



William Bailey, Thomas Linnehan  
Chairman

## SPECIAL PERMIT: MAIN SUPPLEMENT

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.

Property Location: \_\_\_\_\_

### 1. Please check all that apply:

The applicant is requesting a special permit from the Zoning Board under:

- Section 4.3.4 (Home Occupation)
- Section 4.5 (Nonconforming Uses and Structures)
- Section 5.2.3 (Construction Near Wetlands)
- Section 6.1.4 (Parking Requirements)
- Section 6.1.5 (Parking Reduction: Restaurants)
- Section 6.1.10 (Curb Cut)
- Section 6.1.11 (Lot Solely for Off-street Parking in a Residential District)
- Section 7.5 (Removal of Material)
- Section 7.7 (Narcotic Detoxification and/or Maintenance Facilities)
- Section 7.9 (Wind Energy Facilities)
- Section 8.3 (Residential Development in the HRC Zoning District)
- Section 9.2.3 (Artist Live/Work)
- Article 12 (use by special permit):

Please Specify: \_\_\_\_\_  
Development in (\_\_\_\_) District

The applicant is requesting a special permit from the Planning Board under:

- Section 3.3.1(5) (lots over city boundaries)
- Section 5.1.1.7 (Frontage Reduction)
- Section 5.1.10 (lot width)
- Section 5.2.9 (large SSF lots with reduced frontage)
- Section 6.1.6 (parking facilities)
- Section 6.6 (refuse containers)
- Section 6.7 (driveway dimensions)
- Section 8.1 (building conversion)
- Section 9.4 (Neighborhood Character Special Permit)
- Article 12 (use by special permit), which includes the following:  
(\_\_\_\_) Unit Development in (\_\_\_\_) District

### 2. Other Required Review(s)

\*The applicant shall be required to also fill out the appropriate application addendum for any other relief being sought from a City of Lowell Board.

### 3. Special Permit Submittal Requirements

- A. Completed Main Application and Site Plan Review Supplement (this form)
- B. One original of adequate plans to allow the Board to address the project and the standards for issuing the permit. Plans must meet the standards outlined in the City of Lowell Zoning Code (the only exception to this is for requests related solely to Special Permits for signage – Please see ZBA: Signage Addendum). In general, Plan(s) shall be drawn at a scale 1" = 20" on one full size plans set (24" by 36" sheets) with the rest as half size plans. Plans shall be drawn by a registered land

surveyor, professional engineer, architect or landscape architect, as appropriate.  
Plans shall be submitted on at least the following separate sheets:

- \_\_\_\_\_ Existing Conditions
- \_\_\_\_\_ Proposed Site Layout

The following may also be requested on separate sheets by the Board

- Landscape/Lighting Detail: Location and type of external lighting; Location, type, dimensions and quantities of landscaping and screening.
  - Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal,
  - Elevations/Architectural Plan(s): Architectural plan(s) which shall include the floor plan and architectural elevations of all proposed buildings and/or additions to establish views of the structure or structures from the public way and adjacent properties. (Will be required for projects involving new construction, additions or exterior renovations)
- \_\_\_\_\_ C. Filing fees as established by the Lowell Planning Board, Zoning Board and City Council.
- \_\_\_\_\_ D. A narrative addressing how the project meets the Special Permit Criteria as stated in Section 11.2.3 of the zoning ordinance (please see requirements listed starting on page 3 of this form.)
- \_\_\_\_\_ E. A certified list of abutters within 300 feet of the site (from the City Assessor’s office)
- \_\_\_\_\_ F. One copy of the Deed, Purchase and Sales, Lease or other document that shows the applicant’s relationship to the Property.
- \_\_\_\_\_ G. One copy of the plans and other supporting materials in Portable Document Format (PDF)

NOTE: If submitting drainage calculations or other backup engineering data, only two (2) copies of this information are required, as well as one (1) electronic copy in HYDROCAD file format.

**\*\*\*Impact study(ies) or other documentation may also be requested by the Planning Board**

**4. Authorization (Must be Signed by the Owner of the Property)**

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work that is proposed for my property.

