



TOWN OF HULL PLANNING BOARD

253 Atlantic Avenue
Hull, Massachusetts 02045

781-925-2000
Fax: 781-925-0224

PLANNING BOARD APPLICATION (Please print legibly)

Prior to submitting any application to the Planning Board, a building permit application shall be submitted to the Building Commissioner who shall evaluate the plan for conformity with zoning. If the Building Commissioner determines through this evaluation that Planning Board review is required, a letter stating the reasons for this review will be provided to the applicant and the Planning Board. Upon receipt of this letter the applicant may file the application with the appropriate fee (based on the Building Commissioners determination of project cost) with the Planning Board. An application shall be considered incomplete without inclusion of the Building Commissioner letter.

PLEASE NOTE:

1. It is recommended that any applicant submit application materials to the Community Development & Planning Department for preliminary review prior to formal application.
2. If an application is considered to be incomplete, the applicant shall be provided a letter stating the reason(s) that the application is considered to be incomplete. Until all required information is provided, no public hearing shall be scheduled. Completeness of an application is the responsibility of the petitioner.
3. The Planning Board has the authority to employ professional consultants or experts, including, technicians, attorneys, engineers and/or architects for the purposes of reviewing and evaluating, on its behalf, the information shown on the Site Plan and any additional material. The costs of such professional assistance incurred by the Planning Board shall be borne by the applicant.

PLANNING BOARD APPLICATION

Applicant:

Name

Street Address

City State Zip

Contact Phone Number

Email Address

Property Owner (or write "same"):

Name

Street Address

City State Zip

Contact Phone Number

Email Address

Representative (if applicable)

Name

Street Address

City State Zip

Contact Phone Number

Email Address

Engineer (if applicable)

Name

Street Address

City State Zip

Contact Phone Number

Email Address

Property location / Address: _____

Assessors Map # _____ Lot # _____

Current Use of Property

Proposed Use of Property

Plymouth Registry of deeds Information: Book: _____ Page: _____
and/or Certificate Number (if applicable) _____

Application is for: (check one or more if applicable)

- Site Plan Review/Special Permit – see checklist (attachment A)
- Nantasket Beach Overlay District Special Permit - see checklist (attachment B)
- Marijuana Overlay District Special Permit - see checklist (attachment C)
- Flexible Plan Development (See ZBL)
- Major Modification

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All of the above require a Public Hearing which requires the following submissions:

	write Y / N / n/a
A fully and accurately completed application	
Appropriate checklist completed and supporting materials included	
Proper filing fee to the Planning Office	
An abutters list 300 feet from the subject property from the Assessor's Department. (Town will inform all abutters by mail with cost to be paid by applicant)	
Town will draft legal notice to run in a local newspaper for two consecutive weeks prior to the hearing opening. (costs to be paid by applicant)	

The undersigned hereby applies for a Site Plan Review and/or Special Permit in accordance with the Hull Zoning Bylaw and all amendments thereto and the General Laws of the Commonwealth of Massachusetts. **The undersigned understands and agrees that until the Planning Board issues a written decision and the appeal period expires, no work shall begin. If/when a decision is issued by the Planning Board, the petitioner is responsible for adhering to all aspects of the decision. No deviations are permitted without written approval by the Planning Board under a major or minor modification.**

Signature of Owner

Date

AND (if applicable)

Signature of Authorized Representative
(Attach Affidavit for Authorization signed by owner)

Date

Pursuant to MGL Chapter 40, Section 57, does the above-referenced applicant/owner owe any taxes/municipal charges to the Town of Hull?

___ Yes

___ No

Tax Collector Signature

Date

RECEIVED BY THE HULL PLANNING DEPARTMENT:

Time & Date Received

Received By

Fee Total \$ _____

**signature does not constitute a complete application.*

RECEIVED BY TOWN CLERK'S OFFICE

Date/Time of Receipt: _____ Town Clerk: _____

**AUTHORIZATION FORM
To Represent Property Owner(s)
(Please print legibly)**

Date: _____

To: Town of Hull

I/we, the undersigned owner(s) grant full permission to:

AUTHORIZED REPRESENTATIVE(S):

