

PLANNING BOARD INFORMATION AND GUIDE

The Planning Board is an elected board whose purpose is to guide and control land use in order to promote the health, safety, convenience, morals or welfare of the inhabitants of the Town of Hull. In order to achieve this purpose the Board has regulatory and planning responsibilities.

GENERAL INFORMATION

Telephone: 781-925-2117

Staff: Chris Dilorio, Director of Community Development and Planning, cdiiorio@town.hull.ma.us

Meetings: The second and fourth Wednesday of each month at 7:30pm at Town Hall, unless otherwise noted.

DUTIES

The Planning Board has **regulatory authority** as the permit granting authority under the, Mass General Law Chapter 41, the Subdivision Control Law (subdivision of land) and under the Town Zoning By-Law for Section 40 - Site Plan Review (SPR) and Section 34-1A.1 Section AA Multifamily Dwellings in Business Districts. The Board also has responsibilities related to any proposed **Zoning By-Law Amendments**. In addition the Board has, **general planning** responsibilities such as, open space and recreation planning, and overall master planning.

REGULATORY PROCESS

Informal Pre-Application Process: While you are in the **preliminary stage of project development** you may want to use the informal (**voluntary**) pre-application process. The Planning staff conducts an Informal Pre-Application Meeting for projects that may require Planning Board approval under the Zoning By-Law or the Subdivision Control Law. During this meeting all Town Departments likely to have responsibilities relative to your project will meet with you to discuss your project. This “one stop” shopping approach allows you to get input into your project from all departments at once. The information provided is for guidance only and you are still responsible for complying with all laws and regulations. Call the Department of Community Development & Planning at 781-925-2117 to schedule a pre-application meeting. Please see the guidance document, “[Informal Pre-Application Plan Review Meetings, Information Requested From Proponent](#)” at <http://www.town.hull.ma.us/> under the Planning Board page.

Formal Permit Process:

When you begin the formal (legally required) permit process your **first step** under either the Zoning By-Law or the Subdivision Control Law is to contact Peter Lombardo, Building Commissioner at 781-925- 1130. The **Building Commissioner** will review your project and determine what type of approval your project requires and provide you with a **decision letter specifying the next steps** you must take in the permit process. The formal permit processes for the Planning Board include:

1. **Subdivision (of land) Control Law:** When the boundary lines of any lot are altered an application must be filed with the Planning Board. There are two types of application:
 - a. **Approval Not Required (ANR)** – If land is being divided into separate lots but the applicant believes the division of land does not constitute a “subdivision”, i.e. does not involve new roadways, the applicant must file an ANR with the Town Clerk and request an endorsement of the ANR from the Planning Board. An ANR simply means that a full subdivision review is not required. There is a \$25.00 fee. (Approval of an ANR does not imply the newly created lot is buildable. The Building Commissioner makes this determination.)

- b. **Full Subdivision** – If land is being divided into lots that require construction of roadways a full subdivision approval is required. The deposit is \$1,000 and certain expenses are borne by the applicant. Unlike an ANR subdivided lots must conform to current zoning.
2. **Zoning By-Law:** The current Zoning By-Law is available at the Building Commissioners’ Office for a \$10.00 fee. The Building Commissioner is the zoning enforcement officer. Under the Zoning By-Law the Planning Board is the permit granting authority for section 40 – Site Plan Review and is the Special Permit Granting Authority for Section 34-1A.1 Section AA Multifamily dwellings in Business Districts.
 - a. **Site Plan Review:** **Site Plan review** is not applicable to single or two family houses, unless they are part of a proposed subdivision of three or more lots. New construction, remodeling or change in use of commercial property of 5,000 sq. ft. of space must file. The fee is based upon the Building Commissioner's estimated cost of construction with a maximum fee of \$1,000. You can find the document, “**Site Plan Review Checklist**” on the Towns website <http://www.town.hull.ma.us/> under the Planning Board page.
 - b. **Special Permit Granting Authority:** The Planning Board is the Special Permit Granting Authority for Section 34-1A.1 Section AA Multifamily dwellings in Business Districts (approved at Town Meeting May 2009).

ZONING BY-LAW AMENDMENTS

The Planning Board, municipal officers and citizens may submit zoning amendment proposals for the Town Meeting warrant. A two-thirds vote of the Town Meeting body is required for approval. The Planning Board conducts the required public hearings on Zoning Amendments.

- **Process for Citizen Petition:** A citizen zoning proposal requires 10 signatures for insertion on the Town Meeting warrant and 100 signatures for submission to a Special Town Meeting. The signed petition is presented to the Board of Selectmen, which then submits the petition to the Planning Board. The Board conducts a public hearing on the proposed amendments and advertises the hearing at least 14 days prior to the hearing date. Following the hearing, the Board will recommend either favorable or unfavorable action to Town Meeting.
- **Process Through Planning Board:** Interested persons and other entities may also bring a request for zoning amendment to the Planning Board. The Board may refer it to the Zoning By-Law Committee for review and recommendation or review the proposed amendment itself. If the Board decides to proceed with the proposed amendment the public hearing and recommendation process as described above will be conducted.

(The above is a general overview and guide for the Planning Board. Anyone wishing further information may call or seek an appointment with the Board.)