

# Town of Georgetown, MA



## Development Review Guidebook

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With assistance from:  
The Economic Development Committee, the Planning Board and the Merrimack Valley Planning  
Commission

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The Board of Selectmen and the Town Departments welcome new business and industry to the Town of Georgetown.

We ask that you carefully review this Development Review Guidebook and familiarize yourself with the Town of Georgetown, its Bylaws and the Rules and Regulations governing the Development Review Process.

The purpose of this Guidebook is to outline for you the process for obtaining the required Permits for Project Development and Construction in Georgetown.

The Guidebook will introduce you to the Officers and Officials. The Guidebook will introduce you to the types of Permits and the Process of Development Permit Application and Review used by the Town Regulatory Boards.

The Guidebook summarizes the Project Review and Approval Process and defines the role that each Local Regulatory Board plays in that process.

Please be advised, that while we hope that this Guidebook is a valuable resource, the intention of the Guidebook is to contain only summary information.

Each Applicant and each project must comply with Specific Municipal Rules, Regulations, Requirements and Standards. Information as to what is required may be obtained from the individual Boards/Staff Liaisons.

The Guidebook is not intended to address all potential development issues and thus should be used as one tool in your Development Planning.

The Town Planner is the Town's Economic Development Committee Liaison and Point-of-Contact for the Town's 43D Expedited Permitting District. The Town Planner will hold informal preplanning meetings with Applicants and the applicable Town Departments upon request.

This Guidebook introduces you to the Review and Approval Process and it will help to guide you through the steps in a manner that is mutually beneficial to you and to the Citizens of the Town of Georgetown.

# I – INTRODUCTION

The purpose of this Guidebook is to help Developers navigate the permitting process related to land developments in Georgetown.

The Regulation of Land Use Changes and Development normally requires numerous permits and approvals from various Town Departments, Boards and Commissions.

This Guidebook identifies the Boards, Commissions and Departments that regulate land development and the processes involved in applying for and receiving the permits relevant to your project.

More detailed information is given in the Appendices of this Guidebook.

The Town Web Site is another valuable tool you may choose to use: <http://www.georgetownma.gov>.

Section 2 identifies the Boards, Commissions and Departments which regulate and impact Land Use Changes and Development.

Section 2 also includes the function of each Board, Commission and Department as well as the, type of permit issued, the meeting schedule and contact information.

Meeting Schedules may be found on the Town Web Site and Meeting Notices are required by Mass General Law to be posted with the Town Clerk at Town Hall.

Section 3 explains the Review and Approval Process for each of the most commonly required permits that a Developer will need prior to securing a Building Permit.

You will find information about Special Permits and Variances, per MGL Chapter 40A; the Subdivision of Land, per MGL Chapter 41; Order of Conditions, per MGL Chapter 30A; and Site Plan Approval, per the Town of Georgetown Zoning Bylaw Section 165-83.

Section 4 outlines the Expedited Permitting Provisions in Massachusetts General Law 43D.

Section 4 also identifies the two Priority Development Districts designated by the Board of Selectmen and Town Meeting in which these provisions apply.

The Appendices contain Flow Charts and Timelines of the Review and Approval Process for the Permits.

There is information about the links you may use to find relevant Rules, Regulations, Application Forms, and the Town's Zoning Map.

This Guidebook will hopefully direct you through the Development Review Process to an outcome that is mutually beneficial to you and to the residents of the Town of Georgetown.

Please keep in mind that this is just a guide which contains summary information only.

It is the Developer's responsibility to obtain copies of all applicable Regulations so you can learn firsthand the Requirements and Standards by which your project will be evaluated.

Familiarity with the Rules and Regulations at the beginning of a development project helps facilitate the approval process and can avoid costly and time-consuming design changes after substantial Engineering or Architectural work has been done.

Refer to Appendix J for a list of relevant Rules, Regulations and Application Forms.

Pre-Submission Discussions with Town Staff are strongly encouraged.

This Guidebook may be purchased by visiting the Planning Board Office, 2<sup>nd</sup> Floor, Town Hall, One Library Street.

A copy of the Guidebook is available to download for free on the Town's Website:  
[www.georgetownma.gov](http://www.georgetownma.gov)

## 2-BOARDS, COMMISSIONS AND DEPARTMENTS

### Planning Board

The Planning Board is authorized under Massachusetts General Laws (MGL) Chapter 41 to regulate the subdivision of land, the laying out and construction of roadways and installation of municipal services in subdivisions, and the improvement and sale of lots within a subdivision. This permitting process is controlled by the Board's Rules and Regulations Governing the Subdivision of Land, last revised March 3, 2010.

The Planning Board also reviews and approves Site Plan Applications under Section 165-83 in the Town's Zoning Bylaw.

Site Plan Approval provides for a review of plans for uses and structures which may have significant impacts on traffic; municipal buildings and public services and utilities; the environment; community economics; and the Town's visual and historic character and development goals.

Contact the Planning Office to insure you get a copy of the up-to-date Zoning Bylaw.

The Developer and the Town Planner will arrange pre-submission discussions and meetings to discuss the proposed development.

The Zoning Bylaw designates the Planning Board as the Special Permit Granting Authority (SPGA) for the following:

- Groundwater Protection District (Article VI)
- Open Space Residential Design (Article VII)
- Common Driveways (Article XIII, Section 165-73)
- Independent Senior Housing (Article XVII)
- Major Development Review (Article 29, Section 165-80.2)

The Zoning Bylaw also designates the Planning Board as the Permit Granting Authority (PGA) for the following:

- Site Plan Approval (Article XIII, Section 165-83)
- Rate of Development (Article III)
- Housing Balance (Article VII, Section 165-73)

The Subdivision Rules and Regulations designate the Planning Board as the PGA for the following:

- Form A (Approval Not Required)
- Form B (Preliminary Subdivision Plan)
- Form C (Definitive Subdivision Plan)

The Town Planner can help you determine whether your project involves the subdivision of land or if it will require Approval, Site Plan Approval, Special Permit or Subdivision Approval from the Planning Board.

Meeting Schedule: Second and Fourth Wednesday of each month at 7:00 PM - Third Floor Conference Room - Town Hall.

Contact Planning Office: 978-352-5713.

## Zoning Board of Appeals (ZBA)

In most instances, the ZBA is the Special Permit Granting Authority (SPGA)

Uses allowed by Special Permit are listed in the Use Regulations contained in the Zoning Bylaw.

Special Permits from either the ZBA or the Planning Board shall conform to the provisions of Article XV and shall not be detrimental or offensive or tend to reduce property values.

The ZBA also hears and decides on Appeals or Petitions for Variances from the terms of the Zoning Bylaw with respect to particular land or structures as provided for in MGL Chapter 40A, section 10. This includes hearing Petitions for relief in regard to the use of one's land and dimensional requirements for the use of one's land.

The ZBA hears and decides Appeals to a literal enforcement of the Zoning Bylaw by any person aggrieved by the permitting process.

If a Building Permit is denied by the Building Inspector (who is also the Zoning Enforcement Officer) based on zoning considerations, the Applicant may have recourse to appeal that decision to the ZBA.

Meeting Schedule: First Tuesday of each month at 7:00 PM - Third Floor Conference Room - Town Hall

Contact: Patty Pitari, Administrative Assistant, Zoning Board of Appeals: 978-352-5742.

## Conservation Commission

The Conservation Commission's primary role is the protection and preservation of the Town's natural resources.

The Commission administers the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40) and the Town's Wetlands Protection Bylaw.

In addition, the Commission acquires properties through purchase or gift and manages the properties to achieve its primary role as well as for the enjoyment of the general public.

The goals of the Wetlands Protection Bylaw are to preserve and exercise jurisdiction over fresh water wetland areas and adjoining land areas by controlling activities deemed by the Conservation Commission as likely to have a significant adverse effect on the resource area; which includes public and private water supplies and ground water, prevention and control of flooding, erosion and sedimentation, prevention of storm damage, prevention and control of pollution, protection of water quality, protection of wildlife and wildlife habitat, and the promotion of related aesthetic, recreation and education values.

The Wetlands Protection Act and the Wetlands Protection Bylaw provide protection to several types of resource areas.

The resource areas most relevant to the Town of Georgetown include bordering vegetated wetlands and their buffer zones (areas within 100 feet of lakes, ponds and streams), land under water, and land subject to flooding and riverfront areas (areas within 200 feet of a river or perennial stream).

The Town's Wetlands Protection Bylaw provides additional protection to areas not covered under the Wetlands Protection Act such as some intermittent streams, bordering vegetated wetlands and special setbacks from resources areas. For example, the first 50 feet is a no disturbance zone and the next 25 feet is a no build zone.

Any person wishing to do work that will disturb land within a wetlands resource area must file with the Commission prior to beginning work.

Please contact the Conservation Commission if you are unsure if there are protected resource areas that might be disturbed – do not trust your own judgment. The Conservation Agent's job is to assist you with compliance.

Meeting Schedule: Second Tuesday of each month at 7:00 PM - Third Floor Conference Room - Town Hall –

Contact: Steven Przyjemski, Conservation Agent: 978-352-5712.



## Board of Health

The Board of Health, acting through the Health Department, strives to provide a safe and sanitary environment for the Residents of Georgetown.

The Health Department enforces State and Local Environmental and Health Codes.

Among the permits, licenses and services the Board of Health provides are those for tobacco, stables, dumpsters, retail, food, restaurants, beaches, swimming pools, camps, housing, septic systems, wells and the transportation and storage of hazardous materials.

The Health Director can help you determine whether your project will require Board of Health permits or approvals, and explain the procedures for obtaining these permits.

Meeting Schedule: Once a month at 9:00 AM - Second Floor Conference Room - Town Hall –

Contact: Deb Rogers, Health Agent: 978-352-5720.

## OTHER KEY DEPARTMENTS AND COMMISSIONS

### Building Department

The Building Department is responsible for providing a full range of services to the Citizens of Georgetown.

Services include the Issuance of Permits, Review of Plans, and Field Inspection of Projects.

The Inspectors are responsible for ensuring work sites are inspected and that all work being performed is in compliance with Massachusetts State Codes, Federal Guidelines and the Town of Georgetown's Bylaws.

The Building Inspector is the Zoning Enforcement Officer. The Building Inspector is responsible for the enforcement of Codes and Ordinances which directly impact the appearance and public welfare of the community. The Building Inspector is responsible for field inspections and enforcement procedures.

The Building Department is located on the second floor of Town Hall –

Contact: 978-352-5736.

## Highway Department

The Highway Department is responsible for the construction and maintenance of streets, culverts and bridges.

Any project that involves the construction of these municipal utilities must consult with the Highway Surveyor.

Prior written approval from the Highway Surveyor or his designee is required before commencing any excavation within the limits of a Public Way including sidewalks or connection to any existing Municipal Utility.

Do Not Forget to call DIG SAFE (888-344-7233).

Contact: 978-352-5704.

## Light Department

The Light Department is a Municipal Electric Utility that has been serving the Ratepayers of the Town of Georgetown since December of 1912.

Meeting Schedule: Fourth Friday of each month at 7.00 PM in the Light Department Building

Contact: David Schofield, Manager: 978-352-5730.

## Water Department

The Water Department reviews all Water Connection Permits, Water Installation Permits, Grease Trap Permits, Backflow Permits, Hydrant Use Permits, flow test, water meter installations, and water meter testing.

Installation is to be done by a Utility Contractor who has been licensed by the Town.

All work is to be inspected 48 hours after completion, notice is to be provided by the Contractor and a copy of the permit is to be kept on site.

Meeting Schedule: First Tuesday of each month at 7:30 PM in the Water Department Building – 1 Moulton Street

Contact: Lou Mammolette, Superintendent: 978-352-5750.

## Fire Department

The Fire Department reviews all Subdivision, Site Plans and applications for Special Permits.

The Fire Department also inspect and issue permits for fire alarm and sprinkler systems, smoke and carbon monoxide detector installations, commercial kitchen hood vents and suppression systems, chemical and hazardous material inventories, underground tank installations, flammable storage facilities and tank trucks, and trench openings.

Contact: Albert Beardsley, Fire Chief: 978-352-5757.

## Historic Commission

The Historic Commission carries out its mandates to preserve and protect as well as restore and manage any historical buildings or sites and cemeteries.

The Historic Commission also reviews the demolition of structures more than 50 years old.

Meeting Schedule: Third Thursday of each month at 7:30 PM -Third Floor Conference Room -Town Hall

Contact George Perkins, Chairman: 978-352-9895.

## Police Department

The Police Department's mission is to enforce the laws of society, maintain order within the community, protect life and property, and to assist the public at large in a manner consistent with the rights and dignity of all persons as provided for by the law under the constitutions of the United States and the Commonwealth of Massachusetts.

Contact: Donald Cudmore, Police Chief: 978-352-5700.

## Traffic Advisory Committee

The Traffic Commission monitors all traffic related issues from downtown parking, signs to major project proposals and makes recommendations to the Board of Selectmen regarding changes required to the Town's traffic-related Bylaws.

Meeting Schedule: Third Wednesday of each month at 7:30 PM -Third Floor Conference Room -Town Hall

Contact: 978-352-5713 (Office of the Planning Board).

## Economic Development Committee

Members of the Economic Development Committee (EDC) include the Chairman; a Member of the Planning Board; Town Planner; and Members of the Business Community and/ a Local Residents.

The Town Planner, under the supervision of the Planning Board, staffs the EDC.

The mission of the Georgetown Economic Development Committee is to be the economic growth engine for Georgetown, Massachusetts. This shall be accomplished through business retention, expansion, new industry recruitment, real estate development and positive promotion of the Town of Georgetown.

Meeting Schedule: Third Thursday of each month at 7:30 AM -Third Floor Conference Room - Town Hall

Contact: Ted Kottcamp, Chairman: 978-352-5713 (Office of the Planning Board).

