



**PLANNING &  
COMMUNITY DEVELOPMENT**  
TOWN *of* FRANKLIN

Submittal Requirements for Special Permits & Site Plan

1. Application forms & notarized Certificate of Ownership
2. Certified Abutters List from the Assessors Office
3. Filing fee: \$750.00 per Special permit. Please make the check out to the “Town of Franklin”
4. All Special Permits submitted must be accompanied with a site plan application.  
If that is the case, please review those submittal requirements as well. The following are hard copies of the Site plan to be provided:
  - a. 5 sets of 11” x 17” prints of the site plan
  - b. 2 sets of 2’ x 3’ prints of the site plan
5. All necessary supporting documentation pertaining to the Special Permit including written answers to the special permit criteria listed on the following page.
6. **Application is to be dropped off at the Municipal Building located at 355 East Central Street. The box of plans should be to the attention of Amy Love, Planning Department.**
7. Email a copy of the complete application and Site Plan to [alove@franklinma.gov](mailto:alove@franklinma.gov). Format should be PDF.
8. The DPCD will advertise the Special Permit application and process the abutter notifications at the applicant’s expense. As soon as the postal and advertising fees are determined, the DPCD will send an invoice to the applicant. Payment is expected upon receipt of the invoice. Please note that failure to reimburse the town for these expenses in a timely manner may lead to delays in plan approval.
9. Send one copy of all submittal requirements to the Board’s Independent Engineer:  
Steve Lee - [slee@beta-inc.com](mailto:slee@beta-inc.com)  
  
**Please note:** The applicant will be responsible for all fees associated with this review. BETA Group, Inc. will send a scope of work with an anticipated fee for services. Payment for the amount indicated will be expected prior to services rendered. The fee listed on the scope of services may increase subject to multiple plan modifications submitted for review.
10. Incomplete applications will not be accepted.