Name

Name

Street Address

Street Address

City/State/Zip

City/State/Zip

Phone Number

Phone Number

Email

Email

to act as our agent and hereby authorize this representative to take any action, including but not limited to paying consultant fees, agreeing to conditions set by any applicable Board or Commission, signing agreements and/or extending deadlines. This agent has my/our full permission to submit applications, present plans, submit requirements and speak on my/our behalf with regard to:

PROPERTY LOCATED AT: _____, **Hull, MA**

Assessors ID Map # _____ **Lot #** _____

OWNER(S)

OWNER(S)

Name

Name

Street Address

Street Address

City/State/Zip

City/State/Zip

Phone Number

Phone Number

Email

Email

Signature of owner(s)

Signature of owner(s)

Attachment A

Site Plan Review and Special Permit Checklist

(see ZBL for more detailed information)

REQUIRED SUBMISSIONS:

(All submissions to be in PDF format with specific numbers of hard copies to be determined after consultation with the Planning Director)

(Planning Board may agree to waive specific submissions if it is determined that the submission is not applicable)

	write Y / N / n/a
Narrative describing the proposed work including existing site conditions and proposed work. Should contain sufficient information for the Planning Board to evaluate the project and any impacts on adjacent property owners, neighborhoods, and the town in general.	
A site plan showing full extent of the project area and the lot. This shall be prepared by qualified professionals such as a registered engineer, architect, or landscape architect. (include location and dimensions of all existing/proposed buildings, parking, loading areas, curb cuts, internal vehicle pedestrian circulation infrastructure, easements, etc...)	
Elevations, full color renderings and floor plans of buildings and structures to be erected. A written statement detailing the design characteristics for the development, including but not limited to exterior building materials and architectural treatments.	
A landscape plan at the same scale as the site plan, showing the limits of work, existing trees, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.	
A locus plan showing the entire project and its relation to existing areas, buildings, structures and roads for a distance of 1,000 feet from the project boundaries, or such other distance as may be approved or required by the Planning Board.	
A photometric plan showing proposed lighting on-site and any effects on surrounding areas (lights should be Dark Sky compliant)	
A topographic plan overlaid on the site plan with two foot contour intervals.	
Utility Plan (gas; telephone; electrical communications; water; and drainage/sewer)	
Drainage/Stormwater Plan and Report	
Parking Plan (include a calculation table for number of spaces required)	

REQUESTED SUBMISSIONS: *(maybe requested by Planning Board or Town Staff after initial review of the site plan)*

	write Y / N / n/a
A developmental impact study to be prepared by a consultant at the expense of the applicant if the site plan and narrative description do not answer key questions relating to the environment, soils, water, traffic and surrounding community, etc...	
An isometric line drawing (projection) at the same scale as the site plan, showing the entire project and its relation to existing areas, buildings, structures and roads for a distance of 100 feet from the project boundaries.	
A model at the same scale as the site plan, showing the entire project and its relation to existing areas, buildings, structures and roads for a distance of 100 feet from the project boundaries.	
The Planning Board reserves the right to request any additional information it deems necessary to assist in reaching a decision on a project.	

Attachment B

NANTASKET BEACH OVERLAY DISTRICT (NBOD) PROJECT SUBMISSION CHECKLIST

REQUIRED SUBMISSIONS:

