



## UXBRIDGE PLANNING BOARD

### SPECIAL PERMIT APPLICATION CHECKLIST

1. **General.** Any person who submits a Special Permit application to the Planning Board for approval shall file with the Board the following, no later than 28 days prior to the meeting date:
  - a. An original drawing of the Plan, dark line on white background and 14 copies\* of the plans.
    - Town Clerk (one 11" x 17" size plan)
    - Planning Board (one large size plan for main file and six 11" x 17" size plan)
    - Engineering Review Company (one large size plan, application, drainage/storm water report);  
*\*Applicant must provide plan directly to Engineering Review Company*
    - Department of Public Works/Public Safety Committee (one large size plan)
    - Building Department (11" x 17" size plan)
    - Board of Health Department (11" x 17" size plan)
    - Conservation Commission \*(if within wetlands proximity; 11" x 17" size plan)
    - Historical Commission \*(if within the Historical District; one 11" x 17" size plan)
  - b. Applicant must send an electronic file of the application and all versions of the original drawing(s)/plan(s) to [planning@uxbridge-ma.gov](mailto:planning@uxbridge-ma.gov) when submitting the application and as revisions are made.
  - c. The Planning Office shall have completed applications & plans time recorded with the Town Clerk's office.
  - d. A \$300 application fee shall be tendered by certified check payable to the Town of Uxbridge;
  - e. A review fee, in accordance with SECTION 7D -Review Fees, shall be tendered by certified check, payable to the Town of Uxbridge;  
Minimums:

|           |            |
|-----------|------------|
| 1-3 Lots  | \$750.00   |
| 4 Lots    | \$1,000.00 |
| 5-10 Lots | \$1,500.00 |
| 11+ Lots  | \$2,500.00 |
  - f. (If applicable:)Two (2) copies of drainage and/or stormwater reports and one (1) electronic copy
  - g. Name of all abutters as they appear in the most recent tax list in the Assessor's database. An abutters list can be accessed by the Town of Uxbridge Assessor's office. Per MGL Chapter 40 Section 11, the abutter list must include the Town of Uxbridge as well as surrounding towns and agencies as populated by the Town of Uxbridge Assessor's office.
  - h. With the application, the applicant shall prepare and deliver to the Planning office, pre-paid and addressed certified return receipt envelopes for each party of interested, applicant, owner, and abutter required to be notified of the public hearing. The applicant shall also deliver First Class stamped envelopes for the Decision Notice that will be mailed to each party. The Planning office shall submit a public legal notice to a local newspaper and mail copies of the public legal notice to parties of interest, applicant, owner(s), abutters, and surrounding towns and agencies via certified return receipt mail. The Planning Office shall also mail copies of the Decision to the applicant and owner(s) and a Decision Notice letter to abutters and surrounding towns and agencies via First Class Mail.



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2. **Contents:** The Special Permit Plan shall be prepared by an engineer or surveyor and shall be clearly and legibly drawn. The plan shall be at a scale of one (1) inch equals forty (40) feet or such other scale as the Board may accept to show details clearly and adequately. Sheet sizes shall preferably not exceed 24" x 36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. *See Subdivision Rules & Regulations for additional information.*

The Special Permit Plan shall contain the following information:

- Special Permit Application name, address, boundaries, north point, date, and scale.
- Name and addresses of record owner, subdivider, and engineer and/or surveyor.
- All proposed lots to show square footage, acreage, frontage, setback lines, proposed buildings, septic, well locations (if Town utilities are unavailable), and approximate wetland boundaries.
- Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the property.
- Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
- Location of all permanent monuments properly identified as to whether existing or proposed.
- Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- Suitable space to record the action of the Board and signatures of the members of the Board (or officially authorized persons).
- Existing and proposed topography at a suitable contour interval as required by the Board.
- Profiles on the exterior lines of proposed streets at a horizontal scale of one (1) inch equals forty (40) feet and vertical scale of one (1) inch equals four (4) feet, or such other scales acceptable to the Board. Reference point for elevations shall be shown.
- Proposed layout of storm drainage, water supply, and sewage disposal systems.
- An Erosion & Sedimentation Control Plan consistent with MA-DEP's Erosion & Sedimentation Control Guidelines for Urban and Suburban Areas of March 1997, with a 2003 reprint, shall be submitted with all applications for a Definitive Plan.
- Plans must include all utilities (electrical, water, sewer, cable, and gas).
- All lots on property must have driveway access from its frontage or proposed way. Exceptions may be granted to avoid a major wetland crossing/disturbance.
- Profiles on the exterior lines of proposed streets at a horizontal scale of one (1) inch equals forty (40) feet and vertical scale of one (1) inch equals four (4) feet, or such other scales acceptable to the Board. Reference point for elevations shall be shown.
- Proposed layout of storm drainage, water supply and sewage disposal systems.
- Plans must include all utilities (electrical, water, sewer, cable and gas).

\* An application and Plan will be deemed incomplete if the preceding components are not included at the time of submission. The Planning Board will not accept or review an incomplete application.

The Planning Department is located in Room 205 at Uxbridge Town Hall, and can be contacted at 508-278-8600 x2013, [planning@uxbridge-ma.gov](mailto:planning@uxbridge-ma.gov)