## 3-PERMITS AND PROCESS

### Special Permits

The Zoning Bylaw contains a Use Schedule (Section 165-11) that sets forth Use Regulations in Residential, Commercial and Industrial Districts.

Various uses are permitted as-of-right, whereby only a Building Permit is required if the proposed structure conforms to the all provisions of the Zoning Bylaw and there is no subdivision of land.

Other uses are allowed by Special Permit and some uses are not permitted.

Special Permits are granted by the Zoning Board of Appeals unless specifically designated otherwise.

Special Permits are discretionary, and are granted only upon written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the neighborhood in view of the particular characteristics of the site and of the proposal in relation to that site. Section 165-78-79 in the Zoning Bylaw contains specific criteria that the granting authority must consider.

The application, review and approval of Special Permits are controlled by MGL Chapter 40A.

Appendix B contains a flow chart and timeline for Special Permits.

Links to Relevant Rules and Application Forms are contained in Appendix J.

Questions about Special Permits should be directed to the Building Inspector (978-352-5736) or the Town Planner (987-352-5713).

### Variances

The Zoning Board of Appeals (ZBA) is empowered to grant Variances from the terms and conditions of the Zoning Bylaw under specific circumstances where a literal interpretation of the Bylaw imposes a substantial hardship on the petitioner/Applicant, but only when:

- Soil conditions, slope or topography affect the land or structure in a special way, but not the Zoning District in general;
- A literal enforcement would impose substantial hardship, financial or otherwise, to the Applicant;
- Relief may be granted to the Applicant without substantial detriment to the public good; and,
- Relief may be granted to the Applicant without substantial detriment to the intent and purpose of the Zoning Bylaw.

It cannot be over-emphasized enough that Variances are granted ONLY when ALL of these conditions

are met and then the ZBA may include conditions, safeguards and limitations of time and use which prevent substantial detriment to the public good.

The application, review and approval of Variances are controlled by MGL Chapter 40A, Section 10.

Appendix C contains a flow chart and timeline for Variances.

Links to relevant rules and application forms are contained in Appendix J.

Questions about Variances should be directed to the Building Inspector (978-352-5736).

## Subdivision of Land

The subdivision of land is controlled by the Subdivision Control Law, MGL Chapter 41, Sections 81K-81GG, and the Georgetown Planning Board's Rules and Regulations Governing the Subdivision of Land, revised March 3, 2010 (hereinafter referred to as Rules and Regulations).

The Planning Board is authorized to regulate the subdivision of land, the laying out and construction of roadways and installation of municipal services in subdivisions, and the improvement and sale of lots within a subdivision.

The subdivision of land is the division of a tract of land into two or more lots.

If your project involves the subdivision of land and requires street construction to provide vehicular access to those lots, you must obtain subdivision approval from the Planning Board.

The procedures for the submission and approval of subdivision plans are contained in Article III & IV of the Planning Board's Rules and Regulations.

Detailed engineering plans are required to demonstrate compliance with required design standards and construction specifications for site work; street construction; water and sewer utility installation; and storm water, erosion and sediment control.

Required design standards and construction specifications are contained in Sections 6 and 7 of the Planning Board's Rules and Regulations.

The application must also address likely impacts that the proposed subdivision will have on natural resources, water and wetlands, public facilities serving the area, the neighborhood and community services.

If you are interested in subdividing a tract of land, please consult Engineering or Surveying Firms with appropriate experience preparing subdivision plans in Massachusetts.

In certain circumstances, the division of a tract of land into two or more lots will not constitute a subdivision if, at the time the division is made, the Planning Board or its designee determines that: (1) all lots abut a qualified way; (2) all lots have adequate frontage; and (3) vital access exists to each lot. This exception in the Subdivision Control Law allows an Applicant to submit an Approval Not Required (ANR) plan, refer to Article II in the Planning Board's Subdivision Regulations, revised March 3, 2010.

The Town Planner or Administrative Assistant can help you determine if a proposed subdivision of land is subject to the procedures for the submission and approval of a subdivision plan or the more limited application and review of an ANR plan.

Appendix E contains a flow chart and time line for the subdivision of land.

## Site Plan Approval

Site Plan Approval is controlled by Section 165-83 in the Zoning Bylaw.

Site Plan Approval provides for the Planning Board to review plans for residential, commercial and industrial projects which may have a significant impact on traffic, municipal services and utilities, the environment, and community economics and values.

Site Plan Approval is triggered by a project which contains any one or more of the following:

- No permit for the construction, exterior alteration, relocation, occupancy, or change in use of any building shall be given and no existing use shall be established or expanded in floor area except in conformity with a site plan approved by the Planning Board. Required approval includes proposals for commercial, industrial, office, multiple-family dwelling residential developments, municipal, institutional, utility, fraternal or recreational purposes.
- Site Plan Approval shall also be required for the resumption of any use discontinued or not used for more than two years, or for the expansion of any existing use. "Expansion" shall include a total floor area increase of more than 500 square feet or the introduction of new materials or processes not previously associated with the existing use.

Detached single-family and two-family dwellings are excluded from Site Plan Review.

The Town Planner can help you determine if a proposed project is subject to Site Plan Review.

A summary of Site Plan Approval procedures and timeline for site plan approval is contained in Appendix F.

Links to relevant application forms are contained in Appendix J.

## Wetlands Permits

The Conservation Commission's primary role is the protection and preservation of the Town's natural resources. The Commission administers the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40) and the Town's Wetlands Protection Bylaw.

No alterations can be made to a protected wetlands resource area or to adjoining land areas without a permit from the Conservation Commission.

Buffer zones around perennial streams are expanded to 200 feet from stream's banking.

Do not trust your own judgment if you are unsure if your project might disturb a resource area or an area within 100 feet of a resource area, known as a buffer zone. The Conservation Agent will assist you with compliance.

The two most often used types of applications to the Conservation Commission are a Request for Determination of Applicability (RDA) and a Notice of Intent (NOI).

If you wish to know whether or not a proposed activity or area on a lot is subject to jurisdiction of the Conservation Commission, file an RDA.

If you have sought professional advice and determined that a proposed activity is subject to the jurisdiction of the Conservation Commission, file an NOI.

Links to the relevant Rules and Application Forms are contained in Appendix J.

A flow chart and timeline that starts with the filing of a NOI is contained in Appendix D.

Complete contact information is available in Appendix S.

## Other Local Permits and Approvals

- Work within a Public Way – Prior written approval from the Highway Surveyor or his designee is required before commencing any excavation within the limits of a Public Way including sidewalks or connection to any existing Municipal Utility.
- Alterations, Extensions or Connections to Public Utilities - No alterations, extensions or connections to public water or drainage systems shall be made without first obtaining written approval from the Water Department and Highway Surveyor.
- New Driveway or Altering Curb – Prior written approval from the Highway Surveyor is required before commencing work to create or alter a curb cut. The Assessor's Office will also provide a street address when a new building lot is created.



- Signs – Signs and other advertising devices are regulated by Article X in the Zoning Bylaw. With few exceptions, signs require a building permit from the Building Inspector.
- Fire Safety – The Fire Department inspect and issue Permits for fire alarm and sprinkler systems; smoke and carbon monoxide detector installations; commercial kitchen hood vents and suppression systems; chemical and hazardous material inventories; underground tank installations; flammable storage facilities and tank trucks; trench openings and other permits listed under Appendix N.
- Building/Occupancy Permits – A Building Permit is issued by the Building Inspector when plans for the project are determined to be in compliance with State Building, Electric and Plumbing Codes, as well as the Town's Zoning Bylaw.

An Occupancy Permit is issued by the Building Inspector when the project is completed and a final inspection determines compliance with State codes and the Town Zoning Bylaw.

A list of State and Federal Permits related to Land Use Changes and Development is contained in Appendix O.

The list is not intended to be all-inclusive.

Anyone considering a land use changes and development that might require State and/or Federal Permits should consult with a professional Engineer or Surveyor as early in the process as possible.

## 4- Expedited Permitting under MGL 43D

This section of the Guidebook is markedly different than the other sections because expedited permitting under MGL 43D and 420 CMR 2.00 is a relatively new permitting process; adopted by the Board of Selectmen on January 12, 2010 and approved by the Massachusetts Interagency Permitting Board on December 12, 2009.

At the time of Board of Selectmen adoption of the permitting procedures contained herein, no 43D project has been submitted as an application under the provision of 43D.

For this reason, this section contains more details about the expedited permitting process and can be used by both Town Staff and potential Developers as a standalone guide.

### What is MGL 43D?

Massachusetts General Law Chapter 43D (MGL 43D) provides a legal basis for local governments to streamline their permit processes as a tool to support economic development.

Local governments that choose to participate designate certain parcels as local Priority Development Sites.

The Town of Georgetown has two approved Priority Development Sites:

- Carleton Drive Commercial Area (6 parcels totaling 50 acres)
- National Ave. Industrial Area (6 parcels totaling 50 acres)

A list of parcels and maps for each Priority Development Site are contained in Appendix K.

### **What is the benefit to using MGL 43D?**

Expedited permitting will guarantee a prospective developer that a decision on a permit application is granted within 180 days of the application being deemed complete.

Expedited permitting will also ensure that development is constructed in a manner that is:

- Compatible with existing development;
- Accounts for minimizing traffic impacts through appropriate mitigation;
- Maintains environmental quality;
- Improves community economics; and,
- Compatible with community character.

Additionally, a Priority Development Site is given priority consideration for State Resources such as grants to make infrastructure improvements, Brownfield remediation assistance and workforce training, and will be included in the State's marketing efforts.

Please note that nothing in Chapter 43D shall be construed to alter the substantive jurisdictional authority of any Issuing Authority.

**What are Issuing Authorities and Permits affected under 43D?**

An Issuing Authority is a Local Board, Commission or Department that is responsible for issuing Permits, granting Approvals or otherwise involved in land use development including redevelopment of existing buildings and structures.

The Permits included under the 43D include a Formal Determination, Order of Conditions, License, Certificate, Authorization, Registration, Plan Approval, Zoning Relief or other approval or determination with respect to the use, development or redevelopment of land, buildings, or structures required by any Issuing Authority including but not limited to those under statutory authorities contained in Sections 81A to 81J, inclusive, of Chapter 40A, and Sections 81X to 81GG, inclusive, of Chapter 41, Sections 40 and 40A of Chapter 131, Sections 26 to 32, inclusive.

### Permitting Process through MGL 43D

The Town Planner or his designee (hereinafter Permitting Coordinator) is the Point-of-Contact for anyone interested in a project located on a MGL 43D Priority Development Site.

The following shall be followed for all projects within a Priority Development Site.

### Permitting Steps:

Steps 1 – Permit Coordinator Meeting: The first step is to meet with the “Permitting Coordinator” to discuss the project, identify the Issuing Authority(s), applicable Land Use Regulations and to schedule a meeting with the Development Review Committee.

Step 2 – Pre-Application Meeting: All Applicants seeking to use the 43D Expedited Permitting process (400 CMR 2.00) must meet with the Development Review Committee (DRC) prior to submitting a formal application.

Step 3 – Determination of Permits: Within five (5) business-days after the DRC meeting, the DRC will provide the Applicant with a Determination of Permits Required (DPR) form – provided in Appendix L.

Step 4 – Application Forms: Within five (5) business days after receipt of the DPR form, the Permitting Coordinator will give the Applicant a packet providing all municipal application forms or the web-addresses to access application forms required to permit the project.

Step 5 – Formal Application Submission: After receipt of the DPR form, the Applicant may submit a, time-stamped, application package along with all required information and payment of fees to the Point-of-Contact, Town Planner, Planning Development, One Library Street, Town Hall, Georgetown, MA, 978-352-5713.

Step 6 – Application Completeness & Notification: Within five (5) days of receipt, the Permit Coordinator shall provide notice of the Application to the Issuing Authority(s) and the Board of Selectmen. After consultation with all affected Issuing Authorities and within 20 business-days from the date of receiving the application, the Permitting Coordinator will determine if the application is complete and will notify the Applicant by certified mail as to the completeness of the application. The 180 calendar-day review period shall commence the day after the notice of completeness is mailed.

If the Permitting Coordinator determines that an application is incomplete, the Applicant shall be notified by certified mail with an explanation as to why the application is incomplete and with a request for the information necessary to complete the application. The resubmission of an application package will begin a new 20 business-day completeness review period. The 20 business-day completeness review period may be waived or extended for good cause upon written request of the Applicant with the consent of the Permitting Coordinator or upon written request of an Issuing Authority with the consent of the Applicant.

If the Permitting Coordinator fails to notify the Applicant by certified mail within 20 business-days

from the date of submitting the application, the application shall be deemed complete. The Site Permitting Checklist, Review Procedures, Determination of Permits Required, Fee schedule and the Application and Determination of Completeness Forms are located in Appendix I, J L, M & N.

Step 7 – Project Review Period: The Town must complete the local permitting process within 180 calendar-days after the certified notice of completeness is sent, or the 20 business-day completeness review period has expired. The 180 day review period may be extended by the Permitting Coordinator if a previously unidentified permit or review is determined necessary within the first 150 calendar-days of the review process. Immediate notice of such additional requirement must be sent to the Applicant by certified mail, with a copy to the State Interagency Permitting Board (IPB). A maximum of 30 calendar-days of extension may be granted. Where a public notice and comment or hearing are required, the end of the review period shall be not later than 30 days from the later of the close of the hearing or comment period, which shall be scheduled to commence as quickly as publication deadlines allow.

The 180 calendar-day review period may also be extended when an Issuing Authority determines that:

- Action by another federal, state or municipal government agency not subject to MGL 43D is required before the Issuing Authority may act;
- Pending judicial proceedings affect the ability of the Issuing Authority or Applicant to proceed with the application; and/or
- Enforcement proceedings that could result in revocation of an existing permit for the project or denial of the Applicant have been commenced.

