

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4907
www.franklinma.gov

PLANNING BOARD

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 check payable to "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 DPW building located at 257 Fisher 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. 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:

Gary D. James, PE
Senior Project Manager
BETA Group, Inc.
315 Norwood Park South, 2nd Floor
Norwood, MA 02062

Office Phone: 781-255-1982
Cell Phone: 339-927-1186
Fax no.: 781-255-1974
Email: gjames@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.

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Special Permit Criteria

In accordance with the rules and regulations for all special permit requests, the applicant must provide written documentation submitted with the original application to confirm that the project satisfies the special permit criteria listed below. The applicant must also present this information for review and discussion at the public hearing. Please note, that licensed professionals must evaluate these criteria to confirm the factual validity of the information presented. For example, to evaluate Criteria b, it would be necessary for a certified traffic engineer to complete a traffic study.

Special permits shall be granted by the special permit granting authority only upon its written determination that the proposed use will not have adverse effects which overbalance its beneficial effects on either the neighborhood or the town, in view of the particular characteristics of the site and of the proposal in relation to that site. The determination shall indicate consideration of each of the following:

- (a) Social, economical or community needs which are served by the proposal.
- (b) Traffic flow and safety.
- (c) Adequacy of utilities and other public services.
- (d) Neighborhood character and social structure.
- (e) Qualities of the natural environment.
- (f) Potential fiscal impact.
- (g) Water consumption, taking into consideration current and projected future local water supply and demand.