
FORMS

EXHIBIT I

**Application to Planning Board for a Special Permit
(MGL Chap 40A, Section 9)**

1. Address of property: _____

2. Map _____, Lot _____, Block _____ (Information may be obtained at Assessor's office)

3. Name and mailing address of each applicant

Name: _____, Address: _____

Phone: _____, Email: _____

Name: _____, Address: _____

Phone: _____, Email: _____

Name: _____, Address: _____

Phone: _____, Email: _____

4. The owner(s) record – If name of applicant differs from the owner of record a written option to purchase should be provided with the application

Name: _____, Address: _____

Phone: _____, Email: _____

Name: _____, Address: _____

Phone: _____, Email: _____

5. Registry of Deeds Information as recorded at the Southern Registry of Deeds

Book _____ Page _____, or if registered in the Southern Registry District of Land Court,

Certificate Number _____, Book _____, Page _____.

6. Name of Engineer (if applicable):

Name: _____, Address: _____

Phone: _____, Email: _____

7. Name of Attorney or other representative (if applicable):

Name: _____, Address: _____

Phone: _____, Email: _____

Name: _____, Address: _____

Phone: _____, Email: _____

8. Describe proposed use or activity requiring a special permit (include documentation of proposed construction required pursuant to the Rules and Regulations Relating to Special Permits)

9. I / We hereby request a hearing before the Town of Essex Planning Board, acting as the Special Permit Granting Authority.

Signed this _____ day of _____, 20_____.

(Signature of Applicant/Owner)

(Signature of Applicant/Owner)

10.

The Commonwealth of Massachusetts

_____, ss.

_____, 20_____.

Then personally appeared the above named and made oath and said that the foregoing statements and representations contained in the appeal, application or petition herein and attachments hereto, are true and accurate to the best of his/her/their knowledge, information and belief, before me.

Notary Public

My commission expires: _____

11.

Received from the applicant, the sum of \$_____ for the special permit application.

Town Clerk

Date

FORM A

APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED
NOT TO REQUIRE APPROVAL

Three copies of this form filled out and signed, should be included with the original and two copies of the plan in question
* (Please type or print information in blanks below.)

Date of Submission: _____ (See Section 4.01)

To the Planning Board:

The undersigned, believing that the accompanying plan of his property in the Town of Essex does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

Name of Applicant: _____

Address: _____

Phone: _____

Name of Surveyor: _____

Address: _____

Deed of Property recorded in Essex South District Registry of Deeds

Book No. _____ Page No. _____

Location and Description of Property: _____

List and Board of Appeals decisions pertaining to this site: _____

Reason plan does not constitute a subdivision: _____

Signature of Owner: _____

Address: _____

PLANNING BOARD APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED

Signed: _____

Signed: _____ for the Essex Planning Board _____ 20__

FORM B

APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

Two copies of this form along with two copies of Form C filled out and signed, should be included with the original and two copies of the preliminary plan. * (Please type or print information in blanks below.)

Date of Submission: _____ (see Section 5.01)

To the Planning Board:

The undersigned herewith submits the accompanying Preliminary Plan of property located in the Town of Essex for approval as a subdivision under the requirements of the Subdivision Control law and the Rules and Regulations Governing the Subdivision of Land in the Town of Essex.

Name of Proposed Subdivision _____

Name of Applicant: _____

Address: _____

Name of Owner of Land: _____

Address: _____

Name of Engineer or Surveyor: _____

Address: _____

Deed of property recorded in Essex South District Registry of Deeds

Book No: _____ Page No. _____

Approximate acreage in subdivision: _____ Number of lots: _____

Location and Description of Property: _____

Signature of Owner: _____

Address: _____

Votes For Approval _____ Votes For Approval with Modifications _____ Votes Against Approval: _____

Signed: _____ Action Taken: _____

Signed: _____ for the Essex Planning Board _____ 20____
(Date of Vote)

*See Section 5 of Essex Planning Board Rules and Regulations

APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

Two copies of this form along with two copies of Form C filled out and signed, should be included with the original and two copies of the definitive plan. * (Please type or print information in blanks below)

Date of Submission: _____ (See Section 6.01)

To the Planning Board:

The undersigned herewith submits the accompanying Definitive Plan of property located in the Town of Essex for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the Town of Essex.

Name of Proposed Subdivision _____

Name of Applicant: _____

Address: _____

Name of Owner of Land: _____

Address: _____

Name of Engineer or Surveyor: _____

Address: _____

Deed of property recorded in Essex South District Registry of Deeds

Book No: _____ Page No. _____

Approximate acreage in subdivision: _____ Number of lots: _____

Location and Description of Property: _____

Signature of Owner: _____

Address: _____

Votes For Approval _____ Votes For Approval with Modifications _____ Votes Against Approval _____

Signed: _____ Action Taken: _____

Signed: _____ for the Essex Planning Board _____ 20____
(Date of Vote)

*See Section 5 of Essex Planning Board Rules and Regulations

FORM E

Essex Planning Board

Date: _____

TO:

- Board of Health
- Department of public works
- Conservation Commission
- Chief of Police
- Fire Chief

In accordance with Section 6.01 of the Planning Board's Subdivision Rules and Regulations, this attached Definitive Plan has been submitted to your agency for review and recommendations.

