



**TOWN OF DOUGLAS
COMMON DRIVEWAY
SPECIAL PERMIT APPLICATION FORM**
Pursuant to Section 6.3 & 9.3 of the Douglas Zoning Bylaw

OFFICE USE ONLY
APPL No. _____
SUBMITTED _____
FEE _____

I. Applicant Information

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State Zip Code
Telephone Number	Fax Number Email Address
Other Comments	

II. Representative Information

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State Zip Code
Telephone Number	Fax Number Email Address
Other Comments	

III a. Owner #1 Information

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State Zip Code
Telephone Number	Fax Number Email Address
Other Comments	

IV a. Site #1 Information

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town		State	Zip Code



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Other Comments

III b. Owner #2 Information

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State Zip Code
Telephone Number	Fax Number Email Address

Other Comments

IV b. Site #2 Information

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town		State	Zip Code

Other Comments

III c. Owner #3 Information

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State Zip Code
Telephone Number	Fax Number Email Address

Other Comments

IV c. Site #3 Information

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
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III d. Owner #4 Information

Organization Name	Contact Person	
Street Address	Additional Address	
City/Town	State	Zip Code
Telephone Number	Fax Number	Email Address
Other Comments		

IV a. Site #4 Information

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town	State	Zip Code	
Other Comments			

V. General

a.) Reason for Common Driveway:

<input type="checkbox"/> Public Safety	<input type="checkbox"/> Retention of Physical Land Characteristics
<input type="checkbox"/> Minimize Wetland Impacts	<input type="checkbox"/> Mitigation of Environmental Impacts
<input type="checkbox"/> Other (please indicate): _____	

b.) No. of lots being served (3 or 4): _____

c.) Driveway Construction:

- 1.) Length of Driveway (feet) _____
- 2.) Width of Driveway (feet) _____
- 3.) Top material & thickness: _____
- 4.) Base material & thickness: _____
- 5.) Sub-base material & thickness: _____
- 6.) Maximum grade of Driveway (%): _____



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VI. Submittal Requirements
Does the proposed project meet the following conditions?

- | | | |
|--|------------------------------|-----------------------------|
| 1) Have abutters within 300-feet of the subject properties been notified as required by the State Zoning Act, Chapter 40A, Section 9 – Special Permits? (section 6.3.4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) Has a plan been prepared, which accompanies this submittal, at a suitable scale to show the scope and intent of the proposed project. (section 6.3.4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Have (1) one original and (9) nine copies of this complete submittal been transmitted to the Planning Board? (section 6.3.4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Do the lots to be served have at least the minimum required frontage on a town way as required by the zoning bylaw for the district they are in? (section 6.3.5.1) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Lots to be served by common driveway must meet the dimensional standards of the Zoning By-Law in effect at the time they were created. (section 6.3.5.2) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Does the proposed common driveway lie entirely within the properties being served thereby? (section 6.3.5.3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7) Does the Common Driveway grade exceed 10% at any location along the driveway? (section 6.3.5.4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8) Is the Driveway centerline intersection with the street less than 45 degrees? (section 6.3.5.5) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9) Does the Common Driveway have a minimum cleared width of eighteen (18) feet if less than or equal to three hundred (300) feet in length , and twenty-two (22) feet if greater than 300 feet in length (section 6.3.6.1) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10) Is the driveway length less than 300-feet? (section 6.3.6.1) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10A) Does the Common Driveway have a minimum cleared width of twenty-two (22) feet in width? (section 6.3.6.1) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11) Is the driveway constructed with a durable material that is graded suitably to ensure that erosion and stormwater flow is kept from flowing onto adjoining properties? (section 6.3.6.2) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



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12) Is a paved apron of at least 20-feet in length proposed at the street: driveway intersection? YES NO
(section 6.3.6.3)

13) Is parking prohibited on the common portion of the driveway? YES NO
(section 6.3.6.4)

14) Have documents been included in this submittal demonstrating that through easements, restrictive covenants or other appropriate legal devices that the maintenance, repair, snow removal and liability of the common driveway shall remain perpetually the responsibility of the private parties or their successors-in-interest? YES NO
(section 6.3.7.)

15) Documents in Item 14 will be recorded at the Worcester County Registry of Deeds and a copy of these documents will be provided to the Planning Board prior to the issuance of a building permit. YES NO
(section 6.3.7.1)

16) Has a proposed covenant been included in this submittal between the Owner and Developer and the Town prohibiting the issuance of an occupancy permit for any structure to be served by the common driveway until such time that the common driveway has been constructed in accordance with this bylaw? YES NO
(section 6.3.7.2)

17) Are Taxes Current on the Property? YES NO



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Section 9.3 Special Permits of the Zoning Bylaws

Section 9.3.2 Criteria

Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this by-law, the determination shall include consideration of each of the following:

Has a narrative describing the items below been submitted?

- 1) Traffic flow and safety, including parking and loading; (section 9.3.2.1) YES NO
- 2) Social, economic, or community needs which are served by the proposal (section 9.3.2.2) YES NO
- 3) Adequacy of utilities and other public structures; (section 9.3.2.3) YES NO
- 4) Neighborhood character and social structures; (section 9.3.2.4) YES NO
- 5) Impacts on the natural environment; (section 9.3.2.5) YES NO
- 6) Potential fiscal impact, including impact on town services, tax base, and employment. (section 9.3.2.6) YES NO



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VII. FEES

The fees for work proposed under this Special Permit Application shall be in accordance with the Town of Douglas Fee Schedule for Special Permit Applications.

Applicants must submit the following information with fee payment:

Fee Calculations _____

Check Number _____ Check date _____

Payor name on check _____ Applicant name (if different from payor) _____

Administrative Filing Fee:	Base:	\$250
No. of property Abutters: _____ x \$7.33/EA = _____		
TOTAL ADMIN FEE: _____		

Applicants must submit the following information with fee payment:

Project Review & Inspection Fee Calculations:

\$200.00 per lot serviced by the Common Driveway,

Number of lots = _____ x \$200.00 for a total of \$_____ review & inspection fee

Total amount: \$_____

III) Total Application Fee:

I) ADMIN TOTAL: \$ _____

II) REVIEW TOTAL: \$ _____

TOTAL FEE: \$ _____

* Please make all checks payable to the Town of Douglas *



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Note: Any fees determined to be refundable by the Board having jurisdiction over these fees and the Town Accountant will be returned to the ORIGINAL APPLICANT ONLY- regardless of who funded the application or whose name is on the check.



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VIII. SIGNATURES

I hereby certify under the penalties of perjury that the foregoing Special Permit Application and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Planning Board will place notification of this Submittal in a local newspaper at the expense of the applicant in accordance with the requirements of the State Zoning Act.

I further certify under penalties of perjury that a current list of all abutters and other relevant parties of interest were provided to the Planning Board office with current mailing addresses. These parties will be notified by the Douglas Planning Board pursuant to the requirements of the State Zoning Act. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 300 feet of the property line of the project location.

Signature of Applicant	Date
Signature of Property Owner #1	Date
Signature of Property Owner #2 (if different)	Date
Signature of Property Owner #3 (if different)	Date
Signature of Property Owner #4 (if different)	Date