



Town of Otis Planning Board

Guidelines for filling out a special permit application for the Town of Otis Planning Board

The original application for a special permit must be filled out completely and filed with the Town Clerk along with a check for the \$200.00 filing fee. The Town Clerk forwards a certified copy to the Planning Board.

The Planning Board meets the second Monday of each month. In order to meet statutory notice requirements there is a deadline to submit an application for each month's hearing. The Planning Board will inform you of the deadline date.

The application must be accompanied by a description that supports the reasons for a Special Permit. A complete plot plan which shows lot measurements, setbacks from property lines, locations of any structures or pertinent systems relating to the application.

Board members often perform a site visit in order to process and render a decision. There may also be visits from other Town Departments to assess the feasibility of the project and its impact on public safety. If your property is difficult to find, please provide directions and any landmarks.



Town of Otis, Massachusetts
COMMONWEALTH OF MASSACHUSETTS

To: **Planning Board**

I/We the undersigned, hereby

☐ Make application to the Board for a SPECIAL PERMIT under **Section** _____ of the Zoning Bylaws of the Town of Otis for the purpose (s) described below. *(attach a copy of all plans for any proposed construction involved)*

PREMISES AFFECTED:

Address/Location _____

Assessor's Map and Lot No. _____

Record title stands in the name of _____

Whose address is _____

by a deed duly registered in the _____ Street _____ City/Town _____ Zip Code _____
Deeds in Book _____ Page _____ or Registry of District Land Court, Certificate no. _____
Book _____ Page _____

Describe in detail below and on the reverse side hereof the nature of the Special Permit, Variance or Relief requested by this application.

APPLICANT

Signature: _____
Name (Print) _____
Address: _____
City/State/Zip _____

Telephone: _____
Signature of property owner, if other than applicant

Certification of Town Clerk:
THIS IS TO CERTIFY THAT THE FOREGOING
APPLICATION/PETITION/APPEAL WAS FILED WITH THIS DATE ON
_____ AT _____
Date Time

Seal

Signature and Seal of the Town Clerk