



LAND USE BOARD: MAIN APPLICATION

The following application is made to the City of Lowell Division of Development Services in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Chapter 270, Zoning Code.

1. Application Information **Date:** _____

Address of Property Location: _____

Owner: _____ Telephone No. _____ Email: _____

Address (if different) _____ City: _____ State: _____ Zip Code: _____

Second Owner (if applicable): _____ Telephone No. _____ Email: _____

Address (if different) _____ City: _____ State: _____ Zip Code: _____

Applicant: (If different from Owner): _____ Telephone No: _____

Email: _____ Title (Tenant/Lessee/Purchaser/Etc.): _____

Address _____ City: _____ State: _____ Zip Code: _____

Owner's Agent (if applicable): _____ Telephone No. _____

Email: _____ Title: (Attorney/Architect/Contractor/Etc.): _____

Address _____ City: _____ State: _____ Zip Code: _____

2. Please check all Board/Commission Approval(s) sought:

___ The applicant is requesting the following from the Planning Board (Please also complete and attach the appropriate form)

- ___ Site Plan Review (See Site Plan Review Supplement Form)
- ___ Special Permit (See Main Special Permit Supplement Form)
- ___ Preliminary Subdivision Approval (See Preliminary Subdivision Supplement Form)
- ___ Definitive Subdivision Approval (See Definitive Subdivision Supplement Form)
- ___ Planned Residential Development
- ___ Endorsement of a Plan thought not to Require Approval (ANR) (See Main Special Permit Supplement Form)
- ___ Repetitive Petition (See Main Special Permit Supplement Form)

___ The applicant is requesting the following from the Zoning Board (Please also complete and attach the appropriate form)

- ___ Special Permit (See Main Special Permit Supplement Form)
- ___ Variance (See Variance Supplement Form)
- ___ Appeal of Building Commissioner's Determination

___ The applicant is requesting approval from the Historic Board (Please also complete and attach the appropriate form):

- ___ Downtown District
- ___ Acre District
- ___ Other Neighborhood District - Please Specify: _____

___ The applicant is requesting the following from the Conservation Commission (Please also complete and attach the appropriate form):

- ___ Request for Determination of Applicability (RDA)
- ___ Notice of Intent (NOI)

_____ Abbreviated Notice of Resource Area Delineation (ANRAD)
_____ Certificate of Compliance (COC)
_____ Other (Please Specify): _____

3. Property Information (Applies to Planning Board and Zoning Board applicants only):

Zoning District of Property: _____

Type of Structures (Existing and Proposed on Property):

Residential: E_____ P_____ Commercial: E_____ P_____ Industrial: E_____ P_____

Institutional: E_____ P_____ Other: _____

Parking Spaces: Existing _____ Proposed _____ Estimated Project Cost: _____

Land Area Square Feet: _____ Building Area Square Feet: _____

Number of Stories: _____ Number Of Dwelling Units: E_____ P_____ Ave. Unit Size (sqft) _____

Occupied: _____ Partially Occupied: _____ Vacant: _____ Vacant Land: _____

4. Notification Requirements: Mailing of Abutter Notices

All applicants will be responsible for submitting abutters notice mailings to meet notification requirements under MGL Ch. 40A. Certificate of Mailing(s) notice shall be submitted to Development Services staff at least two weeks prior to the scheduled public hearing. It is the applicant/petitioner's responsibility to obtain a list of certified abutters and must apply for the list with the Assessor's Office. The Assessor's Office will prepare and certify the list of abutters located within a 300-foot radius*. The applicant will be notified by the Assessor's Office when the list is ready. There is an administrative fee for the certified abutters list.

Request for Permit Signs

All of the following applications are required to post a Request for Permit Sign:

- Special Permit, Site Plan Review and Subdivision Applications from the Planning Board
- Special Permit and Variance Applications from the Zoning Board of Appeals
- New Construction Projects from the Historic Board

Request for Permit Signs must meet the following standards:

- The sign shall include the following information:
NOTICE: REQUEST FOR PERMIT
Address of Property:
Type of Permit: (special permit, site plan review, subdivision, variance, etc.)
Specific information about the project: (type of use, number of units, size of commercial space, etc.)
Proposed Use of Property:
Date, Time and Place of a Public Hearing.
For additional information, contact the City of Lowell at:
Division of Development Services, City Hall, Room 51, 375 Merrimack Street, Lowell, MA 01852
Phone: (978) 674-4252,
City Website: www.lowellma.gov
- The sign shall include a copy of the site plan or plot plan submitted with the permit application.
- The sign shall be made of wood or metal. Size of said sign shall be a minimum of 3 feet by 4 feet.
- The applicant shall notify the City of Lowell in writing that the sign has been erected and where located.
- The sign shall be posted 14 days prior to the opening of the public hearing.

Submit all required materials to:

Division of Development Services, City Hall, Room 51, 375 Merrimack Street, Lowell, MA 01852

NOTE: Projects greater than 1 acre (43,560 square feet) is required to apply for a NPDES Permit. Please refer to <http://cfpub.epa.gov/npdes/> for more information.

* Radius is different for Linear Projects or projects on land greater than 50 acres filing a Notice of Intent. If falling under this, please discuss with Development Services prior to ordering an Abutters List from the Assessors Office.

DEVELOPMENT SERVICES DIVISION

TAX STATUS CERTIFICATION

Master Parcel Address: _____

Property Owner: _____

Municipal Charge Liens for fees/ violations:

_____ No Outstanding Charge Liens

_____ Charge Lien Outstanding

_____ Charge Lien Paid, Not Yet Discharged Date Paid: _____

Clerk Initials: _____

Date: _____

TREASURERS OFFICE USE ONLY

_____ Taxes are current on the property

_____ Customer has made a payment plan and is current on payments

_____ Customer is in TAX TITLE and has NOT made any payment plan with the Treasurer

_____ Water and Sewer are current on this property

_____ Parking Tickets/Excise Tax on this customer are current

OTHER: _____
