

## SUMMARY OF SPECIAL PERMIT FILING REQUIREMENTS

- A filing fee of seven hundred dollars (\$700.00), two hundred dollars (\$200.00) of which will be used to cover the cost of advertising the required legal notice. The fee is payable in cash or check (made payable to the City of Woburn);
- Two (2) sets of mailing labels for all “parties in interest” as defined by M.G.L Chapter 40A, Section 11, The list of “parties in interest” used to create the mailing labels must be certified by the Woburn Assessors’ Office;
- Thirteen (13) copies of the special permit application form signed by all property owners and the applicant, if different;
- One (1) copy of the Surveyor’s Certificate (Form ES-1);
- Certification form from the City’s Treasurer/Collector indicating there are no unpaid real estate taxes, municipal fees, liens or other municipal charges outstanding or unpaid; and
- Thirteen (13) copies of a plan printed on 24x36 or 30x40 which shall be dated (and which shall include the dates of all revisions, if any) and which shall contain the following information:
  - The name of the petitioner and of the owner(s);
  - The name of the person who drew the plan and the signature and stamp of a registered land surveyor or registered professional engineer;
  - Existing and proposed buildings;
  - Existing and proposed contour elevations in two foot increments;
  - Parking area and utilization;
  - Driveways and access to site;
  - Facilities for vehicular and pedestrian movement;
  - Drainage system and calculations;
  - The location, capacity, and projected usage of facilities;
  - Landscaping, including trees to be retained and removed;
  - Exterior lighting;
  - Loading and unloading facilities; and
  - Provisions for adequate refuse removal and snow storage/removal.