Application for Site Plan Review and/or Informal Pre-Application Form	write Y / N / n/a
Ten (10) copies of a site plan showing entire project area at a min scale of 1"=20' prepared by a registered surveyor and/or professional engineer showing:	
a) all lot lines, easements, wetlands/natural features and existing and proposed topography at 2' contour intervals	
b) proposed development parcels and the location and dimensions of all buildings (existing and proposed) and proposed uses on each parcel	
c) existing and proposed street, access way, parking, drainage and utility systems (gas, phone, electrical, water, drainage/sewer, etc)	
d) Parking and loading area	
e) location of proposed parks, playgrounds and other open spaces, if any	
f) If applicable, type of proposed hotel-related amenities, function and conference facility uses and other business uses, square footage and number for each type of use, by type of use	
g) landscape plan showing all proposed landscape features and proposed improvements including walks, pedestrian ways, planting areas with size and type of stock for each shrub or trees, walls, fences and screening	
Tabulation of the total number of dwelling units and the number designated for each proposed dwelling type.	
Outdoor lighting plan for exterior buildings, structures and parking areas designated to minimize glare and light spillover to neighboring properties; down lighting required, along with photographs of products and cut sheets listing quantity, size, shape and specifications of all lighting features	
Ten (10) copies of building elevations for project at a min scale of 1"=20' prepared by a registered architect	
Five (5) or more copies of drawings prepared by qualified professionals showing:	
a) Location and dimensions of all buildings	
b) Easements	
c) Parking and loading area	
d) Walkways and driveways	
e) Internal roadways and access to public roadways	
f) Location and type of external lighting	
g) Utilities (gas, phone, electrical, water, drainage/sewer, etc)	
h) Location of landscaping and screening	
i) Location of all existing natural features (pond, brooks, streams, wetlands)	
j) Topography of the site with two (2) ft contours	
Written statement detailing the design characteristics for the development, including, but not limited to, exterior building materials, architectural treatment and street furniture	
Brief narrative description of the project providing (at a minimum) enough information for the Planning Board to understand what site planning, architectural, landscaping and engineering solutions are being proposed to handle the problems of traffic, parking, internal pedestrian circulation, provision of utilities, drainage, flooding, including the potential impacts of future sea level rise, wastewater and solid waste disposal, lighting and signage, environmental protection and aesthetic considerations such as views and design compatibility with surrounding development.	

Special Permit/Site Plan Review abutters list (300') from the Assessor's Department	
Completed application checklist	

REQUESTED SUBMISSIONS: *(by request of the Planning Board or Town Staff)*

	write Y / N / n/a
Traffic impact study (see s.39B, c.3.1.1)	
Municipal impact study (see s.39B, c.3.1.2)	
Licensed survey of topography with 2' contours for project site and abutting residential properties within 250 feet (see s.39B, c.7.2.1.2)	
Architecture and engineering plans showing views of project from residences within 250 feet (see s. 39A, c.7.2.1.2)	
Open space plan, including a maintenance plan (see s.39B, c.8)	
Other:	

NOTE: *The Planning Board may employ consultants to assist in the review of this application. The cost will be paid by the applicant, provided they are reasonable and given in writing to the applicant before any costs are incurred.*

Specific project requirements checklist:

(for use by applicant, not required for submission – all requirements pursuant to sections of the By-Law relevant to Special Permit requirements and the Nantasket Beach Overlay District)

Category	Statutory Requirement	Notes on Compliance
Use	as permitted under s39B, c.5-6 of Zoning By-law ("By-law")	
	the specific site is an appropriate location for such a use <i>(special permit requirement: s34-1A.1, c.A.9.f of By-law)</i>	
	the use involved will not be substantially detrimental to the established character of the neighborhood or town, including but not limited to architecture <i>(special permit requirement: s34-1A.1, c.A.9.g of By-law)</i>	
Setbacks <i>(Planning Board may require 25' setbacks on all sides for multi-family structures)</i>	25' frontage <i>(or as required by Planning Board)</i>	
	10' from front lot line <i>(may be waived by Planning Board due to conform to neighboring properties)</i>	
	20' from side lot lines where neighboring property is a residential parcel in a residential district	
	20' from rear lot line where neighboring property is a residential parcel in a residential district	
Height	40' plus usual appurtenant structures and any flood freeboard allowance <i>(see s.39B, c7.2 of By-law)</i>	
Open space	as required under s.39B, c.8 of By-law	
Screening	6' opaque fence, wall or continuous evergreen shrubbery along a common property line with residential area.	
	there is protection of adjoining properties against detrimental uses by provisions for surface water	