In these instances, the Issuing Authority shall provide written notice to the Secretary of Housing and Economic Development and the IPB by certified mail. When the reason for the extension is no longer applicable, the Issuing Authority shall immediately notify the Applicant, Secretary and IPB by certified mail, and shall complete its decision within the time frame specified in this section, beginning the day after the notice to resume is issued.

If the Permitting Coordinator, in consultation with the Issuing Authority, determines that substantial modifications to the project, since the application, render the Issuing Authority incapable of making a decision on the application, an extension of the review period may be granted by the IPB of demonstrated good cause at the written request of the Issuing Authority. The Issuing Authority shall provide terms for the extension including the number of additional days requested. Within 10 business days of receipt of the request, the IPB shall respond to the Issuing Authority with an extension determination.

If the Applicant makes a substantial modification to a project for the purpose of public benefit, the Issuing Authority may request an extension from the IPB and shall make every reasonable effort to expedite the processing of the permit.

#### Permit Modifications

Issuing Authorities shall make every effort to review permit modification requests within as short a period as is feasible to maintain the integrity of the expedited permitting process.

An Issuing Authority shall inform an Applicant within 20 business days of receipt of a request whether the modification is approved, denied, determined to be substantial or required additional information for the Issuing Authority to issue a decision.

If additional information is required, the Issuing Authority shall inform an Applicant by certified mail within 20 business days after receipt of the required additional information whether the modification is approved or denied or that further additional information is required by the Issuing Authority in order to render a decision.

#### Automatic Grant of Approval

Failure of any Issuing Authority to take final action on a permit within the 180 calendar-day review period, or properly extended review period, shall be considered a grant of the permit by that Issuing Authority.

In such case, within 14 calendar days after the date of the expiration of the time period, the Applicant shall file an affidavit with the Town Clerk.

The affidavit shall include the application and documentation setting forth the facts giving rise to the grant. It shall also include documentation that notice of the grant has been mailed, by certified mail, to all parties to the proceedings which includes all persons who provided testimony or submitted written comments on record during the public hearing for the project, and all persons entitled to notice of hearing in connection with the application.

An automatic grant shall not occur:

- Where the Permitting Coordinator has made a timely determination that the application packet is not complete and the Applicant does not provide the requested information within 90 calendar days.
- When the Permitting Coordinator, in consultation with the Issuing Authority, has determined that substantial modifications to the project, since the application, render the Issuing Authority incapable of making a decision on an application.
- Where the Permitting Coordinator has determined that a final application contains false or misleading information. In such event, the Permitting Coordinator must submit a statement of findings to the SIP Board and the Applicant by certified mail.
- 

#### Appeals

Appeals of an Issuing Authority decision or from an automatic grant of approval shall be filed within 20 calendar-days after the last individual permitting decision is rendered or within 20 calendar-days after conclusion of the 180 calendar-day period.

Appeals under the provision stated above shall not apply to Appeals pursuant to MGL Chapter 131, Sections 40 and 40A, which shall continue to be appealed in accordance with MGL Chapter 131, Chapter 30A and applicable regulations.

### Permit Transfers and Renewals

Permits shall not transfer automatically to successors in title, unless the permit expressly allows the transfer without the approval of the Issuing Authority.

Issuing Authorities may develop procedures for simplified permit renewals and annual reporting requirements.

If the procedures are not developed, renewals of permits shall be governed by the procedures and timelines specified in this Section.

Permits issued pursuant to Chapter 43D expire 5-years from the date of the expiration of the applicable appeal period unless exercised sooner. Where permits cover multiple buildings, commencement and continuation of construction of one building shall prevent expiration of all permits on that site.

Nothing in this Section shall limit the effectiveness of MGL Chapter 40A, Section 6.

### State Permitting

Reviews required under MEPA, MGL Chapter 30, Sections 61 to 62H, or Massachusetts Historic Commission, MGL Chapter 9, Sections 26 to 27C, inclusive, shall conclude within 120 calendar-days of a state determination of completeness of required review materials, as established by the Executive Office of Environmental Affairs (EOEA) in consultation with the Secretary of State. The aforementioned reviews shall take place concurrently with the 180 calendar-day municipal permitting review process. The Secretary of EOEA and State Secretary shall establish time frames for all required filings and additional filings by the Applicant in order to comply with this requirement.

## 5 -Summary

The Board of Selectmen, Members of Various Boards and Commissions and Staff hope this Guidebook is a valuable tool to anyone pursuing residential, commercial or industrial development in the Town of Georgetown.

Please keep in mind that this is just a Guide; containing summary information only and does not include a listing of all Local Permits, Licenses and Approvals.

As a developer, it is your responsibility to obtain copies of all applicable Regulations so you can learn firsthand the requirements and standards by which your project will be evaluated.

No one else can do this for you or take away your responsibility for complying with these Rules and Regulations.

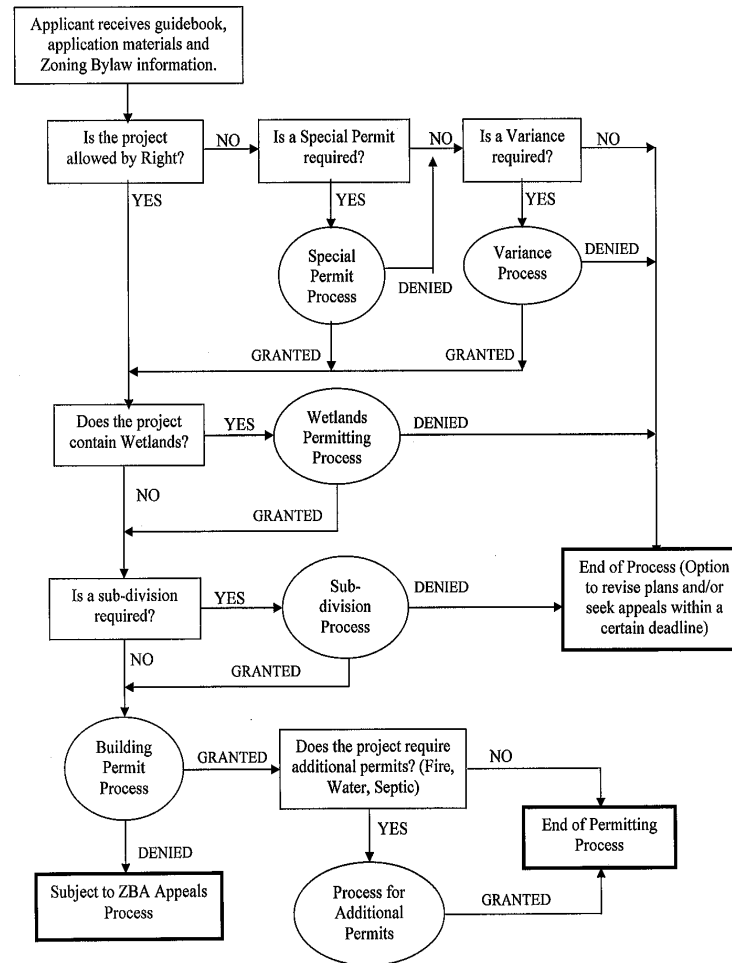
Familiarity with the Rules and Regulations at the beginning of a development project helps facilitate the approval process and can avoid costly and time consuming design changes after substantial engineering or architectural work has been done.

Thank you for doing business in the Town of Georgetown.

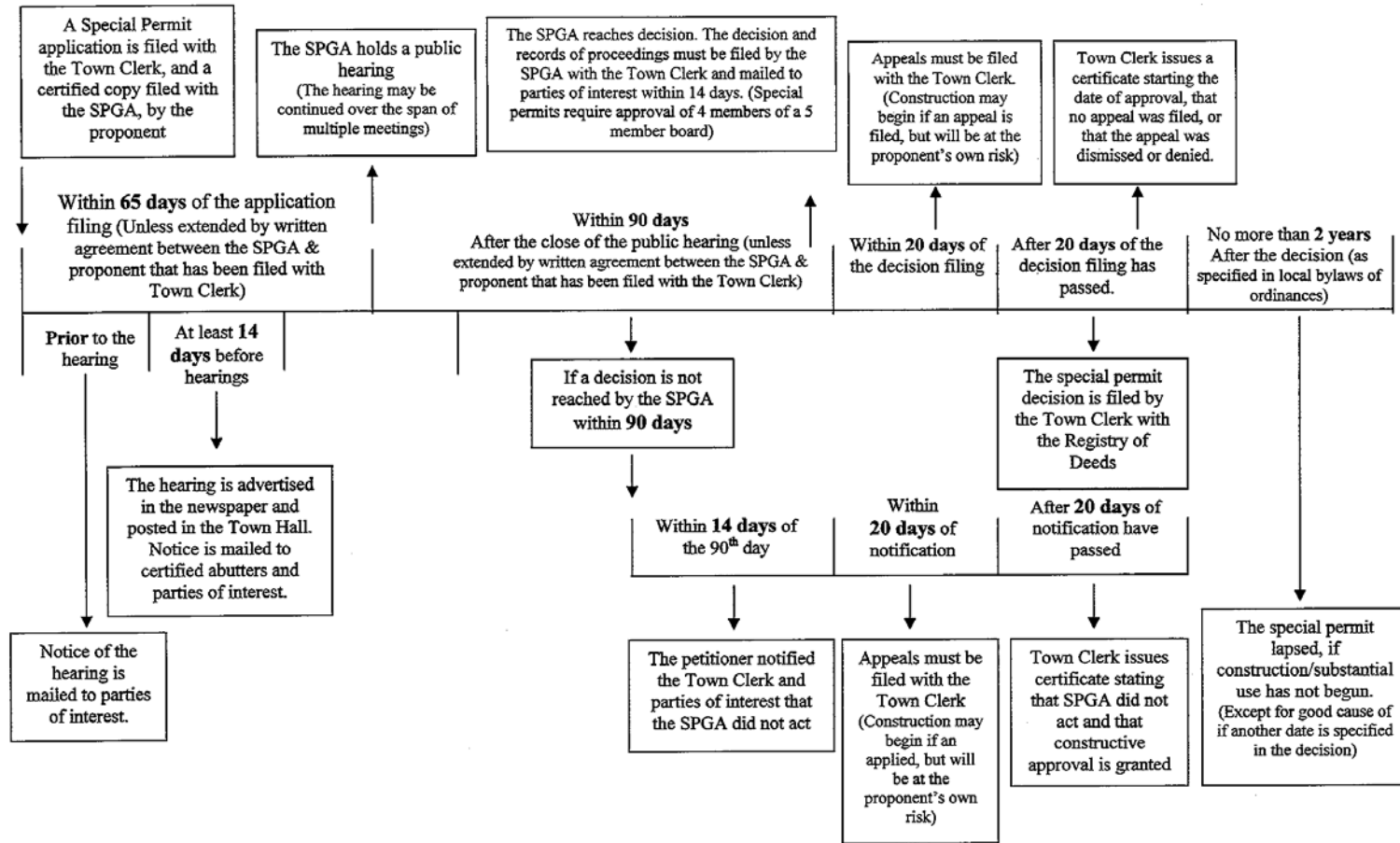


## Appendix A - Project Review and Approval Process – Page 25

### Appendix A. Project Review and Approval Process



## Appendix B Special Permit Flow Chart and Timeline – Page 26



# Page 27

This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Special Permit applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

