650-14: Single Family Residential | <input type="checkbox"/> 650-38: Signs and Advertising Devices |
| <input type="checkbox"/> 650-15: Agricultural Single Family Residential | <input type="checkbox"/> 650-43: Common Driveways |
| <input type="checkbox"/> 650-16: Multiple-Family Residential | <input type="checkbox"/> 650 - Article VI: Adult Uses |
| <input type="checkbox"/> 650-17: Business District with Sewer | <input type="checkbox"/> 650 – Article VIII: Wireless Communications Facilities |
| <input type="checkbox"/> 650-18: Business District without Sewer | <input type="checkbox"/> 650 – Article IX: 55 and Over Communities |
| <input type="checkbox"/> 650-19: Gore Business District | <input type="checkbox"/> 650 – Article X: Medical Marijuana Facilities |
| <input type="checkbox"/> 650-20: Industrial | <input type="checkbox"/> 650 - Article XI: Solar Use Facilities |
| <input type="checkbox"/> 650-21: Lake Residential | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> 650-22: Floodplain | _____ |
| <input type="checkbox"/> 650-23: Conservation | _____ |
| <input type="checkbox"/> 650-24: Lake Watershed Protection | _____ |
| <input type="checkbox"/> 650-24: Redevelopment Overlay District | _____ |

Is the proposed use(s) allowed in accordance with the district regulations or other provisions of the Webster Zoning By-Law as identified above:

Yes No (please refer to Section 650-12C for further guidance)

Does your Application require Site Plan Review (see Section 650 – Article VII: Site Plan Review):

Yes (if so, please submit Site Plan Approval application in conjunction with this application)
 No

WAIVER REQUEST(S)

List all waivers requested (attach additional materials if needed):

Section _____

Section _____

Section _____

Section _____

Section _____

REQUIRED SIGNATURES

- Please Note: Both required signatures #1 and #2 must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

1. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:

Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT AND OWNER(S)** named above, hereby applies for approval of a Special Permit by the Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Webster, MA.

Applicant’s Signature _____ Date: _____

Property Owner’s Signature _____ Date: _____
(If Not Applicant)

2. REQUIRED SIGNATURE: TAX COLLECTOR

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.
Please make arrangements to pay all outstanding bills at the Tax Collector’s Office.*

Tax Collector’s Office – Name (Please Print) Initial Date

*Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.
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Town Clerk Signature Date Received Time Received



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**APPLICATION FOR SITE PLAN APPROVAL – or -
 MODIFICATION OF A SITE PLAN APPROVAL**

DATE: _____

APPLICATION TYPE: Please indicate the type of permit you are seeking:

New Permit: _____ Modification: _____ Date of Original Permit: _____

APPLICANT NAME: _____

Full Address: _____

Phone: _____ Email: _____

Contact Person's Name: _____

Phone: _____ Email: _____

PROPERTY OWNER(S) NAME: _____

Full Address: _____

Phone: _____ Email: _____

Deed recorded in the Worcester District Registry of Deeds: Book _____ Page _____

SITE INFORMATION:

Street Address of Property(s) _____

Assessor's Map / Lot(s) and lot size of each: _____

PLAN INFORMATION:

Plan Title _____

Prepared by: _____

Date Prepared _____

Last Revision Date: _____

ZONING INFORMATION

CURRENT USE(S)

List all **current uses** on the site:

Does your Application involve a change of use?

_____ Yes (if so, please submit review the Webster Zoning By-Law for further guidance.)

_____ No

ZONING DISTRICT

Which zoning district(s) and other types of districts is the property located in? See the Town of Webster Zoning Map. Check all that apply.

- | | |
|--|---------------------------------------|
| _____ Single Family Residential (SFR) | _____ Industrial (IND) |
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| _____ Business District without Sewer (B5) | _____ Lake Watershed Protection (LWP) |
| _____ Gore Business District (B5A) | _____ Redevelopment Overlay District |

Applicable Zoning By-Law Requirements: Please identify each section of the Zoning By-law that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

Required: Section 650-53A: Applicability – please identify each section that applies:

- | | |
|--|--|
| _____ A(1): Any development involving construction of two or more buildings or structures on a single lot. | _____ A(4): Any change to an existing structure if the proposed use requires substantial alteration of an existing parking area or the creation of five or more additional parking spaces. |
| _____ A(2): Construction, reconstruction, exterior alteration, or addition to any commercial or industrial building. | _____ A(5): Any use requiring a special permit. |
| _____ A(3): Construction of any new parking lot with five or more parking spaces. | |

