

Town of Oak Bluffs, Massachusetts
Office of the Planning Board
P.O. Box 1327
Oak Bluffs, MA 02557

INSTRUCTIONS FOR APPLYING FOR A SPECIAL PERMIT

Dear Applicant:

You may have submitted a plan to the Town's Building Inspector, or had your plan reviewed by the Planning Board and it has been determined that your project requires a Special Permit from the Planning Board. The steps necessary to be heard before a Public Hearing held by the Planning Board are as follows.

1. Fill out a Request for Special Permit Hearing Application from the Planning Board.
2. Fill out the Form indicating under which section(s) of the Zoning Bylaw the Special Permit is being sought. Please state the street address, assessor's map and parcel number(s) of the property. The application may be completed either by the applicant(s) or their agent (with a letter stating such signed by the applicant). The form must also be signed by the property owner, if not the applicant.
3. From the Assessor's Office obtain an **Abutters Parcel List**, which will contain a *Certified Abutter's List*. *Two (2) maps of the parcel(s) and a set of mailing labels*. The fee is \$28.00 payable to the Town of Oak Bluffs.
4. First bring your application package to the Town Clerk's office for a time stamp.
5. Submit the following to the Planning Board:
 - The Planning Board Request for Special Permit Application Form.
 - The Assessor's Parcel List package.
 - A copy of a Deed of Land, Certificate of Title, or Purchase and Sales Agreement for the property in question. (If other than the owner is applying then a copy of a current lease and a Notarized Authorization from the owner is required)
 - A copy of any building permit application (if applicable, to the project) and construction plans filed with the application.
 - A copy of a Board of Health or Wastewater Department approval if there is any change to septic system or wastewater use or flow.
 - Documentation from any other Town Board(s) where review is required.
 - Plans and a summary indicating the use and proposed occupancy of the building or property. A copy of any proposed on site parking plan. If occupancy is limited by Occupancy Permit, Septic Permit, Wastewater Permit or other regulation, please provide a copy with your application.
 - Any other documentation that you feel is necessary and relevant in presenting your case. If you have any questions please consult the Planning Board.
 - A check payable to the Town of Oak Bluffs for **\$500.00**

Once your completed application is received, the Planning Board will schedule a Public Hearing on your request. Under MGL 40A, Section 11, costs incurred for advertising the Public Hearing for two weeks prior to the hearing will be billed to and paid for by the Applicant.



PLANNING BOARD TOWN OF OAK BLUFFS

P.O. Box 1327, Oak Bluffs, MA 02557 | (508) 693-3554, ext. 154
planningboard@oakbluffsma.gov | www.oakbluffsma.gov

REQUEST FOR SPECIAL PERMIT

PLEASE PRINT

Map _____ Parcel _____ Zoning District _____ Date: _____

Street Address _____

Applicant _____

Property Owner _____

Applying for a Special Permit under Sect(s) _____ of the Oak Bluffs Zoning Bylaws.

To The Planning Board:

The undersigned hereby petitions the Planning Board grant a Special Permit or take any action pertaining thereto under the current Zoning Bylaws of Oak Bluffs at the address and map/parcel indicated above. I have included in this application all relevant plans and materials required by the attached instructions. I have forwarded or will forward electronic files of plan.

State briefly the reasons for this application.

Petitioner _____

Agent _____

Mailing Address _____

Email _____

Phone _____



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SPECIAL PERMIT APPLICATION

Applicant Name _____

Mailing Address _____

Telephone _____

Owner's Name _____

Applicant is: Owner Agent Tenant Licensee Prospective purchaser
(Check one and if not owner, include letter from owner giving right to apply on owner's behalf)

Application is submitted under section(s) _____ of the Zoning Bylaws

LOCATION OF PROPERTY

Street Name and Address: _____

Map _____ Parcel _____ Zoning District _____

DESCRIPTION OF PROJECT

Nature of Relief Requested: _____

ATTACHMENTS: Map Site Plan Building Plan Filing Fee Other _____

(See applicable section of the Zoning Bylaws & Rules & Regulations for Special Permits for particular requirements.)

APPLICANT MUST HAVE THE BUILDING/ZONING INSPECTOR REVIEW AND SIGN THIS APPLICATION PRIOR TO SUBMITTING IT TO THE PLANNING BOARD

Reviewed by the Building/Zoning Inspector _____

Applicable Section of the Zoning Bylaw(s) _____

Date: _____