

# SPECIAL PERMIT APPLICATION

## TO THE NEWTON CITY COUNCIL

The undersigned hereby makes application for permit to erect and use, to alter and use, or to make such uses as may be hereinafter specified of a building or buildings at the location and for the purpose hereinafter specified under the provisions of Chapter 30 of the Revised Ordinances, 2015, as amended, or any other sections

### PLEASE REFERENCE SECTIONS OF THE ORDINANCES FROM WHICH RELIEF IS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_

- PETITION FOR:**  Special Permit/Site Plan Approval  
 Extension of Non-conforming Use and/or Structure  
 Site Plan Approval

STREET \_\_\_\_\_ WARD \_\_\_\_\_

SECTION(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

APPROXIMATE SQUARE FOOTAGE (of property) \_\_\_\_\_ ZONED \_\_\_\_\_

TO BE USED FOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CONSTRUCTION: \_\_\_\_\_

EXPLANATORY REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned agree to comply with the requirements of the Zoning Ordinance and rules of the Land Use Committee of the City Council in connection with this application.

**PETITIONER (PRINT)** \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ Email \_\_\_\_\_

**ATTORNEY** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ Email \_\_\_\_\_

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

Planning & Development  
Department Endorsement

# CITY OF NEWTON

## INSTRUCTIONS FOR FILING APPLICATIONS FOR PERMITS UNDER THE ZONING LAW (CHAPTER 30)

1. The Inspectional Services Department determines whether a special permit is necessary.
2. If a special permit is necessary, the Petitioner meets with the Planning & Development Department to discuss the petition and the requirements for his/her particular petition; an application and instructions for filing a special permit petition may be obtained from the Planning Department or the Clerk of the City Council.
3. Upon completion of the application and required plans, Petitioner returns to the Department of Planning & Development for approval and endorsement of application, after which it may be filed with the Clerk of the Council's office with a filing fee (please see below.)

### THE FOLLOWING MUST BE INCLUDED WHEN FILING

1. Four (4) copies of the completed petition.
2. Site Plans: Fifteen (15) sets (11"x17"). These plans must be accurately drawn at a scale of 1" = 40' or 1" = 20' and contain the stamp of a Registered Engineer or a Land Surveyor. Such site plan shall show on the petitioned lot or lots (where applicable) "...all existing and proposed buildings, structures, parking stalls, aisles, driveway openings, driveways, service areas and other open uses, all facilities for sewage, refuse and other waste disposal, water, electrical and telephone facilities, surface water drainage, topography and all landscape features such as fences, walls, planting areas, including quantity, type and size of plant materials, walks, lighting facilities and free-standing signs." Plans shall include Petitioner's name, date of plan, scale and name of person drawing the same. Plans must show boundary lines and lot areas of lots and adjacent to Petitioner's lot, as well as the location of any and all buildings."
3. Where applicable, architectural rendering showing building elevations, facade treatment, and typical floor plans illustrating unit types for residential use, or proposed interior layout for commercial or other uses.
4. A copy of site plan as described above must be filed with the City Engineer, and when applicable, the Fire Department, at the time of presentation to the Clerk of the Council of the application and accompanying plans.

### FEES (REFERENCE SEC.17-3 - MADE PAYABLE TO THE CITY OF NEWTON)

(1) Special Permits and/or Site Plan Approval; Extension of non-conforming use/structure:	
a. Residential Districts	\$350
plus \$100 for each new residential unit proposed with max of	\$2,500
b. Business, Mixed Use and Manufacturing Districts	\$750
c. Accessory Apartments	\$250
d. Signs (all districts)	\$350
(2) Change of zone petitions	\$350
(3) Offers for City-owned land (all Districts)	\$250
(4) Application for Administrative Site Plan Review ( <b>Planning Department</b> )	\$350