	drainage, sight buffers and preservation of light and air <i>(special permit requirement: s34-1A.1, c.A.9.a of By-law)</i>	
Awnings and canopies	6' extension across face of building as permitted under s.39B, c.9 of By-law	
Signage	<i>as designated by the Design Review Board</i>	
Parking / Vehicles	<i>specific parking requirements depend on use, as required by s.39B, c.10 of By-law with special consideration for shared parking or fee-in-lieu of parking when specific conditions are met</i>	
	there is convenient and safe vehicular movement, including location of driveway openings and parking areas in relation to traffic and streets <i>(special permit requirement: s34-1A.1, c.A.9.b of By-law)</i>	
	there will be no nuisance or serious hazard to vehicles <i>(special permit requirement: s34-1A.1, c.A.9.h of By-law)</i>	
Bicycle parking	2 bicycle parking spaces for each 20 off-street parking spaces required, as close to building entrance as possible	
Pedestrians	convenient and safe pedestrian circulation system that provides direct routes between major buildings, parking areas and roads <i>(special permit requirement: s34-1A.1, c.A.9.c of By-law)</i>	
	there will be no nuisance or serious hazard to pedestrians <i>(special permit requirement: s34-1A.1, c.A.9.h of By-law)</i>	
Façades and building openings	All entrances visible from right-of-way and sidewalk Must have an entrance directly accessible from sidewalk Doors shall not extend beyond exterior façade into pedestrian paths	
Size and detailing	Building reflects moderate-scale structures, not big boxes	
	the impacts of the proposed uses on one another within the development and the proposed development relates harmoniously to the terrain, use, scale, architectural character and proportions of existing and proposed buildings in vicinity <i>(special permit requirement: s34-1A.1, c.A.9.e of By-law)</i>	
Massing	Must incorporate features to add visual interest while reducing appearance and bulk.	
Spacing	Buildings shall provide for sight buffers and preservation of light and air to adjacent premises and roadways	
Length of building	80 feet in length maximum along the front unless there is a public landscaped walkway through building lot, public pocket park or plaza and/or height of building stepped down to 30' on front of building abutting roadway	
Building details and outside walls	Buildings include architectural details on ground floor to add visual interest (continuous exterior flat, blank walls not permitted)	
Roof style	Roof incorporates gables, dormers, cupolas, towers or other traditional roof forms. No flat roof unless part of Mansard Roof or dormer or on a building under 30' high	

Mechanical equip	Must be screened and/or enclosed if on a roof	
Water & sewer	there are adequate methods of disposal of sanitary sewage, storm water drainage and solid waste refuse from the uses permitted on the site <i>(special permit requirement: s34-1A.1, c.A.9.d of By-law)</i>	
Facilities	adequate and appropriate facilities will be provided for the proper operation of each use <i>(special permit requirement: s34-1A.1, c.A.9.i of By-law)</i>	
Public good	the public convenience and welfare will be substantially served <i>(special permit requirement: s34-1A.1, c.A.9.j of By-law)</i>	
	adequate assurance is provided that any benefits, special conditions, amenities or the like offered will be established, maintained, completed and serve as a benefit to the community <i>(special permit requirement: s34-1A.1, c.A.9.k of By-law)</i>	

Design guidelines and principles:

Applicant to indicate how the project meets design guidelines and principals. (See NBOD bylaw for more specific details)	
<i>Protection and enhancement of important existing site features</i>	
<i>Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound, sight and wind barriers and preservation of views, light and air quality</i>	
<i>Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets</i>	
<i>Adequacy of the arrangement of parking and loading spaces</i>	
<i>Adequacy of the methods of disposal of refuse and other wastes</i>	
<i>Relationship of buildings, structures and</i>	

<i>open space to the natural landscape and existing buildings and structures</i>	
<i>Prevention of pollution of surface and groundwater, soil erosion, increased runoff and flooding</i>	
<i>Protection against flood damage on site and protection against flood impacts to adjoining properties, taking into consideration current conditions and the potential for future sea level rise</i>	
<i>Preservation of Landscape</i>	
<i>Community Impacts</i>	
<i>Relation of Proposed Buildings and Structures to Environment</i>	
<i>Drives, Parking and Circulation</i>	
<i>Surface Water Drainage</i>	
<i>Utility Service</i>	

<i>Advertising Features</i>	
<i>Special Features</i>	
<i>Other Environmental Impacts</i>	
<i>Outdoor Lighting</i>	
<i>Vistas and View Corridors</i>	
<i>Flooding</i>	