## SPECIAL PERMIT CHECKLIST

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

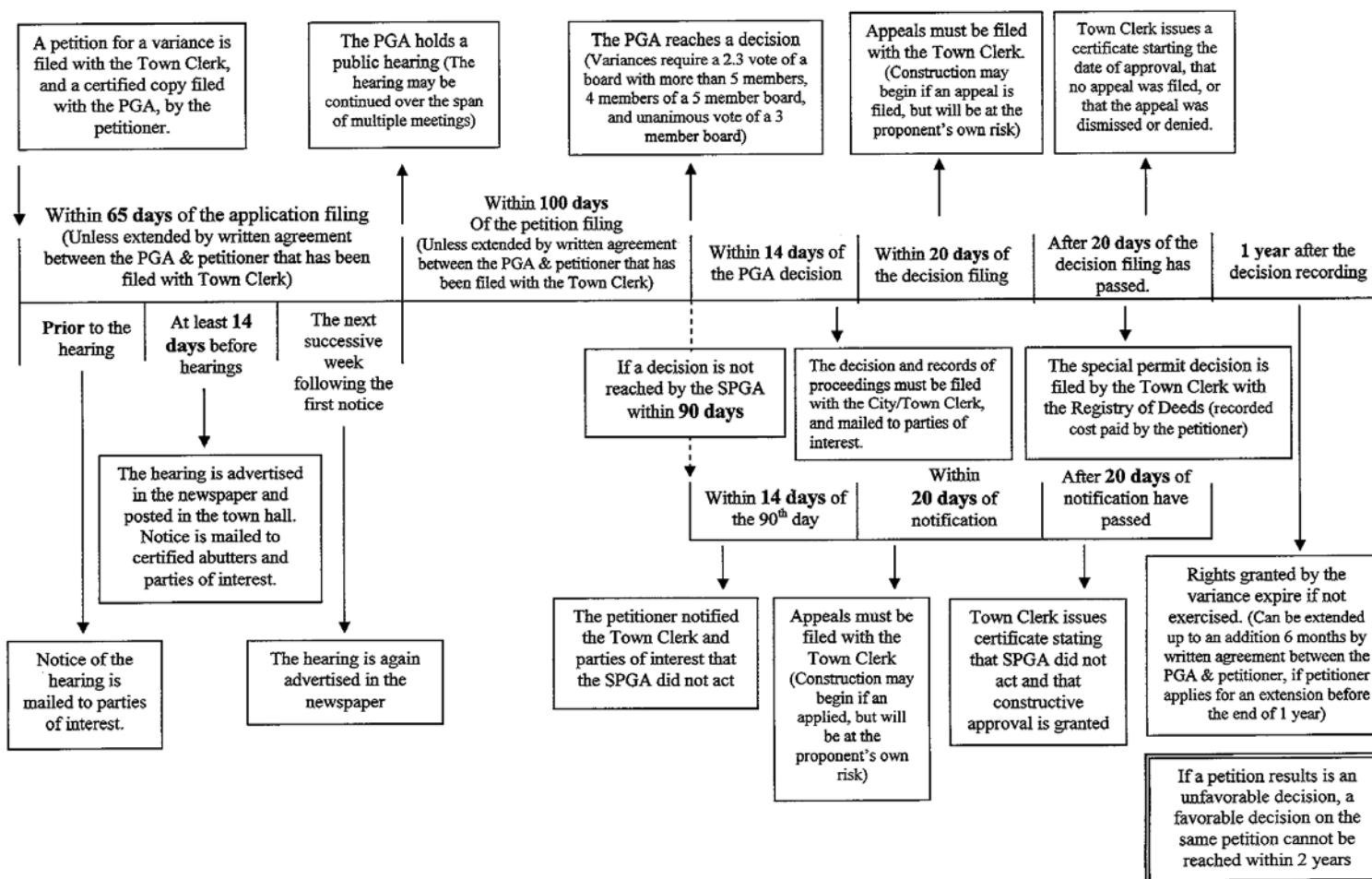
Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	1. <b>Application Filed with Town Clerk</b> (date/time certified by Town Clerk)	A, C		
	2. <b>Application Filed with SPGA</b> (forthwith, must have date/time certification from Town Clerk)	A		
	3. <b>Copies Sent to Other Boards</b> (recommendations due back in 35 days after receipt by reviewing board)	B		
P U B L I C  H E A R I N G	4. <b>Hearing Date Set</b> (must be within 65 days of filing with Town Clerk in #1)	B		
	5. <b>Hearing Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	6. <b>First Notice of Hearing Published</b> (at least 14 days prior to hearing)	B		
	7. <b>Hearing Notice is Posted</b> (at least 14 days prior to hearing)	B or C		
	8. <b>Hearing Notice is Mailed</b> (see c. 40A, § 11 for recipients)	B		
	9. <b>Second Notice of Hearing Published</b> (week following 1st notice in #6)	B		
	10. <b>Hearing is Opened</b>	B		
	11. <b>Hearing Extensions</b> (written extension agreements must be filed with Town Clerk)	A, B, C		
	12. <b>Hearing is Closed</b> (starts 90-day clock on decision and final action in #13 & 15)	B		
D E C I S I O N	13. <b>Decision</b> (must be made within 90 days of close of hearing in #12)	B		
	14. <b>Decision Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	15. <b>Final Action</b> (written decision and detailed record of proceedings filed with clerk within 14 days of decision, and no longer than 90 days from close of hearing in #12)	B, C		
	16. <b>Written Decision is Mailed</b> (forth-with, see c. 40A, § 9 for recipients)	B		
	17. <b>Appeals</b> (must be within 20 days after written decision filed with Town Clerk in #15)	A, O, C		
	18. <b>Certification by Clerk</b> (after 20 days has elapsed since #15 with or w/out an appeal)	C		
	19. <b>Recordation</b> (certified written must be recorded at registry)	A, B, or C		
	20. <b>Substantial Use or Construction</b> (must be started within 2 years or permit lapses)	A, Z		

A = Applicant    B = Special Permit Granting Authority    C = Town Clerk    O = Other party    Z = Zoning Compliance Officer

## Appendix C -Variance Flow Chart and Timeline – Page 28

### Appendix C: Variances – MGL, Ch. 40A



This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Variance applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### VARIANCE CHECKLIST

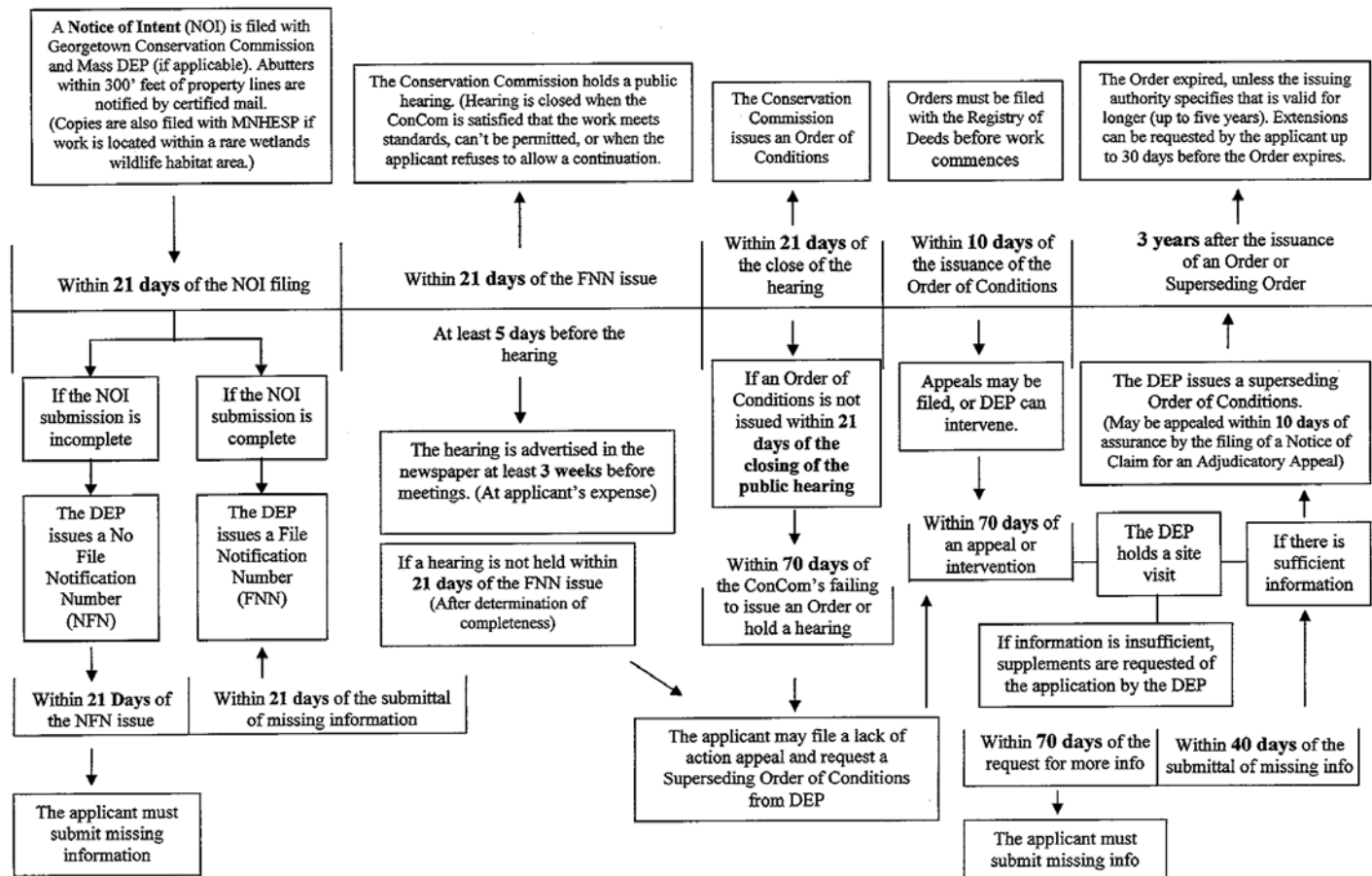
Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	<b>1. Application Filed with Town Clerk</b> (date/time certified by Town Clerk)	A, C		
	<b>2. Application Filed with SPGA</b> (forthwith, must have date/time certification from Town Clerk)	A		
P U B L I C  H E A R I N G	<b>4. Hearing Date Set</b> (must be within 65 days of filing with Town Clerk in #1)	B		
	<b>5. Hearing Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	<b>6. First Notice of Hearing Published</b> (at least 14 days prior to hearing)	B		
	<b>7. Hearing Notice is Posted</b> (at least 14 days prior to hearing)	B or C		
	<b>8. Hearing Notice is Mailed</b> (see c. 40A, § 11 for recipients)	B		
	<b>9. Second Notice of Hearing Published</b> (week following 1st notice in #6)	B		
	<b>10. Hearing is Opened</b>	B		
	<b>11. Hearing Extensions</b> (written extension agreements must be filed with Town Clerk)	A, B, C		
	<b>12. Hearing is Closed</b> (starts 35-day clock on decision and final action in #13 & 15)	B		
	<b>13. Decision</b> (must be made within 35 days of close of hearing in #12)	B		
D E C I S I O N	<b>14. Decision Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	<b>15. Final Action</b> (written decision and detailed record of proceedings filed with clerk within 14 days of decision, and no longer than 35 days from close of hearing in #12)	B, C		
	<b>16. Written Decision is Mailed</b> (forth-with, see c. 40A, § 9 for recipients)	B		
	<b>17. Appeals</b> (must be within 20 days after written decision filed with Town Clerk in #15)	A, O, C		
	<b>18. Certification by Clerk</b> (after 20 days has elapsed since #15 with or w/out an appeal)	C		
	<b>19. Recordation</b> (certified written must be recorded at registry)	A, B, or C		
	<b>20. Substantial Use or Construction</b> (must be started within 1 years or permit lapses)	A, Z		

A = Applicant    B = Special Permit Granting Authority    C = Town Clerk    O = Other party    Z = Zoning Compliance Officer

Appendix D - Notice of Intent Flow Chart and Timeline – Page 30



This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Notice of Intent applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### NOTICE OF INTENT CHECKLIST

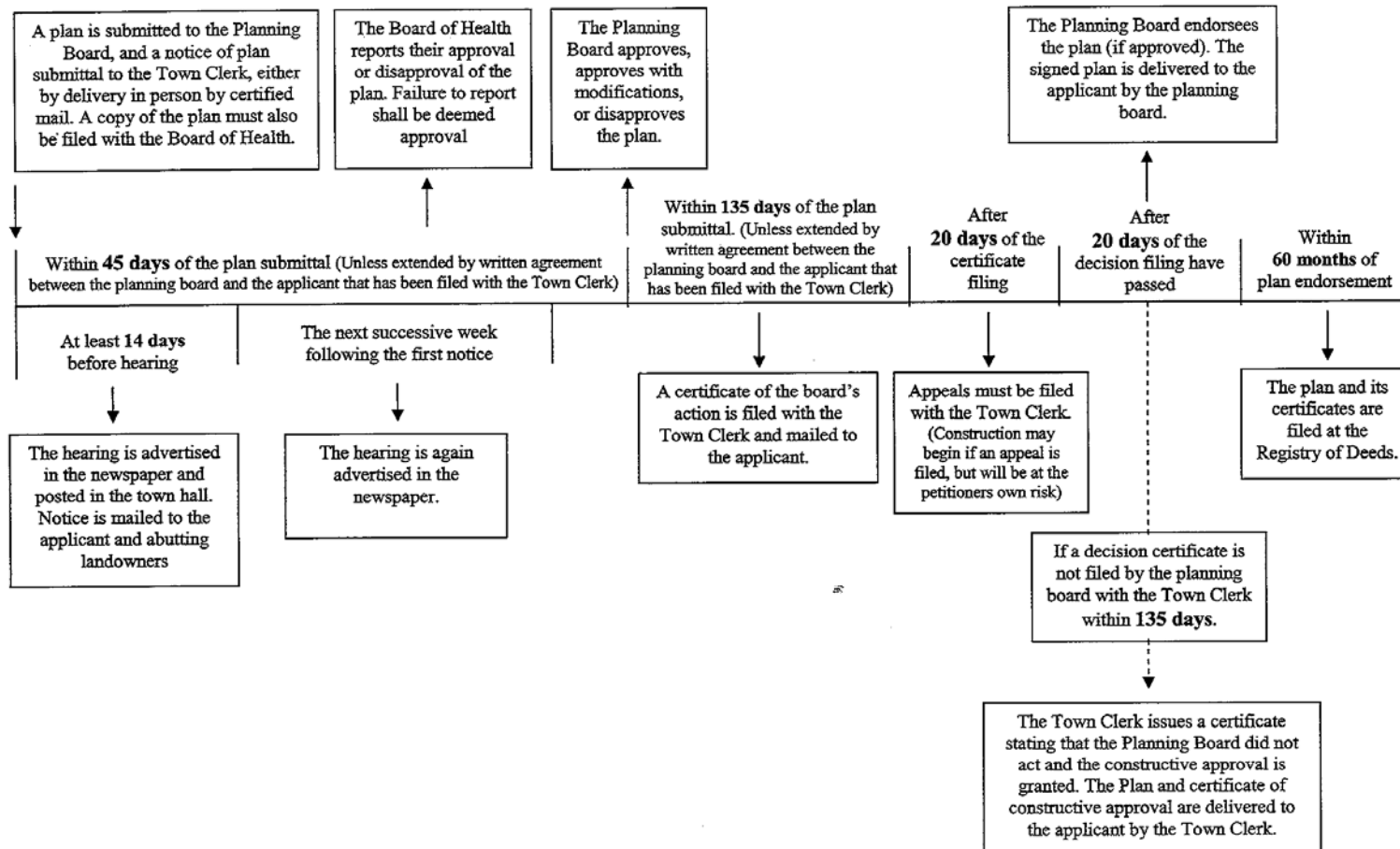
Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	1. Application Filed with Conservation Commission	A		
	2. Application is reviewed (within 21 days application completeness will be determined, an FNN will be issued)	B		
	3. Copied Sent to Other Boards (recommendations due back in 15 days after receipt by reviewing board)	B		
P U B L I C  H E A R I N G	4. Hearing Date Set (must be within 21 days of the FNN issue in step #2)	B		
	5. Hearing Date Extensions (written agreements must be filed with Town Clerk)	A, B, C		
	6. First Notice of Hearing Published (at least 5 days prior to hearing)	B		
	7. Hearing Notice is Posted (at least 21 days prior to hearing)	B or C		
	8. Hearing Notice is Mailed	B		
	9. Second Notice of Hearing Published (week following 1st notice in #6)	B		
	10. Hearing is Opened	B		
	11. Hearing Extensions (written extension agreements must be filed with Town Clerk)	A, B, C		
	12. Hearing is Closed (starts 31-day clock on decision and final action in #13 & 15)	B		
	13. Decision (must be made within 21 days of close of hearing in #12)	B		
D E C I S I O N	14. Decision Date Extensions (written agreements must be filed with Town Clerk)	A, B, C		
	15. Final Action (written decision and detailed record of proceedings filed with the registry of deeds within 10 days of decision.)	B, C		
	16. Written Decision is Mailed (forth-with, see c. 40A, § 9 for recipients)	B		
	17. Appeals (must be within 10 days after written decision filed with the Registry of Deeds in #15)	A, O, C		
	18. Certificate of Compliance (Must be filed within 30 days of the completion of the project)	A		
	19. Recording (certified in writing must be recorded at the Registry of Deeds)	A, B, or C		
	20. Substantial Use or Construction (must be started within 3 years or permit lapses)	A, Z		

