



**CITY OF PEABODY  
PEABODY CITY COUNCIL  
ACTING AS THE SPECIAL PERMIT GRANTING AUTHORITY**

**\$75.00 FILING FEE**

Date \_\_\_\_\_

Ward \_\_\_\_\_

**APPLICATION FOR SPECIAL PERMIT**

**TO THE CITY COUNCIL OF THE CITY OF PEABODY:**

The undersigned hereby petitions the Peabody City Council for a Special Permit as follows:

1a. Name, Address and Telephone No. of Petitioner \_\_\_\_\_  
\_\_\_\_\_

1b. Address of Property \_\_\_\_\_

1c. Zoning Classification \_\_\_\_\_ Assessors Map No. \_\_\_\_\_ Parcel \_\_\_\_\_

1d. **ATTACH A CERTIFIED PLOT PLAN OF THE PROPERTY.  
ATTACH PRINTOUT FROM CITY COLLECTOR OF TAX STATUS IF APPLICANT IS ALSO  
THE OWNER OF LAND.**

2. Name & Address of owner of land \_\_\_\_\_  
\_\_\_\_\_

3. If petitioner is not owner, state interest or status of petitioner in land, attaching any copy  
of purchase & sale agreement \_\_\_\_\_

4. If petitioner is the owner of land, state the date of acquisition of property and the name of  
person from whom title was acquired \_\_\_\_\_

5. State the specific provisions of the zoning ordinance in which you are filing under \_\_\_\_\_  
\_\_\_\_\_

6. State use for which the Special Permit is sought \_\_\_\_\_  
\_\_\_\_\_

(Section 4.4.1 "the use for which the permit is sought will satisfy a desirable local need, that its design and appearance will not be injurious to the established or future character of the vicinity and the neighborhood and that it shall be in harmony with the general purpose and intent of the revised zoning ordinance-1978, as amended")

7. Describe the land affected attaching a plan complying with the Zoning Ordinance, specifically Section 4.4 Special Permit Uses, 4.4.1 General Requirements (a) and Section 4.4.2 Site Plan Requirements. Specifically indicate the title of plan and

date of plan being submitted with the application. \_\_\_\_\_.

8. The successors agree for themselves, their successors in title, and assigns to comply continuously with such conditions, limitation, and safeguards as may be specified by the City Council of the City of Peabody acting as the Special Permit Granting Authority, and that failure to comply or failure to use said lot or building (if any) for the purpose above specified shall constitute a violation of and make void any Special Permit issued pursuant hereto.

9. CERTIFIED LIST OF ABUTTERS MUST BE ATTACHED SIGNED BY THE BOARD OF ASSESSORS.

10. PLEASE FILL OUT THE REVERSE SIDE, SPECIAL PERMIT GENERAL USE INFORMATION.

11. A total of **18 copies** of this application are to be filed with the City Clerk's Office for the City Council. **A copy will be filed with the Planning Board, Conservation Commission, Community Development Department, Board of Health, Department of Public Services, Fire Department, Police Department and Licensing Board for their review and comment to the City Council.**

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12. SPECIAL PERMIT GENERAL USE INFORMATION.

**A. THIS IS A MANDATORY REQUIREMENT OF THE SPECIAL PERMIT GRANTING AUTHORITY. NO APPLICATION WILL BE ACCEPTED WITHOUT THE FOLLOWING.**

**A detailed, written description consisting of 300 words or less of the proposed request shall be attached to the application as part of the Special Permit filing process. The application will not be accepted without said written description.**

B. Is the proposed use to be located within an existing building. \_\_\_\_\_.

If yes, describe where \_\_\_\_\_.

If the proposal involves new construction, describe what that new construction

is \_\_\_\_\_.

Type of building materials to be used \_\_\_\_\_.

What kind of outdoor lighting is being proposed and indicate on site plan

\_\_\_\_\_. Described any changes to outdoor lighting

including new fixtures and types \_\_\_\_\_.

Will there be generators, compressors or air conditioning units installed Yes/No

If so, describe type and location and indicate on site plan

\_\_\_\_\_.

\_\_\_\_\_.

Will there be deliveries Yes/No. If so, describe the type of vehicles to be making deliveries and

type of products to be delivered \_\_\_\_\_.

Are any variances required from the Zoning Board of Appeals. Yes/No

If yes, please describe what zoning relief you are seeking \_\_\_\_\_

\_\_\_\_\_.

Have you applied to the ZBA to date Yes/No. If yes, what is the status \_\_\_\_\_.

If no, when do you plan on filing seeking their approval \_\_\_\_\_.

Are any approvals required from the Conservation Commission. Yes/No

If yes, please describe in detail what is required from the ConCom \_\_\_\_\_

\_\_\_\_\_.

Have you applied to the ConCom to date Yes/No. If yes, what is the status \_\_\_\_\_.

If no, when do you plan on filing seeking their approval \_\_\_\_\_.

Are any approvals required from the Planning Board Yes/No.

If yes, please describe in detail what is required from the Planning Board \_\_\_\_\_

\_\_\_\_\_.

