



## PLANNING BOARD

### Town of Ayer

1 Main Street, Ayer, MA 01432

Tel: (978) 772-8220 x 144 | Fax: (978) 772-3017 | [Planning@Ayer.MA.US](mailto:Planning@Ayer.MA.US)

## Ayer Planning Board Application for Special Permit

### Filing Instructions

In addition to a **complete** application, the applicant must also provide:

1. Sixteen (16) copies of the completed application form
2. Ten (10) full size copies of the full plan set
3. Six (6) reduced 11X17 copies of the full plan set
4. One (1) electronic copy of the full application including plans
5. Written narrative explaining how the adverse effects of the proposed use will not outweigh its beneficial impacts for each criteria stated in Section 3.4.B (1-6) of the Ayer Zoning Bylaw.
6. Special Permit Application Fee (Refer to the Planning Board Fee Schedule)
7. Public Hearing Notice fee (cost to be determined)
8. Certified Abutters List

\*Town Planner's must review and sign the application prior to the Town Clerk stamping the submission.\*

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Town Planner

Date

**NOTE: There are several sections to this application. Please read the entire application form before proceeding.**

**1. Name of Applicant:** \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

Applicant is (check one) \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Licensee \_\_\_\_\_ Prospective Buyer

**2. AGENT FOR OWNER (if applicable):** \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

**3. PREMISES FOR WHICH SPECIAL PERMIT IS SOUGHT:**

Street \_\_\_\_\_  
Between \_\_\_\_\_ Street and \_\_\_\_\_  
Street Middlesex District Registry of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_  
Ayer's Assessor's Map \_\_\_\_\_ Parcel(s) \_\_\_\_\_  
Zoning District (circle one) A-1 A-2 GR GB DB LI HI  
Water Overlay District (circle one) Zone 1 Zone II N/A

**4. APPLICATION FOR RESIDENTIAL (A-1) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

\_\_\_\_\_ Municipal Use as authorized at Section 5.2.2.3  
\_\_\_\_\_ Golf Courses, Ski, Camping or Swimming Facilities with incidental sales for patrons authorized at Section 5.2.4.3  
\_\_\_\_\_ Hotel, motel or inn authorized at Section 5.2.5.1  
\_\_\_\_\_ Other \_\_\_\_\_

**5. APPLICATION FOR RESIDENTIAL (A-2) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Municipal Use as authorized at Section 5.2.2.3
- \_\_\_\_\_ Rest home or nursing home authorized at Section 5.2.2.8
- \_\_\_\_\_ Golf courses, ski, camping or swimming facilities with incidental sales for patrons authorized at Section 5.2.4.3
- \_\_\_\_\_ Hotel, motel, or inn authorized Section 5.2.5.1
- \_\_\_\_\_ Other \_\_\_\_\_

#### **6. APPLICATION FOR RESIDENTIAL (GR) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Municipal Use as authorized at Section 5.2.2.3
- \_\_\_\_\_ Rest home or nursing home authorized at Section 5.2.2.8
- \_\_\_\_\_ Golf courses, ski, camping or swimming facilities with incidental sales for patrons authorized at Section 5.2.4.3
- \_\_\_\_\_ Hotel, motel, or inn authorized Section 5.2.5.1
- \_\_\_\_\_ Other \_\_\_\_\_

#### **7. APPLICATION FOR DOWNTOWN BUSINESS (DB) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Dwelling unit at grade in a commercial building, provided that the entrance shall be on the side or rear of the building; the unit shall have direct access to parking on the lot; the unit shall be accessible to persons with disabilities; the ground floor of the building facing the street shall be commercial use authorized at Section 5.2.1.7
- \_\_\_\_\_ Rest home or nursing home authorized at Section 5.2.2.8
- \_\_\_\_\_ Golf courses, ski, camping or swimming facilities with incidental sales for patrons authorized at Section 5.2.4.
- \_\_\_\_\_ Funeral home or mortuary authorized at Section 5.2.5.2
- \_\_\_\_\_ Artist studio and residence (live/work space) authorized at Section 5.2.5.8
- \_\_\_\_\_ Auto sales and service establishment, public garage and gasoline station authorized at Section 5.2.5.14
- \_\_\_\_\_ Drive-in/drive-through service accessory to a principal use authorized at Section 5.2.5.18
- \_\_\_\_\_ Other accessory uses, if accessory to a special permitted use authorized at Section 5.2.5.20
- \_\_\_\_\_ Other \_\_\_\_\_

#### **8. APPLICATION FOR MIXED USE TRANSITIONAL (MUT) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Rest home or nursing home authorized at Section 5.2.2.8
- \_\_\_\_\_ Artist studio and residence (live/work space) authorized at Section 5.2.5.8
- \_\_\_\_\_ Auto sales and service establishment, public garage and gasoline station authorized at Section 5.2.5.14
- \_\_\_\_\_ Wholesaling and distribution authorized at Section 5.3.5.15
- \_\_\_\_\_ Self-Storage facilities authorized at Section 5.3.5.16
- \_\_\_\_\_ Kennel authorized at Section 5.3.5.17
- \_\_\_\_\_ Drive-in/drive-through service accessory to a principal use authorized at Section 5.2.5.18
- \_\_\_\_\_ Other accessory uses, if accessory to a special permitted use authorized at Section 5.2.5.20
- \_\_\_\_\_ Research, experimental and testing laboratories and related light manufacturing use authorized at Section 5.2.6.1
- \_\_\_\_\_ Accessory uses, if accessory to a special permitted use authorized at section 5.2.6.6
- \_\_\_\_\_ Other \_\_\_\_\_

## **9. APPLICATION FOR GENERAL BUSINESS (GB) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Artist studio and residence (live/work space) authorized at Section 5.2.5.8
- \_\_\_\_\_ Wholesaling and distribution authorized at Section 5.3.5.15
- \_\_\_\_\_ Drive-in/drive-through service accessory to a principal use authorized at Section 5.2.5.18
- \_\_\_\_\_ Other accessory uses, if accessory to a special permitted use authorized at Section 5.2.5.20
- \_\_\_\_\_ Accessory uses, if accessory to a special permitted use authorized at section 5.2.6.6
- \_\_\_\_\_ Other \_\_\_\_\_

## **10. APPLICATION FOR LIGHT INDUSTRIES (LI) DISTRICT:**

Each application in this category will require:

- a. Narrative of no fewer than 200 words describing the proposed use; and
- b. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Commercial or public parking areas authorized at Section 5.2.5.13
- \_\_\_\_\_ Self-Storage Facilities authorized at Section 5.2.5.16
- \_\_\_\_\_ Accessory uses, if accessory to a special permitted use authorized at Section 5.2.6.6
- \_\_\_\_\_ Other \_\_\_\_\_

## **11. APPLICATION FOR INDUSTRIAL (I) DISTRICT:**

Each application in this category will require:

- c. Narrative of no fewer than 200 words describing the proposed use; and
- d. Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a

residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- \_\_\_\_\_ Commercial or public parking areas authorized at Section 5.2.5.13
- \_\_\_\_\_ Accessory uses, if accessory to a special permitted use authorized at Section 5.2.6.6
- \_\_\_\_\_ Other \_\_\_\_\_

SIGNATURE OF OWNER/PETITIONER \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE OF AGENT FOR OWNER (if applicable)

\_\_\_\_\_

Date \_\_\_\_\_

RECEIVED BY THE AYER TOWN CLERK: Date \_\_\_\_\_