A = Applicant    B = Special Permit Granting Authority    C = Town Clerk    O = Other party    CA = Conservation Agent

## Appendix E - Definitive Subdivision Approval Flow Chart and Timeline – Page 32





This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Definitive Subdivision applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### DEFINITIVE SUBDIVISION CHECKLIST

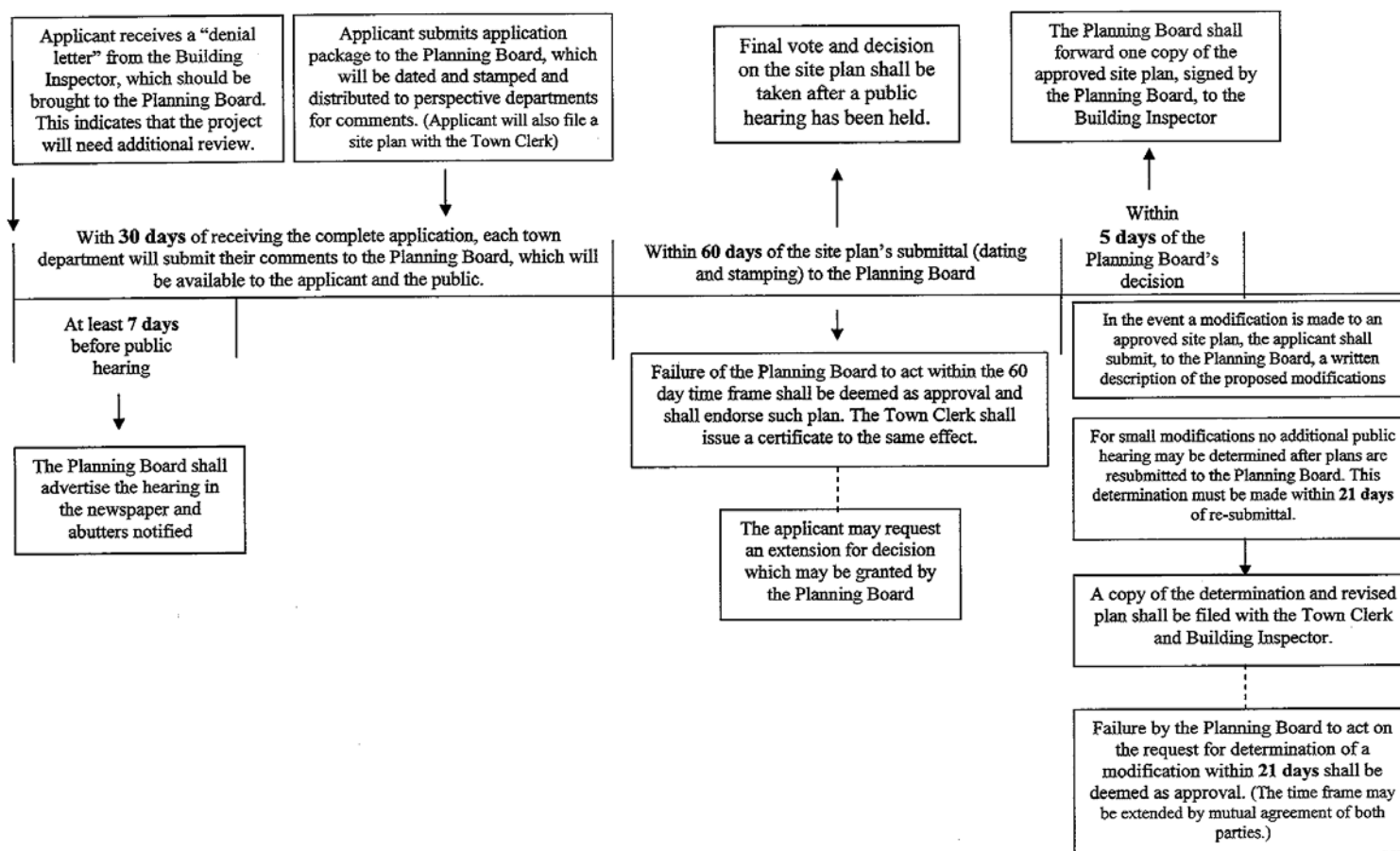
Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_  
Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	1. Application Filed with Town Clerk, Board of Health and Planning Board (date/time certified by Town Clerk)	A, C		
	2. Decision by Board of Health (decision within 45 days of filing with the Town Clerk)	A		
	3. Copies Sent to Other Boards (applicant shall send a copy of the plans within 3 days after #2)	B		
P U B L I C  H E A R I N G	4. Hearing Date Set (must be within 45 days of filing with Town Clerk in #1)	B		
	5. Hearing Date Extensions (written agreements must be filed with Town Clerk)	A, B, C		
	6. First Notice of Hearing Published (at least 14 days prior to hearing)	B		
	7. Hearing Notice is Posted (at least 14 days prior to hearing)	B or C		
	8. Hearing Notice is Mailed (see c. 40A, § 11 for recipients)	B		
	9. Second Notice of Hearing Published (week following 1st notice in #6)	B		
	10. Hearing is Opened	B		
	11. Hearing Extensions (written extension agreements must be filed with Town Clerk)	A, B, C		
	12. Hearing is Closed	B		
	13. Decision (must be made within 90 days of the date of submission if a preliminary plan was filed or 135 days if not)	B		
D E C I S I O N	14. Decision Date Extensions (written agreements must be filed with Town Clerk)	A, B, C		
	15. Final Action (filed with Town Clerk within the timeframe defined under #13)	B, C		
	16. Written Decision is Mailed (forth-with, see c. 41, § 81U)	B		
	17. Appeals (must be within 20 days after written decision filed with Town Clerk in #15)	A, O, C		
	18. Certification by Clerk (after 20 days has elapsed since #15 with or w/out an appeal)	C		
	19. Recordation (certified written must be recorded at registry)	A, B, or C		
	20. Substantial Use or Construction (unless extended, construction must be started within 2 years or permit lapses)	A, Z		

A = Applicant    B = Special Permit Granting Authority    C = Town Clerk    O = Other party    Z = Zoning Compliance Officer

## Appendix F - Site Plan Approval Flow Chart and Timeline – Page 34

### Appendix F: Site Plan Review Flow Chart



This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Site Plan Approval applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### SITE PLAN APPROVAL CHECKLIST

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

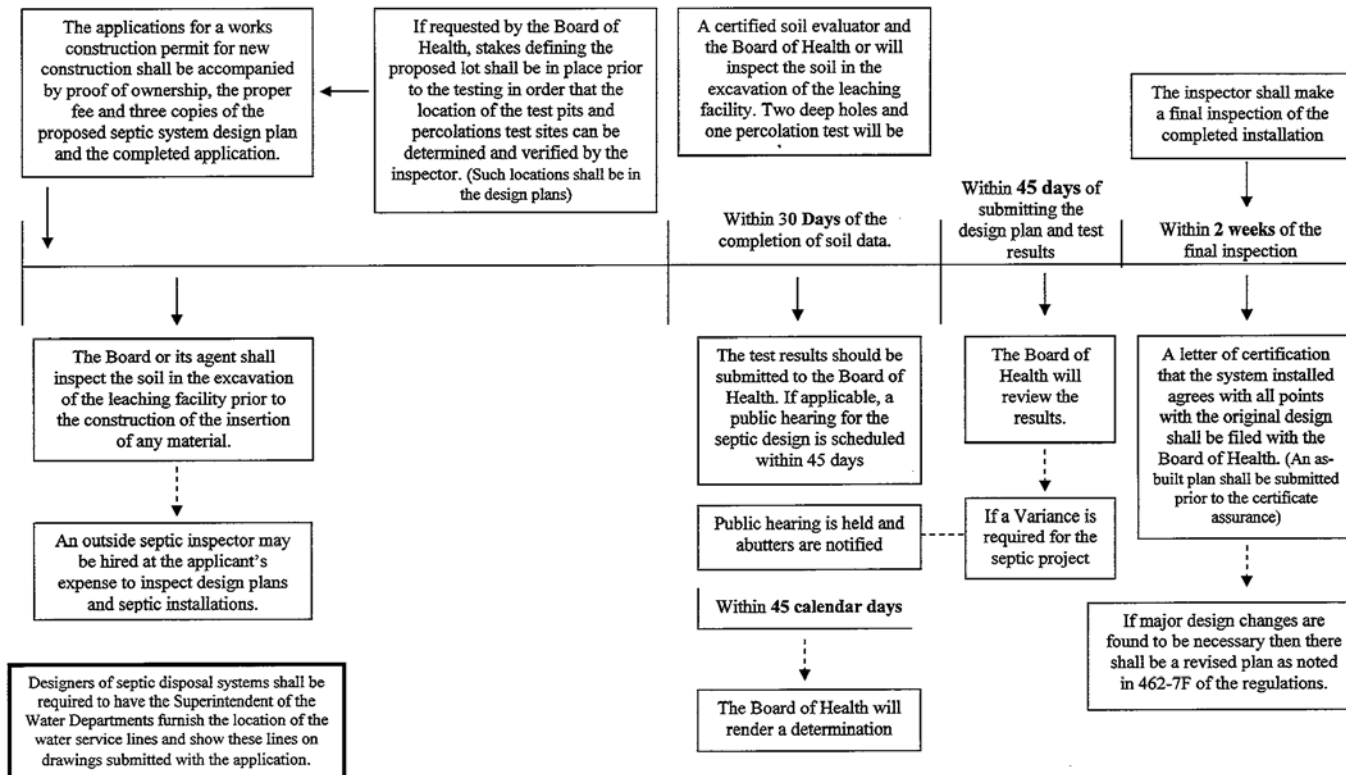
Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
<b>A P P L I C A T I O N</b>	<b>1. Application Filed with Town Clerk</b> (date/time certified by Town Clerk)	A, C		
	<b>2. Application Filed with SPGA</b> (forthwith must have date/time certification from Town Clerk)	A		
	<b>3. Copied Sent to Other Boards</b> (recommendations due back in 30 days after receipt by reviewing board)	B		
<b>P U B L I C H E A R I N G</b>	<b>4. Hearing Date Set</b> (must be within 30 days of filing with Permits Coordinator in #1)	B		
	<b>5. Hearing Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	<b>6. First Notice of Hearing Published</b> (at least 7 days prior to hearing)	B		
	<b>7. Hearing Notice is Posted</b> (at least 14 days prior to hearing)	B or C		
	<b>8. Hearing Notice is Mailed</b> (see c. 40A, § 11 for recipients)	B		
	<b>9. Second Notice of Hearing Published</b> (week following 1st notice in #6)	B		
	<b>10. Hearing is Opened</b>	B		
	<b>11. Hearing Extensions</b> (written extension agreements must be filed with Town Clerk)	A, B, C		
	<b>12. Hearing is Closed</b> (starts 30-day clock on decision and final action in #13 & 15)	B		
	<b>13. Decision</b> (must be made within 60 days of step #2, dating and stamping)	B		
<b>D E C I S I O N</b>	<b>14. Decision Date Extensions</b> (written agreements must be filed with Town Clerk)	A, B, C		
	<b>16. Building Inspector</b> (Copy of approved site plan shall be submitted to the building inspector within 5 days)	B, C		
	<b>15. Final Action</b> (written decision and detailed record of proceedings filed with clerk and building inspector)	B		
	<b>17. Modifications</b> (determination must be within 21 days of resubmitted of plan to the Planning Board)	A, B, C		
	<b>18. Filing</b> (A copy of the determination and revised plan shall be filed with the Town Clerk and Building Inspector)	C		

**A** = Applicant    **B** = Special Permit Granting Authority    **C** = Town Clerk    **O** = Other party    **Z** = Zoning Compliance Officer

## Appendix G - Title 5 - Septic Approval Flow Chart and Timeline – Page 36

### Appendix G: Title V Septic Permitting



This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with Title V Septic applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### Title V (Septic) CHECKLIST

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Action	Who	Date(s)	Notes
<b>A P P L I C A T I O N</b>	<b>1. Application Filed with the Board of Health</b>	A	
	<b>2. Board Inspection and Determination</b> (Soil test to determine if percolation is needed)	HA	
	<b>3. Perc Test Plan</b> (within 45 days a plan with exact location of perc test must be submitted to the Board of Health)	A	
<b>S O I L  T E S T I N G  / R E V I E W</b>	<b>4. Engineer Testing</b> (An outside engineer will inspect the soil in the evacuation of the leaching facility)	O	
	<b>5. Two Percolation Tests will be Made</b>	O	
	<b>6. Test Result &amp; Design Plan</b> (With 60 days of competition, test results and design plan should be submitted to the Board of Health)	A, O	
	<b>7. Review</b> (Within 45 days of submittals in step #6 the Board of Health will review result)	BH	
	<b>8. Variance Option</b> (If Variance is needed Public Hearings will be Held)	BH	
	<b>9. Health Agent Inspections</b> (Health Agent shall make a final inspection)	HA	
	<b>10. As-Built Plan</b> (with 2 weeks of final inspection a final as-built plan shall be submitted to the BH)	A	
	<b>11. Certification</b> (with 2 weeks of final inspection a letter of certification shall be filed with the Board of Health)	HA	

**A** = Applicant    **B** = Special Permit Granting Authority    **HA** = Health Agent    **O** = other party    **BH** = Board of Health

## Appendix H - Priority Development Site Permitting Checklist

This checklist was developed by the Planning Department as an informal guide to assist local permitting boards with 43D Expedited Permitting applications. This general checklist, however, should not be construed or relied upon as legal advice or be applied in any way that supersedes the Town's regulations.