Required: OTHER - please check all that apply:

- | | |
|--|--|
| _____ Chapter 570 – Article I: Stormwater Management and Erosion Control | _____ Section 650-23: Conservation District |
| _____ Chapter 570 – Article II: Non-Stormwater Discharge | _____ Section 650-24: Lake Watershed Protection District |
| _____ Section 650-22 – Floodplain District | _____ Section 650-25: Redevelopment Overlay District |

- | | |
|--|--|
| <p>_____ Section 650-32: Frontage</p> <p>_____ Section 650-33: Height</p> <p>_____ Section 650-34: Transition between districts</p> <p>_____ Section 650-35: Location of automobile uses</p> <p>_____ Section 650-37: Corner Visibility</p> <p>_____ Section 650-38: Signs and advertising devices</p> <p>_____ Section 650-39: Motor vehicle parking and loading</p> <p>_____ Section 650-42: Windmills and wind-powered generators</p> <p>_____ Section 650-43: Common Driveways</p> | <p>_____ Section 650, Article VIII: Wireless Communications Facilities</p> <p>_____ Section 650, Article IX: 55 and Over Communities</p> <p>_____ Section 650, Article X: Medical Marijuana Facilities</p> <p>_____ OTHER: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ NONE of the ABOVE</p> |
|--|--|

WAIVER REQUEST(S)

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Section _____

Section _____

Section _____

Section _____

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The undersigned, being the **APPLICANT** and **OWNER(S)** named above, hereby applies for approval of a Site Plan by the Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Webster, MA.

Applicant’s Signature _____ Date: _____

Property Owner’s Signature _____ Date: _____
(If Not Applicant)

REQUIRED SIGNATURES - Continued

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Initial

Date

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Town Clerk Signature

Date Received

Time Received



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PLANNING BOARD

FEE SCHEDULE

All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

Fees – Number of Checks Required: All Fees can be combined into one check made payable to “Town of Webster”. Credit cards and/or cash are not be accepted.

Modifications: Applications for modifications to previously approved permits must follow the same fee schedule.

Peer Review Fees – Peer Review Fees are collected in accordance with MGL c54, §53G. Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete.

- **Approval Not Required (ANR)**

- Application Fee..... \$50.00
- Lot Fee per each new lot.....\$100.00 per lot / parcel modified or created

- **Special Permit & Site Plan Review (see Stormwater Permit Fees if required)**

- Application Fee..... \$200.00
- Legal Advertising Fee..... \$100.00
- Abutter Notification Fee based on current mailing rates; contact office
- Peer Review Fee\$2,500 minimum – if required

- **Stormwater Permit**

- Application Fee..... \$250.00
- *Legal Advertising Fee..... \$100.00
- *Abutter Notification Fee based on current mailing rates; contact office
- *Peer Review Fee\$2,500.00 minimum – if required

** These fees are not required if the Stormwater Permit Application is part of a Site Plan Review Application. Contact the office if you have questions.*

- **Site Plan Review Only**

- Application Fee..... \$100.00
- Legal Advertising Fee..... \$100.00
- Abutter Notification Fee based on current mailing rates; contact office
- Peer Review Fee\$2,500.00 minimum – if required

**Town of Webster Planning Board
Fee Schedule - continued**

• **Special Permit Only**

Standard Application Fee – all uses except as noted below.....	\$100.00
• Common Driveway Peer Review Fee.....	\$200.00
• Lake Watershed Protection District Peer Review Fee.....	\$200.00 (minimum)
• Over 55 Community Application Fee.....	\$250 base, plus \$50 per unit
Peer Review Fee	\$2,500.00
• Redevelopment Overlay District Peer Review Fee	\$200.00
• Telecommunications Tower Application Fee.....	\$2,000.00
Peer Review Fee (MGL c54, §53G).....	\$2,500.00
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office

• **Scenic Road Hearing**

Application Fee	\$50.00
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office

• **Subdivisions**

Application Fees

• Preliminary Plan	\$250.00
Peer Review Fee	\$2,500.00 minimum
• Definitive Subdivision Plan with Preliminary Plan.....	\$100.00 per lot
Peer Review Fee	\$2,500.00 minimum
• Definitive Subdivision Plan without Preliminary Plan.....	\$1,000.00 plus \$100.00 per lot
Peer Review Fee	\$2,500.00 minimum
• Waiver Request from Subdivision Rules & Regulations.....	\$20.00 per lot - maximum or \$500.00 per waiver request
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office
• Road Inspection Fee	\$50.00 per linear foot of centerline
This fee to be paid in advance of inspection.	