Please make any comments and recommendations regarding this plan on the attached form (Form F), or in a written report, and submit to the Planning Board no later than 35 days (45 with respect to the Board of Health) of date of submission to Planning Board.

Applicant

EXHIBIT II

**TOWN OF ESSEX
Notice of Public Hearing**

Notice is hereby given that the Essex Planning Board will hold a public hearing on _____,
(Day)

_____ at _____ at _____
(Date) (Time) (Location)

_____, Essex, MA on the application by
(Street Address)

(Name of Applicant – if Name of Owner is different please add; owned by _____ on this line)

for the property located at _____ Essex, MA,
(Street Address of Property)

Map _____ Block _____, for a

(Type of Public Hearing- site plan review etc.)

under _____
(Zoning Bylaw, MGL or Subdivision Rules and Regulation)

Clerk, Essex Planning Board

Please make sure the Board receives a copy of this form prior to leaving when it is completed so that a similar notice may be mailed to those listed on the abutters list by the secretary

All information listed in the above form once completed must be in the published notice

Applicant is responsible for the payment of notices and to show proof to the Planning Board the required two notices have been published. Proof may be a 'tear' sheet obtained by the newspaper for the notice or a copy of the full newspaper page on which a notice was published with the date and the name of the newspaper at the top legible.

TOWN OF ESSEX BYLAWS

EXHIBIT III

TOWN OF ESSEX
MASSACHUSETTS

Planning Board

Acting as Special Permit Granting Authority

Case No.

Date:

DECISION ON SPECIAL PERMIT OR ANY EXTENSION,
MODIFICATION OR RENEWAL OF SPECIAL PERMIT

TO:

(Name and Address of Owner)

Affecting the rights of the owner with respect to the
use of premises on

(Identify Land Affected)

The record title standing in the name of

(Name and Address)

by a deed duly received in the _____ District

Registry of Deeds in Book _____ Page

Notice is hereby given that following the public hearing

on _____ on the application in this case so as to

(date)

permit

The Board, at its meeting on

(date)

VOTED TO GRANT the application under Section _____ of
the Zoning By-Law based on findings as detailed in the
Record of Proceedings, subject to the following
conditions, safeguards and limitations on use or time,
if any:

TOWN OF ESSEX BYLAWS

VOTED TO DENY the application.

This is to certify that the above action was taken in compliance with the statutory requirements as set forth in Chapter 40A of the General Laws, and that copies of this decision with the Record of Proceedings and plans referred to in the decision, if any, were filed with the Town Clerk and the Planning Board on _____

Any appeal from this decision can be made only to the Court and must be made pursuant to Section 17, Chapter 40G (G.L.) as amended, and must be filed within 20 days after the date of filing of this decision with the Town Clerk.

Essex Planning Board Acting as
Special Permit Granting Authority

Clerk

CERTIFICATE BY THE TOWN CLERK FOR FILING OF THE
DECISION IN THE REGISTRY

This is to certify that twenty (20) days have elapsed since filing of the above decision with this office and no appeal has been filed, or an appeal has been filed and denied in the case.

Signature and Seal of the Town Clerk

TOWN OF ESSEX BYLAWS

EXHIBIT IV

TOWN OF ESSEX , MASSACHUSETTS
Planning Board Acting
As Special Permit Granting Authority

Application No.
Date:

RECORD OF PROCEEDINGS
ON APPLICATION FOR A SPECIAL PERMIT

(Copies of this Record of Proceedings with all attachments, and plans referred to in the decision, if any, must be filed with the Town Clerk and Planning Board).

I, _____, Clerk of the Board, hereby certify that the following is a detailed record of all its proceedings relative to the application of

(Name and address of Applicant)
for a special permit under Section _____ of the Zoning By-Law. The Applicant desires to

The premises affected are located at

being in a Zoning District in which the above-mentioned use requires a special permit.

1. On _____ an application of which a
(date)

true copy marked "A" is made a part of this record, was presented to the Board.

2. A notice of public hearing, a true copy of which marked "B" is made a part of this record, was published, posted and mailed to the "Parties in Interest" as indicated below:

a. *Published* in *The Gloucester Times* a newspaper of general circulation in the town on _____ and on _____;

(date) (date)

b. *Posted* in a conspicuous place in the town hall on _____;

(date)

(Not less than 14 days before the day of the hearing.)

c. *Mailed* on _____ postpaid to the
(date)

applicant, abutters and owners of land within 300 feet of the property line as named in the certificate from the assessors, a true copy of which marked "C" is made a part of this record, and to the Planning Board, Board of Selectmen, Building Inspector and the Planning Board of every abutting municipality.

TOWN OF ESSEX BYLAWS

3. On _____, a hearing was held at
at which opportunity was given to all those
interested to be heard in favor or opposition to
said application. The following evidence was
presented at the hearing:

Members Present:

4. Following the hearing, the Board made the
following specific findings regarding the land in
question and the proposed use:

*Note: Restatement of mandatory provisions and
requirements are not to be taken as
findings.

5. The Board voted at its meeting on _____ as
detailed below, to _____ (date)

DENY the application based on findings as recorded
under item 4 herein.

GRANT the application subject to the following
conditions, safeguards and limitations on time or use
if any.

*Note: Show the vote of each member upon each
question, or if absent or failing to vote
indicate such fact, and set forth clearly
the reason or reasons for its decision, and
of its other official actions.

Members Present:

Essex Planning Board Acting As
Special Permit Granting Authority

Clerk