### **PRIORITY DEVELOPMENT SITE PERMITTING CHECKLIST**

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

	Action	Who	Date(s)	Notes
<b>A P P L I C A T I O N</b>	<b>1. Application Submitted with Permit Coordinator</b> (notice sent to Board of Selectman)	A, PC		
	<b>2. Development Review Committee Meeting</b> (Permit Coordinator holds meeting with DRC)	PC		
	<b>3. DRC Review</b> (determination of application completeness due back to PC within 5 business days after receipt by reviewing boards)	B		
	<b>4. Complete Application Notice</b> (PC send notice to the Board of Selectman of complete application, the applicant is notified by certified mail within 20 business days from #1)	PC		
	<b>5. Issuing Authority Permits</b> (each authority must complete the process in 180 days after the certified notice of completeness was sent.)	A, B, C		
<b>H E A R I N G</b>	<b>6. Hearing Date Set</b> (should be immediately following step #4)	B		
	<b>7. First Notice of Hearing is Published</b> (at least 14 days prior to hearing)	B or C		
	<b>8. Hearing Notice is Posted</b> (at least 14 days prior to hearing)	B		
	<b>9. Hearing Notice is Mailed</b> (see c.40A, § for recipients)	B		
	<b>10. Second Notice of Hearing is Published</b> (week following first notice in #6)	B		
	<b>11. Hearing Extensions</b> (written extension agreements must be filed with Town Clerk)	A, B, C		
	<b>12. Hearing is Closed</b> (starts 90-day clock on decision and final action in #13 & 15)	B		
<b>D E C I S I O N</b>	<b>13. Decision</b> (must be made within 90 days of close of hearing in #12 or within 180 days of #4)	B		
	<b>14. Decision Date Extensions</b> (determined no later than 30 days prior to the close of hearings)	A, B, C		
	<b>15. Final Action</b> (written decision and detailed record of proceedings filed with clerk within 14 days of decision, and no longer than 180 days from #4)	B, C		
	<b>16. Written Decision is Mailed</b> (forth-with, see c. 40A, § 9 for recipients)	B		
	<b>17. Appeals</b> (must be within 20 days after written decision filed with Town Clerk in #15)	A, O, C		
	<b>18. Certification by Clerk</b> (after 20 days has elapsed since #15 with or w/out an appeal)	C		
	<b>19. Recordation</b> (certified written must be recorded at registry)	A, B, or C		
	<b>20. Substantial Use of Construction</b> (Permits issued pursuant to Chapter 43D shall expire 5 years from the date of the expiration of the applicable appeal period)	A, Z		

PC = Permits Coordinator

A = Applicant B = Special Permit Granting Authority

C = Town Clerk

O = Other party

Z = Zoning Compliance Officer

## Appendix I -Summary of 43D Application & Review Procedures

### **Step One: Preparation of Conceptual Site Plans for Preliminary Review**

Prior to a formal application being filed with the Town, the Applicant is required to submit ten (10) copies of the following to the Permitting Coordinator:

1. A graphic and written description of the conceptual plan for site and building use improvements and functional/visual character of the buildings and site.
2. A tentative diagrammatic plan of property subdivision to include identification of public/private access ways, utility services, parking facilities and open spaces.
3. A description of the potential impacts upon the environment and the neighborhood and, as appropriate, identification of mitigating solutions.
4. A summary of proposed uses and phasing parameters for permitting and construction.

### **Step Two: The Preliminary Review**

Within thirty (30) calendar days of submitting a Preliminary Application, an informal meeting with the Development Review Committee (DRC) will be held.

The purpose of this meeting is to obtain an explanation of the proposed project, to gain substantive feedback on the issues and design concerns with the project, and to determine agreement on detailed approach and submittal requirements for the formal Application to the Issuing Authority(s).

The Permitting Coordinator will report the findings of the meeting to the Applicant, Owner and Board or Commission, specifying requirements of the Formal Application. Normally, this will occur within five (5) business days after the meeting.

### **Step Three: The Formal Application**

The Formal Application must be in full accordance with all local land use permits required for the project.

At a minimum, schematic design and engineering drawings of professional quality must be submitted.

Narrative and outline specifications of design and construction standards will usually be required.

Depending on the environmental and economic significance of the site and project, landscaping and exterior architectural treatments may be required for presentation in a

rendered site plan, building elevations, and site/building cross sections.

If required by the Permitting Coordinator or Issuing Authority, submittals concerning environmental, traffic, fiscal and neighborhood impacts will be presented as well as a final summary of project implementation and phasing strategy.

Consistent with local permitting requirements, immediately after receipt of the formal application, portions will be circulated to relevant Town Departments and State Agencies.

Responsible staff will then prepare a summary of departmental comments/endorsements and assist the Applicant to route all related materials to the Issuing Authority(s).

The Issuing Authority(s) will then schedule a Public Hearing and initiate formal review process.

As noted under Subsection 4 on page 12, the Issuing Authority(s) has 180 days from the date of submission of a completed application to approve or not approve the Formal Application.

For additional information and clarification, contact the Town Planner, Howard Snyder, [hsnyder@georgetownma.gov](mailto:hsnyder@georgetownma.gov) 978 352-5713.



## Appendix J -Links to Relevant Rules, Application Forms, Filing Fees and Maps

### **A. Planning Board**

[http://www.georgetownma.gov/Public\\_Documents/GeorgetownMA\\_BComm/planning](http://www.georgetownma.gov/Public_Documents/GeorgetownMA_BComm/planning)

- Special Permits
- Subdivision Control
- Site Plan Review
- Zoning Bylaw

### **B. Zoning Board of Appeals**

[http://www.georgetownma.gov/Public\\_Documents/GeorgetownMA\\_BComm/zba](http://www.georgetownma.gov/Public_Documents/GeorgetownMA_BComm/zba)

- Special Permit
- Variance
- Application Form
- Application Instructions
- Zoning Bylaw

### **C. Conservation Commission**

[http://www.georgetownma.gov/Public\\_Documents/GeorgetownMA\\_Conservation/index](http://www.georgetownma.gov/Public_Documents/GeorgetownMA_Conservation/index)

- Forms
- Wetlands

### **D. Building Department Applications**

[http://www.georgetownma.gov/Public\\_Documents/GeorgetownMA\\_Building/index](http://www.georgetownma.gov/Public_Documents/GeorgetownMA_Building/index)

- Fees, Forms and other Information

### **E. Maps and Other Permits**

- Maps – A variety of maps are available from the Office of the Town Planner. Consult with the Town Planner to determine the cost of reproduction.

- Road Opening Permit

[http://georgetownma.gov/Public\\_Documents/GeorgetownHDMA\\_Highway/index](http://georgetownma.gov/Public_Documents/GeorgetownHDMA_Highway/index)

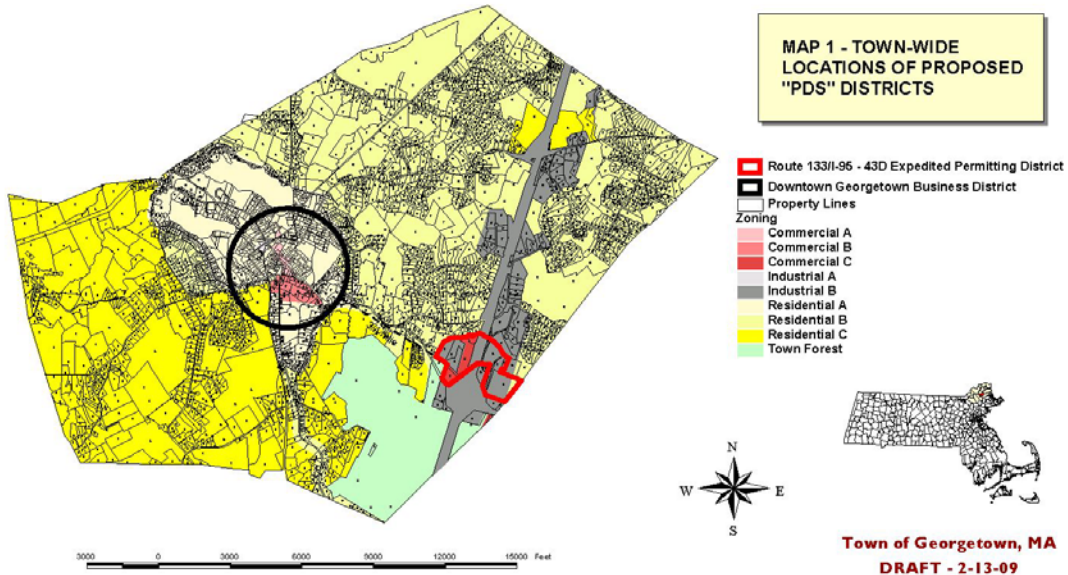
- Fire Department

[http://georgetownma.gov/Public\\_Documents/GeorgetownMA\\_Fire/index](http://georgetownma.gov/Public_Documents/GeorgetownMA_Fire/index)

***Appendix N also contains a listing of local Fee Schedules set out in a different format. Please note that fee schedules are subject to change so always check with the Issuing Authority to confirm the payment amount.***

## Appendix K -List of 43D Parcels, Maps and Forms

### ROUTE 133/ I-95 : 43D EXPEDITED PERMITTING DISTRICT

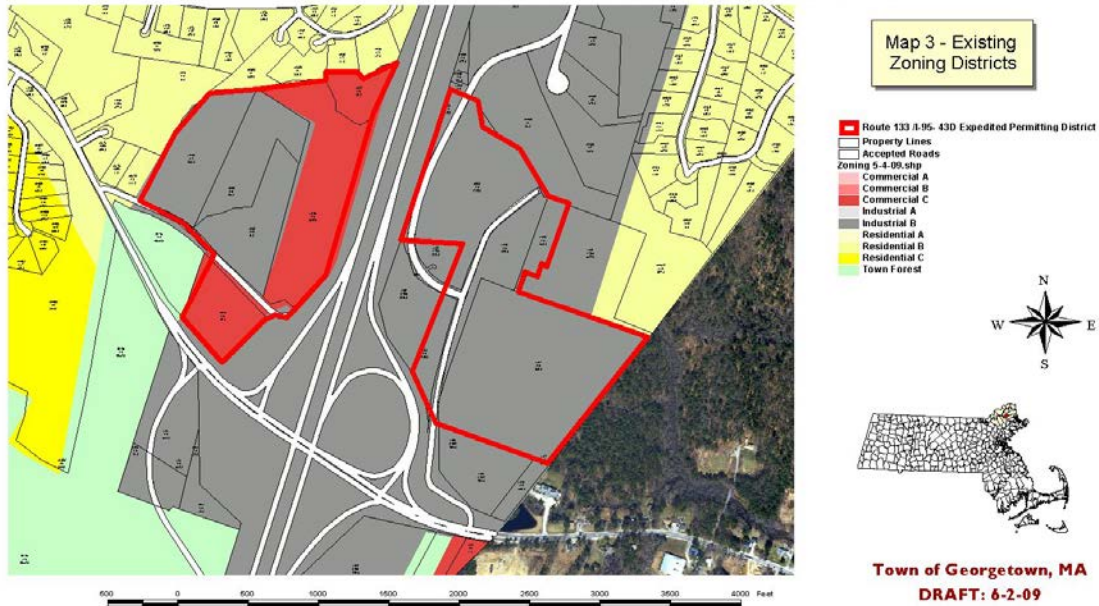


### "ROUTE 133/I-95" & "NATIONAL AVE." PRIORITY DEVELOPMENT SITES





## "ROUTE 133/I-95" and "NATIONAL AVE.": PRIORITY DEVELOPMENT SITES



## "ROUTE 133/I-95" and "NATIONAL AVE.": PRIORITY DEVELOPMENT SITES



## Appendix L. - DETERMINATION OF PERMITS REQUIRED FORM

(MGL Chapter 43D Expedited Permitting)

Date: \_\_\_\_\_

To: Board of Health, Building Inspector, Zoning Board of Appeals, Highway Surveyor,  
Conservation Commission, Fire Department, Police Department, and Planning Board.

Name of Applicant(s):

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_

Name of Project: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Map/Block/Lot: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

All Applicants seeking to use the expedited permitting processes must meet with the Town Planner (Permitting Coordinator) and then the Development Review Committee (DRC) prior to submitting a Formal Application.