I agree to provide visual evidence of the Request for Permit Sign posted on the project property to Development Services in accordance with the City of Lowell Zoning Ordinance.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

**Submit all required materials to:**

Division of Development Services, City Hall, Rm. 51, 375 Merrimack Street, Lowell, MA 01852  
Phone: (978) 674-4252 or (978) 674-4144  
City Website: [www.lowellma.gov](http://www.lowellma.gov)

**Relevant Regulations Governing Special Permits from the Lowell Zoning Ordinance:**

**11.3.2 Criteria.** Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the city or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this Ordinance, the determination shall include consideration of each of the following:

1. Social, economic, or community needs which are served by the proposal;
2. Traffic flow and safety, including parking and loading;
3. Adequacy of utilities and other public services;
4. Neighborhood character and social structures;
5. Impacts on the natural environment; and
6. Potential fiscal impact, including impact on city services, tax base, and employment.

**11.3.2a Criteria For Special Permits Sought Under Article XII: Table of Uses.** For special permits sought under Article XII: Table of Uses and as outlined in Section 4.2 of this document, the Special Permit Granting Authority will only grant a special permit to a project that is consistent with the goals of the City of Lowell Comprehensive Master Plan. A narrative must accompany each application and provide significant information to address how the project meets these goals. At minimum, the narrative must answer the following:

Criteria for permits being sought under Article XII: Table of Uses must also meet the following:

A. Application to Master Plan:

1. How does this project adhere to, apply, and promote the goals of the City of Lowell Comprehensive Master Plan? Successful projects should present specific connections between the goals of the Master Plan and the projects themselves.

B. Neighborhood Character:

2. How does this project protect and enhance the character of the existing neighborhood? Successful projects should reflect the density, the urban design, the setbacks, height, and landscaping elements of surrounding buildings.
3. How does this project provide for social, economic or community needs?
4. Is the project consistent with the character, materials and scale of buildings in the in the vicinity?
5. Does the project minimize the visual intrusion from visible parking, storage and other outdoor service area viewed from public ways and abutting residences?

C. Environmental Issues:

6. Does the project have any negative impacts on the natural environment?
7. Does the project minimize the volume of cut and fill and the extent of stormwater flow and soil erosion from the site?
8. Does the project minimize the contamination of groundwater?
9. Does the project provide for storm water drainage consistent with the local regulations?
10. Does the project minimize obstruction of scenic views?
11. Does the project minimize lighting glare on abutting properties?

D. Traffic, Access and Safety:

12. How does the project address traffic flow and safety, including parking and loading? Does the project provide adequate parking for visitors to the residences? Will the project impact an area with significant on-street parking demand? Will the project require the loss of on-street public parking for driveway curb cuts?
13. Does the project provide adequate access to each structure for fire and service equipment and adequate utilities?

14. Does the project provide adequate and safe pedestrian and vehicle access through and around the project?

E. Additional Impacts

15. Are there any substantial impacts on public services and utilities?

16. Does the project have any negative fiscal impact on the city, including impact on city services, schools, tax base, and employment?

17. Does the project comply fully with the Zoning Ordinance, including parking, signage, landscaping, open space requirements, curb cut lengths and driveway widths?

**11.3.4 Conditions.** Special permits may be granted with such reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the Special Permit Granting Authority may deem necessary to serve the purposes of this ordinance.

**11.3.5 Plans.** An applicant for a special permit shall submit a plan in conformance with the requirements of Section 11.2.4 (see the City of Lowell Zoning Ordinance), herein. Each special permit granting authority may establish procedures governing such applications by regulation.

**11.3.6 Regulations.** The special permit granting authority may adopt rules and regulations for the administration of this section.

**11.3.8 Lapse.** Special permits shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within 24 months following the filing of the special permit approval (plus such time required to pursue or await the determination of an appeal referred to in G.L. c. 40A, s. 17, from the grant thereof) with the City Clerk.

***Disclaimer: This page provides information regarding some pertinent sections of the Zoning Ordinance. It is provided for informational purposes only, and should not be construed as an official zoning document. Consult a certified copy of the complete zoning ordinance for official zoning regulations of the City of Lowell***