Attachment C MARIJUANA OVERLAY DISTRICT (MOD) CHECKLIST

REQUIRED SUBMISSIONS:

	write Y / N / n/a
Ten (10) copies of a site plan showing entire project area at a min scale of 1"=20' prepared by a registered surveyor and/or professional engineer showing:	
a) Location and dimensions (including elevations) of all existing/proposed buildings	
b) All lot lines, wetlands and existing and proposed topography at two foot contour intervals.	
c) Proposed development parcels and the location of all buildings (existing and proposed) and proposed uses on each parcel.	
d) Existing and proposed street, parking, drainage and utility systems.	
e) Location of proposed parks, playgrounds and other open spaces, if any.	
f) A tabulation of the total number of dwelling units and the number designated for each proposed dwelling type.	
g) Types of proposed Marijuana-related amenities, function and conference facility uses and other business uses, square footage and number for each type of use, by type of use.	
h) Landscape plan showing all proposed landscape features and proposed improvements including walks, pedestrian ways, planting areas with size and type of stock for each shrub or trees, walls, fences and outdoor lighting.	
i) A written statement detailing the design characteristics for the development, including, but not limited to, exterior building materials, architectural treatment and street furniture.	
j) Location and dimensions of all buildings, easements and structures, and other construction, parking and loading areas, walkways and driveways, internal roadways and accessways to adjacent public roadways; location and type of all external lighting, utilities, gas, telephone, electrical, communications, water drainage, flood zones, sewer and other waste disposal.	
k) Location, type, dimensions, and quantities of landscaping and screening.	
l) Location of all other existing natural features; including ponds, brooks, streams, and wetlands.	
Narrative with information for the Board to understand what site planning, architectural, landscaping and engineering solutions are being proposed to handle the problems of traffic, parking, internal pedestrian circulation, provision of utilities, drainage, flooding, including the potential impacts of future sea level rise, wastewater and solid waste disposal, lighting and signage, environmental protection and aesthetic considerations such as views and design compatibility with surrounding development	

<p>Buffer Zone Map showing a radius of five hundred (500) feet and including any existing, licensed daycare centers; a school or a playground dedicated to the primary use by or for children; a facility where the primary use is a video arcade; or the Paragon Carousel. The 500 foot distance shall be measured in a straight line from the nearest point of that portion of a lot dedicated to the use of any of the activities (e.g., Marijuana Establishment, school, playground, etc.) , so, by way of example and not limitation, if the Marijuana Establishment is located in a multi-tenanted building and a playground is located in or on a portion of a larger lot, the line would be measured from the closest exterior portion of the Marijuana Establishment premises to the nearest point of the portion of the lot used for playground purposes.</p>	
<p>Special Permit/Site Plan Review abutters list (300') from the Assessor's Department</p>	
<p>Completed application checklist</p>	
<p><u>Building Elevations and Signage</u> – Architectural drawings of all exterior building facades and all proposed signage, specifying materials and colors to be used.</p>	
<p><u>Floor Plans</u> - a floor plan of the premises of the proposed RMD that identifies the square footage available and describes the functional areas of the RMD.</p>	
<p><u>Description of Activities:</u> A narrative describing the type and scale of all activities that will take place on the proposed site, including, but not limited to on-site sales of marijuana or marijuana infused products, off-site deliveries, distribution of educational materials, and other programs or activities.</p>	
<p><u>Context Map</u> – a map depicting all lots and land uses within a 500-foot radius of the premises.</p>	
<p><u>Service Area</u> - A map and narrative describing the area proposed to be served by the RMD and the anticipated number of clients that will be served within that area. This description shall indicate where any other RMD exists or have been proposed within the expected service area.</p>	
<p><u>Disclosure Statement:</u> A notarized statement signed by the organization's Chief Executive Officer and corporate attorney disclosing all of its designated representatives, including officers and directors, shareholders, partners, members, managers, directors, officers or other similarly situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of all such responsible individual persons for such entity.</p>	
<p><u>Registration Materials:</u> RMD shall be registered by the Massachusetts Department of Public Health (DPH) and copies of the application materials issued for the purpose of seeking registration included in the application to the Town.</p>	
<p>Letters from the Police and Fire Departments indicating that they have reviewed the application materials and approve the safety and security measures of the RMD.</p>	
<p>Executed host agreement with the HULL Board of Selectmen</p>	