The first step is to meet with the Permitting Coordinator of the Planning Department (Permitting Coordinator) to discuss the proposed project and schedule a meeting with the DRC within thirty (30) days of the request.

Development Review Committee will meet on: \_\_\_\_\_.

Within five (5) business-days after the DRC meeting, each Issuing Authority must identify on the attached Permit and Fee Schedule (Appendix N) which permits will be required and provide the Permitting Coordinator with a copy of the relevant application form(s) or a web-address where the form(s) is available. If the fee is not listed on the form, please provide the Permitting Coordinator with the appropriate application fee.

Within five (5) business-days after the DRC provides a DRP form, the Permitting Coordinator must give the Applicant a packet providing all application forms or the web-addresses to access application forms required to permit the project.

Your assistance is appreciated.

## Appendix M -PERMIT & FEE SCHEDULE

**CHECK THE BOX IF PERMIT IS REQUIRED \***

### **1) 43D Permits and Fee Schedule**

- ☐ \$0.10 per sq. ft. building footprint area not less than \$1,000

### **2) Planning Board Permits and Fee Schedule**

#### **Special Permits:**

- ☐ Groundwater Protection District (Article VI)  
☐ Open Space Residential Design (Article VII)  
☐ Common Driveways (Article XIII, Section 165-73)  
☐ Independent Senior Housing (Article XVII)  
☐ Major Development Review (Article 29, Section 165-80.2)

#### **Subdivision Permits:**

- ☐ Approval Not Required Plan  
☐ Preliminary Subdivision Plan  
☐ Definitive Subdivision Plan

#### **Other Permits:**

- ☐ Site Plan Approval  
☐ Minor Modification to an Approval  
☐ Other Permit(s) \_\_\_\_\_

All application forms, instructions as well as the Board's Rules and Regulations are available at the Town Hall and on the Town's website.

#### **Fee Schedule (6/10/09):**

<b>Type of Application</b>	<b>Fee</b>
ANR	\$100 plus \$100 per new lot/ parcel
Preliminary Plan	\$500 plus \$ 100 per new lot
Modification of a Preliminary Plan	\$100 plus \$50 per lot affected and new lot
Definitive Plan	\$2000 plus \$1000 per new lot minus Preliminary Plan fees (if approved) not less than \$2,500
Modification of a Definitive Plan	\$500 plus \$100 per lot affected and/ new lot(s)
OSRD Pre-Application Conference	\$200
Earth Removal	\$400
Common Driveway	\$100 per new unit or lot

Groundwater Protection District	\$200
Access Across Lot Frontage	\$200
Site Plan Approval	\$0.15 per sq. ft. building footprint area not less than \$1,000

Note: The Applicant shall pay all expenses incurred by the Planning Board, including the expense of engaging outside Consultants. Reimbursement of these expenses is a requirement of approval, and failure to reimburse shall be cause for denial.

### **3) Zoning Board of Appeal Permits and Fees Schedule**

**Variance Permits:**

- ☐ Variance from the terms of the Zoning Bylaws

**Special Permits:**

- ☐ Special Permit for Non-Conformities
- ☐ Special Permit for Water Resource Protection District
- ☐ Special Permit for Floodplain District
- ☐ Special Permit for Wireless Communications Facilities
- ☐ Special Permit for Multiple Principle Buildings
- ☐ Special Permit for Adult Entertainment Overlay District

**Other Permits:**

- ☐ Appeals from a Person Aggrieved
- ☐ Other Permit(s) \_\_\_\_\_

All application forms, instructions as well as the Board's Rules and Regulations are available at the Town Hall and on the Town's website.

**Fee Schedule:**

Residential Use	\$ 200
Conversion of Single Family to Multiple Family/ Business Use	\$ 250
Apartment Complex/ Multiple Lot Development	\$ 600
Industrial / Commercial Use	\$ 600
Comprehensive Permit (40B)	\$ 1,000 (plus \$100 unit)
Water Resource Protection Special Permit	\$ 450
Wireless Communications Facilities	\$ 1,000
Aggrieved decision of the Building Inspector	\$ 200

### **3) Conservation Commission Permits and Fee Schedule**

**Main Permits:**

- ☐ Request for Determination of Applicability

☐ Notice of Intent and Abbreviated Notice of Intent

**Other Permits:**

- ☐ Resource Bank Disturbance
- ☐ Encroachment on Buffers
- ☐ Remove and Enforcement Order
- ☐ Amendment to an Order of Conditions
- ☐ Extension to an Order of Conditions
- ☐ Certificate of Compliance
- ☐ Re-issuance of a Permit
- ☐ Site Inspections
- ☐ Erosion Control
- ☐ Other Permit(s) \_\_\_\_\_

All application forms, instructions as well as the Board's Rules and Regulations are available at the Town Hall and on the Town's website. Note: The cost of publishing required public notices is NOT included in the Planning Board and Conservation Commission fee schedules.

APPLICATION OR REQUEST	AMOUNT	PER
Request for Determination (RFD)	\$50.00	
Georgetown Notice of Intent (Georgetown NOI) no State Notice of Intent (State NOI) required	\$200.00	
Georgetown Notice of Intent (State NOI required) 3 times the amount of the total State fee		
Georgetown Notice of Intent (State NOI required) for Repair of existing failed Septic systems.	\$50.00	*No site inspection fee
Georgetown Notice of Intent (State NOI required) for Simple Projects. (To be determined by agent.) Examples: Home repair (no expansion), small decks and etc.	\$75.00	*No site inspection fee
<b>Other Requests:</b>		
Confirmation of delineated borders and assessed values of Resource Areas (with RFD or Georgetown NOI)		\$25.00 per 200 linear feet
Resource or Bank disturbance		\$5 per Square foot
Encroachment on buffer. For example if an Applicant wants to grade within the 50' the total area of wavered work would be multiplied times \$.50.		\$.50 per Square foot
Remove an Enforcement Order (including a Site Inspection)	\$250.00	

Amendment to an Order of Conditions	\$150.00	
Extension to an Order of Conditions	\$150.00	
If COC is requested after 30 days prior to the expiration of the OOC	\$250.00	
Certificate of Compliance	\$150.00	
Re-Issuance of any of the above	\$150.00	
Conditioned Site Inspections*	\$100.00	Per Site Inspection
Erosion Control	\$200.00	



## 5) Highway Department Permits and Fee Schedule

### Permits:

- ☐ Driveway/ Curb Cut Permit
- ☐ Excavation/ Road Opening Permit
- ☐ Utility Contractor's Permit
- ☐ Other Permit(s) \_\_\_\_\_

### Fee Schedule:

Curb Cut Permit	\$ 20
Road Opening Permit	\$ 20
Utility Contractor's Permit	\$ 50

Dig Safe must be notified for all excavation, however, you must also notify the Highway Department for any utility locations. There is a 72 hour notification required except for emergencies.

All application forms, instructions as well as the Departments Rules and Regulations are available at the on the Town's website.

## 6) Board of Health Permits and Fee Schedule

### Permits:

- ☐ Housing
- ☐ Food
- ☐ Dumpster
- ☐ Septic
- ☐ Stables
- ☐ Tobacco
- ☐ Other Permit(s) \_\_\_\_\_

All application forms, instructions as well as the Board's Rules and Regulations are available at the Town Hall and on the Town's website.

HOUSING	FOOD		
Rental Occupancy	\$ 50.00	Food Service Permit	\$ 100.00
Re- inspections	\$ 25.00	Mobile Food Permit	\$ 75.00
Asbestos Removal Permit	\$ 15.00	Temporary Food Permit	\$ 50.00
Lead Removal Permit	\$ 15.00	Violation	\$ 100.00
DUMPSTER	\$ 35.00		

Temporary	\$ 15.00	Hair Restraint	Same as Offense
Violations	\$ 25.00	Milk Permit W/ Food Permit	\$ 25.00
		Milk Permit for Deliveries	\$ 50.00
Board Regulations	\$ 5.00	Retail Food Permit <800 sq.ft.	\$ 50.00
Copies of Records	\$ 0.25	Retail Food Permit <1500 sq.ft.	\$ 100.00
		Retail Food Permit >1500 sq.ft.	\$ 150.00
		Wholesale Food Bulk Facility	\$ 150.00
<b>SEPTIC</b>			
Disposal Installers' License	\$ 100.00	<b>STABLE</b>	
Disposal Installers' Exam	\$ 75.00	5 Animals or Less	\$ 25.00
Septic Haulers Permit	\$ 100.00	Stable More Than 5 Animals	\$ 45.00
Title 5 Inspectors Permit	\$ 25.00	Swine Permit	\$ 30.00
Soil Test / 2 deeps & 1 perc	\$ 150.00		
Deep holes only	\$ 100.00		
Plan Review	\$ 75.00	<b>TOBACCO</b>	
Construction Permit /Residential	\$ 200.00	Tobacco Permit	\$ 60.00
Industrial	\$ 750.00	Violations 1st Offense	\$ 25.00
Commercial	\$ 450.00	Second	\$ 50.00
As-built Plans	\$ 25.00	Third	\$ 100.00
Minor Septic Repair	\$ 25.00		
Re- Submittal of Plan	Original Fee	<b>OTHER PERMITS</b>	
		Swimming Pool Public / Semi	\$ 100.00
		Tanning	\$ 100.00
<b>For All Additional Inspections</b>		Massage Establishment	\$ 150.00
Residential	\$ 50.00	Massage (Individual)	\$ 50.00
Commercial	\$ 100.00	Well Water Permit	\$ 100.00
Industrial	\$ 150.00	Flow Testing (if required)	\$ 50 per hr.

Application forms, fees and instructions for permits related to Septic Systems and Wells are available on the Town's website. Instructions and fee schedule for Site Assignments are available on DEP's website: <http://www.mass.gov/dep/service/regulations/310cmr16.pdf>.  
Note: The exact fee associated with the application for any permit will be determined by the Issuing Authority.

## 7) FIRE DEPARTMENT FEE SCHEDULE

### Permits:

- ☐ Propane
- ☐ Flammable Liquid Storage
- ☐ Blasting
- ☐ Tank Truck Inspection
- ☐ Tank Installation
- ☐ Tank Removal
- ☐ Connection to Municipal Fire Alarm
- ☐ Monitor Fee for Master Boxes
- ☐ Demolition
- ☐ Welding and Cutting
- ☐ Moving a Building
- ☐ Sprinkler Testing
- ☐ Plan Review for Commercial Building
- ☐ Inspections for Places of Assembly
- ☐ Other Permit(s) \_\_\_\_\_

A full and complete copy of permits under the jurisdiction of the Fire Department is available at the Public Safety Building or Town's web-site.

Open Burning	\$10.00 annually
Oil burner installation	\$50.00
Propane installation and storage	\$50.00/ five years
Flammable liquid and combustible storage	\$50.00/five years
Gunpowder and ammunitions storage	\$50.00
Fireworks display	\$50.00/plus firefighter detail
Blasting	\$50.00/plus firefighter detail
Carnivals permit	\$100.00/plus firefighter detail
Tank truck inspection	\$50.00 for 2 years
Tank installation	\$50.00/tank

Tank removal	\$50.00/tank
Smoke detector/Carbon monoxide inspections	
Single family	\$50.00
2 Family	\$100.00
3-5 Family	\$50.00/unit
6-25 units	\$50.00 plus \$25.00 per unit
Over 25 units	\$125.00 plus \$25.00 per unit
Connection to the municipal fire Alarm	\$200.00
Monitor fee for master boxes	\$250.00 per year
Demolition	\$50.00 plus firefighter detail
Welding and cutting	\$50.00 plus firefighter detail
Tentage	\$50.00
Model rockets	\$50.00
Moving a building	Entire cost of moving the wires by the Town of Georgetown
Tar Kettle	\$50.00
Supervised firing of cannon	\$50.00
Salamanders	\$50.00
Testing of sprinkler and standpipe systems	\$150.00
Plan review for commercial property	
Fire alarm	\$50.00
Fire sprinkler	\$50.00
Quarterly inspection including:	
Hotel, motel, nursing homes, clinics	\$100.00 annually
Inspection of places of assembly including:	
Theatres, movie houses	\$50.00 annually

Application forms for these and all other permits required by the Fire Department are available on-line from the Office of the State Fire Marshall. Note:

The exact fee associated with the application for any permit will be determined by the Issuing Authority.

## 8) **BUILDING DEPARTMENT FEE SCHEDULE**

### Permits:

- ☐ New Dwellings and Additions
  - ☐ Garages
  - ☐ Porches & Decks
  - ☐ Swimming Pools
  - ☐ Demolition
  - ☐ Signs
  - ☐ Tents
  - ☐ Occupancy
  - ☐ Other Permit(s)
- 

New Dwellings and Additions	\$7.00 per \$1,000.00 Construction Cost Based on the Actual Construction Cost, but, not lower than a Minimum Construction Cost of \$110.00 per square foot.
Garages	\$7.00 per \$1,000.00 Construction Cost Based on the Actual Construction Cost, but, not lower than a Minimum Construction Cost of \$50.00 per square foot.
Porches & Decks	\$7.00 per \$1,000.00 Construction Cost Based on the Actual Construction Cost, but, not lower than a Minimum Construction Cost of \$50.00 per square foot.
Swimming Pool Permit Fee	\$40.00 Above-Ground Pool
In-Ground Pool	\$7.00 per \$1,000 Construction Cost
Demolition Permit Fee	\$40.00
Minimum Fee	\$40.00

Sign Permit Fee	\$40.00 each
Stove Permit Fee	\$40.00 each
Tent Permit Fee	\$40.00 per tent
Loss of Building Permit	\$25.00 re-issue fee
Re-Issue Expired Permit	\$25.00 fee for each
Re-inspections	\$25.00 fee for each
Occupancy Permits	\$50.00 fee for each

APPENDIX N - 43D APPLICATION AND DETERMINATION OF  
COMPLETENESS FORM

(MGL Chapter 43D Expedited Permitting)

Name of Project: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address & Assessor's Map, Block, Lot:

\_\_\_\_\_  
\_\_\_\_\_

Under the provisions of MGL Chapter 43D, the Permitting Coordinator of the Planning Department (hereinafter 'Permitting Coordinator') has 20 business-days after submission of an application to consult with appropriate 'Issuing Authorities' and to determine the completeness of an application. The attached application was submitted on

\_\_\_\_\_.

