

For Planning Board use:

Date Filed with Town Clerk: \_\_\_\_/\_\_\_\_/20\_\_

Date Filed with Planning Bd: \_\_\_\_/\_\_\_\_/20\_\_

**TOWN OF ALFORD  
PLANNING BOARD**

**SPECIAL PERMIT APPLICATION**

**1. APPLICANT** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone No. \_\_\_\_\_

**2. PROPERTY OWNER(S)** (if different from above)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone No. \_\_\_\_\_

**3. PROPERTY ADDRESS** \_\_\_\_\_

Located in \_\_\_\_\_ District; Property Tax Map # \_\_\_\_; Lot/Parcel No. \_\_\_\_ Deed

Reference: Book: \_\_\_\_ Page: \_\_\_\_

**4. List All applicable Zoning By-Law Sections:** \_\_\_\_\_

\_\_\_\_\_

**5. Summarize the proposed project (attach detailed explanation if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**6. GROSS FLOOR AREA** of proposed completed project: \_\_\_\_\_

**7. List all other Town, State, or Federal Permits Required:** \_\_\_\_\_

\_\_\_\_\_

**I hereby certify that the information contained in this application is true and complete:**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** This application shall not be deemed to have been submitted to the Planning Board until all required documentation and fees have been delivered to the Planning Board at a scheduled meeting. **IN ADDITION, THIS APPLICATION FORM MUST BE STAMPED AS RECEIVED BY THE TOWN CLERK PRIOR TO BEING SUBMITTED TO THE PLANNING BOARD.**

## **SUMMARY OF REQUIREMENTS – See Zoning Bylaw Section 10.3**

**Emailed Application:** In addition to the hard-copy submittal requirements, the Planning Board requests that a copy of the Application, the site plan, and all materials submitted with the Application, be submitted in electronic form.

**For the Application:** Five (5) copies of the application and the plan must be submitted to the Planning Board.

**Required Plan:** See Zoning Bylaw Section 10.4.5 for technical requirements of plan.

**Filing Fee:** A filing fee of \$250.00 is requested to defray publication and other costs.

<b>Plan must include:</b>		(Box for Planning Board use only)
<b>10.4.5:</b> Site plans shall be submitted on 24-inch by 36-inch sheets. Plans shall be Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of 1" = 40'. The contents of the site plan shall be the following:		
<b>a.</b>	Locus plan showing the entire alteration nor project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the Planning Board.	
<b>b.</b>	Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, and proposed open space areas.	
<b>c.</b>	Topographical and drainage plan, which shall contain the existing and proposed final topography at two-foot intervals, the location of wetland and floodplain areas, and proposed stormwater management plans, if applicable.	
<b>d.</b>	Architectural elevations of all proposed buildings.	
<b>e.</b>	Landscaping plan, showing the limits of work, existing tree lines, and proposed landscaping features or improvements such as screening with size and type of stock for each shrub or tree.	