



CITY OF LEOMINSTER
City Hall- 25 West Street
Leominster, Massachusetts 01453

Office of Planning & Development

APPLICATION FOR SPECIAL PERMIT

Applicant Name: _____
Address _____
Tele./fax/Email _____

Owner Name: _____
Address: _____
Tele. / Fax. /Email: _____

Option Holder Name: _____
Address: _____
Tel: /Fax/ Email: _____

Name of engineer or Surveyor: _____
Address: _____
Tel. / Fax/Email: _____

Registry of Deeds: Book _____ Page _____ Map _____ Parcel _____

Location and Description of Property _____

Zoning District: _____ City Water? Yes/ No City sewer? Yes/ No

**Property owner's certification: I/we hereby that the applicant (s) cited above have been
Authorized by me/us to file this application with the Planning Board on property
that I/we own.**

Signature of Owner(s) _____ Date: _____

Signature of Applicant _____ Date: _____

FEE; \$200.00 plus \$2.00 for each parking space and \$225.00 for required legal advertisement.
Non-refundable

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SPECIAL PERMIT CHECKLIST

- 1- Original and 3 copies of the application form completely filled out.
Must be time stamped in the Clerks Office before coming to the Planning Department
- 2- A cover letter that gives a detailed description of the project
- 3- File one copy of the application with the City Clerk in accordance with the requirements of Section 2.1.
Applicant will retain one copy.
- 4- Fifteen (15) copies of a plan and a certified abutter's list to be filed with the Planning Department. *The Assessor's Office provides the certified list*
- 5- AutoCAD format of the plan which is compatible with the CITY'S GIS SYSTEM
- 6- Applicant to provide enough envelopes for two complete mailings, labeled, addressed and stamped with the abutter's addresses so that the Planning Department can notify the abutter's of the hearing and decision.
Count from abutter's list and six for the surrounding towns times two for two separate mailings.

In accordance with the provisions of Section 22-11(c) of the Leominster Zoning Ordinance, the undersigned hereby requests that a Special Permit be granted for the purpose of constructing a building on a lot abutting an unaccepted street.

CASH or check payable to the CITY OF LEOMINSTER

\$200.00 for application

\$225.00 for legal advertising

\$2.00 for each parking space

CAN BE INCLUDED IN ONE CHECK - **NON-REFUNDABLE**

Certified List of abutter's. This list must have names and addresses obtained from the:

The ASSESSOR'S OFFICE.

The applicant to provide labeled, addressed envelopes and postage affixed to cover the expense notifying parties in interest or the hearing and decisions.

The total of envelopes needed is determined by the abutter's list times 2 and 12 envelopes for surrounding towns. This is for two mailings. Please, no return addresses on the envelopes.