A determination of completeness shall be made by the 'Permitting Coordinator' on or before \_\_\_\_\_.

The 20 business-day review period may be waived or extended for good cause upon written request of an Issuing Authority with the consent of the Applicant. If the 'Permitting Coordinator' fails to notice the Applicant by certified mail within 20 business-days from the date of submitting the application, the application shall be deemed complete.

Each Issuing Authority is requested to provide the information requested below and return this form to the 'Permitting Coordinator' on or before \_\_\_\_\_.

Issuing Complete/Not Complete Date: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Permits required from the following Issuing Authority:

- |  |                |
|--|----------------|
| <input type="checkbox"/> Planning Board          | Permit - _____ |
| <input type="checkbox"/> Zoning Board of Appeals | Permit - _____ |
| <input type="checkbox"/> Conservation Commission | Permit - _____ |
| <input type="checkbox"/> Board of Health         | Permit - _____ |

- |  |                |
|--|----------------|
| <input type="checkbox"/> Fire Department     | Permit - _____ |
| <input type="checkbox"/> Highway Department  | Permit - _____ |
| <input type="checkbox"/> Historic Commission | Permit - _____ |
| <input type="checkbox"/> Building Department | Permit - _____ |

\*If an Issuing Authority determines that an application is incomplete, the Issuing Authority shall provide the 'Permitting Coordinator a written explanation as to why the application is incomplete and clearly identify what information is necessary to complete the application.

Completeness verification sent to Applicant (Date): \_\_\_\_\_

Authority Complete\*/No Determination Reviewer Received by:

\_\_\_\_\_



## Appendix O - State and Federal Permits Related to Land Use Changes and Development

This list of State and Federal Permits is not intended to be all-inclusive. Anyone considering a development that might require State and/or Federal Permits should consult with a professional engineer or surveyor as early in the process as possible.

### State Permits

- **Massachusetts Environmental Policy Act, or MEPA**

[www.mass.gov/envir/mepa](http://www.mass.gov/envir/mepa)

- **Massachusetts Clean Waters Act, Sewer Extension/Connection Permits**

[mass.gov/dep/water/laws/regulati.htm](http://mass.gov/dep/water/laws/regulati.htm)

*then click on Sewer for information or on the left there is a link for permits.*

- **Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits- same as above except click on Groundwater Waterways, Great Ponds and Tidelands Construction License**

[wwwmass.gov/dep/water/resources/waterway.htm](http://wwwmass.gov/dep/water/resources/waterway.htm)

*then you can choose overview or permit questions.*

- **Massachusetts Clean Air Act Approval-**

[www.mass.gov/czm/permitguide/regs/cleanair.htm](http://www.mass.gov/czm/permitguide/regs/cleanair.htm)

*or for other information on the Act*

[www.mass.gov/dep/air/index.htm](http://www.mass.gov/dep/air/index.htm)

- **Massachusetts Endangered Species Act**

[www.mass.gov/dfwele/dfw/nhesp/regulatory\\_review/mesa/mesa\\_home.htm](http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/mesa/mesa_home.htm)

- **Hazardous Waste Management Permits**

[www.mass.gov/dep/recycle/hazwaste.htm](http://www.mass.gov/dep/recycle/hazwaste.htm)

*then on the left it provides different links for information.*

- **Massachusetts Historical Commission Approval-**

[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

*then has multiple links for info and forms.*

- **State Highway Access Permit**

[www.mhd.state.ma.us](http://www.mhd.state.ma.us)

*then click on Access Regulations on the left for information*

*or click on for the permit application:*

[www.mhd.state.ma.us/downloads/permitLayouts/state\\_highway\\_access\\_permit.pdf](http://www.mhd.state.ma.us/downloads/permitLayouts/state_highway_access_permit.pdf)

## **Federal Permits**

- **National Environmental Policy Act (NEPA)**

[www.fws.gov/habitatconservation/nepa.html](http://www.fws.gov/habitatconservation/nepa.html)

- **Clean Water Act, Section 404 Permit**

[www.fws.gov/habitatconservation/cwa.htm](http://www.fws.gov/habitatconservation/cwa.htm)

*or*

[www.wetlands.com/regs/sec404fc.htm](http://www.wetlands.com/regs/sec404fc.htm)

- **Clean Water Act, Water Quality Certification Approval**

[www.mass.gov/dep/water/laws/regulati.htm](http://www.mass.gov/dep/water/laws/regulati.htm)

*then click on Water Quality*

- **Rivers and Harbors Act of 1899, Section 10 Permit**

[www.usace.army.mil/CECW/Pages/reg\\_materials.aspx](http://www.usace.army.mil/CECW/Pages/reg_materials.aspx)

*then click on the appropriate Act for information.*

- **National Flood Insurance Act and Flood Disaster Protection Act Certification**

<http://www.fema.gov/library/viewRecord.do?id=2216>

- **Clean Air Act Permits or Approvals**

[www.epa.gov/air/caa](http://www.epa.gov/air/caa)

*then click on Permits in the Table of Contents.*

- **National Historic Preservation Act Section 106 Review**

[www.achp.gov/106summary.html](http://www.achp.gov/106summary.html)

- **Environmental Protection Agency Stormwater Notices of Intent and/or NPDES Permits**

[www.epa.gov/region09/water/npdes/stormwater.html](http://www.epa.gov/region09/water/npdes/stormwater.html)

## Appendix P - Commencement of Construction Form



IMPORTANT: IT IS THE RESPONSIBILITY OF THE PERSON SEEKING AUTHORIZATION FOR COMMENCEMENT OF CONSTRUCTION TO GET A SIGN OFF FROM EACH OF THE DEPARTMENTS LISTED BELOW. THE TOWN WILL NOT BE HELD RESPONSIBLE FOR LACK OF ACTION ON THE APPLICANT'S BEHALF. BEFORE SIGNOFF, COPIES OF THE RECORDED DECISION, ANY SUPPORTING DOCUMENTATION AND THE APPROVED PLAN SET SHOULD BE SUBMITTED TO THE APPLICABLE TOWN DEPARTMENT.

At the time the authorization for the commencement of construction is requested, the Building Inspector shall designate (by checking the boxes below) which Town Departments/ Officials are applicable to the application. Once all the signatures have been collected by the Applicant, the Building Inspector shall authorize any and all applicable commencement of construction permit(s).

By signing below, the following Town Departments/ Officials agree that the conditions of this permit have been completed and recommend that an application for the commencement of construction be granted:

- ☐ Town Treasurer \_\_\_\_\_
- ☐ Assessor's Department \_\_\_\_\_
- ☐ Board of Health \_\_\_\_\_
- ☐ Conservation Commission \_\_\_\_\_
- ☐ Fire Department \_\_\_\_\_

- ☐ Highway Department \_\_\_\_\_
- ☐ Light Department \_\_\_\_\_
- ☐ Planning Department \_\_\_\_\_
- ☐ Police Department \_\_\_\_\_
- ☐ Water Department \_\_\_\_\_
- ☐ Zoning Board of Appeals \_\_\_\_\_

## Appendix Q - Completeness of Construction Form



**IMPORTANT:** IT IS THE RESPONSIBILITY OF THE PERSON SEEKING AUTHORIZATION FOR PROJECT COMPLETION TO GET A SIGN OFF FROM EACH OF THE DEPARTMENTS LISTED BELOW. THE TOWN WILL NOT BE HELD RESPONSIBLE FOR LACK OF ACTION ON THE APPLICANT'S BEHALF. BEFORE SIGNOFF, COPIES OF THE RECORDED DECISION, ANY SUPPORTING DOCUMENTATION AND THE APPROVED PLAN SET SHOULD BE SUBMITTED TO APPLICABLE TOWN DEPARTMENT.

At the time the final building or site approval is requested, the Building Inspector shall designate (by checking the boxes below) which Town Departments/ Officials are applicable to the application. Once all the signatures have been collected by the Applicant, the Building Inspector shall authorize any and all applicable final project completion permit(s).

By signing below, the following Town Departments/ Officials agree that the conditions of this permit have been completed and recommend that an application for the completion of the project be granted:

- ☐ Town Treasurer \_\_\_\_\_
- ☐ Assessor's Department \_\_\_\_\_
- ☐ Board of Health \_\_\_\_\_
- ☐ Conservation Commission \_\_\_\_\_
- ☐ Fire Department \_\_\_\_\_

- ☐ Highway Department \_\_\_\_\_
- ☐ Light Department \_\_\_\_\_
- ☐ Planning Department \_\_\_\_\_
- ☐ Police Department \_\_\_\_\_
- ☐ Water Department \_\_\_\_\_
- ☐ Zoning Board of Appeals \_\_\_\_\_

## Appendix R - PERMIT MATRIX AND REVIEW TIMEFRAMES

<b>Permit Matrix &amp; Time Frames</b>  ("to hearing" and "final decision" time frames are Statutory)	<b>Planning Board</b>	<b>Zoning Board of Appeals</b>	<b>Board of Health</b>	<b>Building Department</b>	<b>Conservation Commission</b>	<b>Fire Department</b>	<b>Water Department</b>	<b>Historical Commission</b>	<b>Time Frame (to Public Hearing)</b>	<b>Time Frame (Final Decision after Hearing)</b>	<b>Typical Local Time Frame (days)</b>
Building Permit				x					NA	NA	15-30
Demolition <sup>1</sup>				x				x	30	15	30-60
Backflow							x		NA	NA	30
Water Meter Testing/Installation							x		NA	NA	30
Variance		x							65	35	30-60
Special Permits	x	x							65	35	30-90
Notice of Intent (NOI)					x				21	21	60
Erosion Control					x						
Housing Balance Bylaw	x								NA	NA	30
Rate of Development				x					NA	NA	30
Request for Determination of Applicability (RDA)					x				NA	21	30
Certificate of Compliance					x				NA	21	21
Occupancy Permit				x					NA	NA	20-30
Tank Inspection / Removal						x			NA	NA	1-10
Flammable Liquid						x			NA	NA	30
Title V (Septic)			x						NA	45	30
Septic (Installers, Haulers)			x						NA	NA	7-21
Lead/Asbestos Removal			x						NA	NA	30
Food			x						NA	NA	1-2
Tank Install, Removal/Inspection						x			NA	NA	30
All other Zoning Permits				x					NA	NA	30-60
Approval Not Required (ANR)	x								NA	NA	15-30
Preliminary Subdivision	x								NA	45	60-90
Definitive Subdivision <sup>2</sup>	x								45	135	90-180
Site Plan Approval	x								30	60	60-120
Signs				x					NA	NA	15-30

1. Typical Time Frames presume the Applicant undertakes a preliminary discussion with staff and/or other permitting officials.
2. Note that the timeframe for a public hearing to remain open is highly dependant on the scope, scale and nature of the project.
3. "NA" = Not Applicable



#### 4. Appendix S - Telephone and Department Liaison Directory

##### **Board of Health**

Memorial Town Hall  
Health Department  
First Floor,  
One Library Street  
Georgetown, MA 01833  
Deborah Rogers, Health Agent  
Virginia Bacon, Administrative Assistant  
Pamela Lara, Nurse  
(978) 352-5720

##### **Building Department**

Memorial Town Hall  
Building Department  
Second Floor,  
One Library Street  
Georgetown, MA 01833  
Jon Metivier, Building Inspector and Zoning Enforcement Officer  
Glen Clohecy, Alternative Building Inspector  
Mark Unger, Sr., Wiring Inspector  
William Gianacoples, Inspector of Plumbing and Gas  
Linda Valle, Administrative Assistant  
(978) 352 5725

##### **Conservation Commission**

Memorial Town Hall  
Building Department  
Second Floor,  
One Library Street  
Georgetown, MA 01833  
Steven Przyjemski, Conservation Agent  
Susan St. Vincent, Administrative Assistant  
(978) 352 5712

##### **Highway Department**

Public Works Building  
East Main Street,  
Georgetown, MA 01833  
Peter Durkee, Highway Surveyor  
(978) 352 5704

**Economic Development**

Memorial Town Hall  
Second Floor,  
One Library Street  
Georgetown, MA 01833  
Ted Kottcamp, EDC Chairman  
Howard Snder, Staff Liaison  
(978) 352 5713

**Fire Department**

Public Safety Building  
Central Street  
Georgetown, MA 01833  
Albert Beardsley, Fire Chief  
(978) 352 5757

**Historical Commission**

Memorial Town Hall  
Second Floor,  
One Library Street  
Georgetown, MA 01833  
George Perkins, Chairman  
(978) 352-9895

**Light Department**

94 Searle Street  
Georgetown, MA 01833  
David Schofield, Manager  
(978) 352-5730

**Planning Board**

Memorial Town Hall  
Second Floor,  
One Library Street  
Georgetown, MA 01833  
Howard Snyder, Town Planner  
(978) 352 5713

**Police Department**

Public Safety Building

Central Street

Georgetown, MA 01833

Donald Cudmore, Police Chief

(978) 352 5734

**Zoning Board of Appeals**

Memorial Town Hall

Second Floor,

One Library Street

Georgetown, MA 01833

Jon Caldwell, Building Commissioner and Zoning Enforcement Officer

Patty Pitari, Administrative Assistant

(978) 352 5742