Have you applied to the Planning Board to date Yes/No If yes, what is the status \_\_\_\_\_.

If no, when do you plan on filing seeking their approval \_\_\_\_\_.

Will there be blasting required during any site preparation. Yes/No

Will you removing any kind of earthen material from the site. Yes/No

Will you bring in any kind of earthen material on site. Yes/No If Yes, describe the type and  
origination of fill \_\_\_\_\_.

Will it be necessary to obtain any permits from a State agency. Yes/No If Yes,  
from whom and what kind of permit \_\_\_\_\_.

Have you made an application on the same to date Yes/No.

If yes, what is the status \_\_\_\_\_.

If no, when do you plan on seeking their approval \_\_\_\_\_.

C. Business hours of operation \_\_\_\_\_

\_\_\_\_\_.

D. Construction hours of operation \_\_\_\_\_

\_\_\_\_\_.

E. Total number of off street parking spaces; existing or proposed \_\_\_\_\_.

F. Total number of vehicles to be parked on site \_\_\_\_\_.

Type of vehicles used in your daily operation \_\_\_\_\_.

Will said business vehicles be parked overnight on site Yes/No. If yes, where \_\_\_\_\_.

G. Number of employees, total and by shift (if applicable) \_\_\_\_\_.

H. Location of dumpster, if any \_\_\_\_\_.

I. Type of indoor/outdoor storage of materials \_\_\_\_\_.

J. Location and Type of Loading/Unloading Facilities \_\_\_\_\_.

#### **FILING REQUIREMENTS:**

- **The Special Permit application must be in the name of the individual/s or business entity that will be operating the use being applied for.**

1. Before submitting said application to the City Clerk, the following shall be included:
  - (a) An application fee for seventy-five dollars (\$75.00)
  - (b) Legal advertisement fee to be determined at the time of application.
  - (c) Pre-application approval by the Building Inspector indicating the application is valid.
  - (d) Eighteen (18) legible copies of a site plan and/or Building Permit Plan must be submitted showing the land affected where new construction is planned or any alterations to the exterior of an existing building signed and stamped by a registered architect or professional engineer.
  - (e) Certified plot plan of the location.
  - (f) A detailed, written description consisting of 300 words or less of the proposed request shall be attached to the application as part of the Special Permit filing process if item 12-A on the application is not completed. The application will not be accepted without said written description.**
  - (g) Statement from the City Collector that all taxes are paid up to date (only if property owner is applicant)
  - (h) A list of abutters of the property affected, including their names and addresses, which shall be obtained from the Office of the City Assessor and which shall be certified by said Board or their designee. If the radius covers any portion of land in an adjacent city or town, then a list of abutters must be obtained from the Office of the Assessor of that city or town and certified by said Board.
  - (i) Signature of the applicant shall appear on all eighteen (18) copies of the application.
  - (j) Before being forwarded to the City Council, all applications and plans shall be time stamped by the City Clerk showing the time and date received.
  - (k) When the above is completed, the application shall be placed on the next City Council agenda and presented to the City Council for a public hearing to be established, or any other action as deemed appropriate by the said City Council. The application must be submitted to the City Clerk no later than Noontime on the day the Council agenda is prepared for the Council's next scheduled meeting.

2. **Any application which failed to meet the above requirements shall not be assigned a public hearing by the City Council.**

- **Section 17 of the Rules of Order of the Peabody City Council.**  
**No application for a license or permit shall be entertained by the council until all other permits and approvals required to be obtained from other governmental entities have been obtained and the applicant so certifies to the council.**

#### **CONDITIONS AND TERMS OF APPROVAL**

- 20 day appeal period upon the filing of the Special Permit decision in the City Clerk's Office.
- Special Permit decision must be displayed on the business premises for public inspection.

- The Special Permit decision must be filed at the Registry of Deeds where applicable
- There shall be no transfer of this Special Permit until written approval of the same is obtained from the Special Permit Granting Authority, or its Designee. The Building Inspector will notify the City Council in writing of the new potential owner and/or operator of the proposed business looking to operate under the previously approved Special Permit.
- An agreement shall be entered into with the Building Inspector to meet all conditions on a Special Permit within a specified time frame.
- If the petitioner requests a postponement or recess of the Special Permit public hearing, the City Council shall take formal action to approve said request. If the request is denied, the applicant shall be prepared to go forward with the Special Permit hearing. If the City Council approved said request, the petitioner must re-notify abutters of the re-scheduled hearing day by "registered return receipt" mail. Those receipts must be returned to the City Clerk at least seven (7) days prior to the hearing. The City Clerk shall send the initial notice to abutters of the scheduled public hearing by regular mail.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

FAX No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**I hereby assign and affirm that I am aware of the Special Permit application being filed on behalf of the applicant, and that under the rules and regulations of the Special Permit Granting Authority, my representative or I must be in attendance at the Special Permit public hearing scheduled by the Peabody City Council.**

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

PRINT NAME OF PROPERTY OWNER \_\_\_\_\_