

TOWN OF NORTHBOROUGH, MASSACHUSETTS DEVELOPMENT GUIDEBOOK



June 2005

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INTRODUCTION

The purpose of this guidebook is to summarize for you the various staff persons, departments and boards involved with the development process in the Town of Northborough. The development process requires a number of permits, approvals and licenses be obtained for nearly every development project; only the most common ones related to land based development are summarized in the guidebook. If at any time, before and during your application process you may have questions, please do not hesitate to contact the appropriate staff person. Northborough is open for business and the staff is available to meet with each applicant to discuss your development project.

Several years ago, the Town of Northborough developed an in-house review process for meeting with developers prior to the submittal of any plans/permits to the various Town boards/departments. With the increase in building activity in the past few years and the Town's pro-active economic development position, this process has become more widely utilized by prospective developers of all types of construction.

The staff present at these meetings include the Assistant Town Administrator, who serves as the Economic Development Coordinator, the Town Planner, the Town Engineer, the Assistant DPW Director, the Inspector of Buildings, the Fire Chief and when applicable, the Board of Health agent. Applicants who have utilized this process have provided us with very positive feedback. In a very informal setting, we are able to provide you with information regarding your site, copies of the various applications you may be required to file, the process and time frames for the boards, and potential questions/comments from the boards based on previous applications of a similar nature. Please be aware Town boards are not required to automatically agree with the recommendations of their respective staff liaisons.

If you would like to take advantage of this process, please contact the Assistant Town Administrator to arrange a meeting with the in-house staff. We are available to meet with an applicant more than once if the project warrants more than the initial meeting.

In 1988, the Town began to streamline its permitting process through the Site Plan Review application. In accordance with the Zoning Bylaw, if you have a Site Plan Review application before the Planning Board for a development in a business district and also have various Special Permit or Variance applications before the Zoning Board of Appeals, your Site Plan Review application will be shifted to the jurisdiction of the Zoning Board of Appeals. The Planning Board may wish to schedule you informally at one of their meetings, but the public hearing will take place at the Zoning Board of Appeals meetings. For any proposed development in the industrial districts, the Planning Board will serve as the review board.

Concurrently, you may also have an application before the Groundwater Advisory Committee. Depending upon the zoning district, this public hearing will be held by either the Planning Board or Zoning Board of Appeals following a meeting with the Groundwater Advisory Committee. Staff members will assist the various boards in scheduling your public hearings for the same evening when possible and also will assist with the scheduling of your appearance before the various other Boards, prior to the public hearings.

The Industrial Development Commission, reactivated in 1992, is charged with promoting and developing the resources of the Town of Northborough as well as recruiting new business enterprises to the area and encouraging the expansion of existing commercial and industrial business interests. As such, the Commission has engaged in a plan to promote the Town itself and the position of the Assistant Town Administrator as Economic Development Coordinator. The Commission makes promotional appearances each Fall at the Greater Worcester Chamber of Commerce's New England Business Expo and each Spring at the Westborough-Northborough Area Chamber of Commerce Trade Show.

The Assistant Town Administrator/Economic Development Coordinator was assigned the duty of coordinating the various Town Boards, Commissions, Committees and staff permitting authorities in an effort to expedite and ease the permitting and approval process for prospective developers. The Assistant Town Administrator additionally acts as the staff liaison to the Industrial Development Commission.

The Town Planner maintains an inventory of industrial buildings and parcels of land available for industrial development. This inventory contains map & parcel, site address, availability of water and sewer, and the contact person of the company marketing the site. This listing is updated on a quarterly basis and is available at no charge.

The responsibility for ensuring a project meets all local, State and Federal requirements rests solely with the project developer, not with the Town of Northborough. For your convenience, a listing of the most common State and Federal permits required for a project may be found in the Appendix of this guidebook.

We hope this guidebook is a valuable tool for anyone pursuing residential, commercial or industrial development. For detailed information, please contact the appropriate staff person.

Thank you for doing business in the Town of Northborough.

Department:	Administrator	
Staff Liaison:	John Coderre, Assistant Town Administrator (508) 393-5040 jcodderre@town.northborough.ma.us	
Board/Commission/Committee:	Industrial Development Commission	
Meeting Schedule:	Second Tuesday of each month	
Members:	Mark Donahue, Chair Budhinath Padhy Gerry Benson	Karen Scopetski Tim Shay

Description of Board/Commission/Committee: The Commission's charge is "to promote and develop the industrial resources of the Town, to conduct research into industrial conditions and investigate and assist in the establishment of educational or commercial projects, including projects involving private enterprise for the purpose of expanding or strengthening the local economy; and the Commission shall seek to coordinate the activities of unofficial bodies organized for similar purposes"

Permits Issued: No permits issued, however, the role of the Assistant Town Administrator as Economic Development Coordinator is primarily to serve as liaison between a prospective developer and the Town's permitting and approval authorities to facilitate understanding of the Town's land-based regulatory requirements. The Assistant Town Administrator also serves as a liaison on behalf of the Industrial Development Commission to local, state and federal agencies and representatives regarding on-going projects

Process for Obtaining Permit(s):	Not applicable
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	Not applicable
Appeal Process:	Not applicable
Fee Schedule:	Not applicable

Department:	Board of Health	
Staff Liaison:	Louise Leo, Board of Health Secretary Dennis Costello, Board of Health Agent (part-time) (508) 393-5009 leo@town.northborough.ma.us	
Board/Commission/Committee:	Board of Health	
Meeting Schedule:	Second Wednesday of each month	
Members:	Glenn French, Chair Fred Mottle	Dan Gillingham

Description of Board/Commission/Committee: The Board of Health is committed to keeping the Town of Northborough a healthy environment in which to reside and work.

Permits Issued:	Food Service Permit Septage Handlers Permit Disposal Works Installer Permit Disposal Works Construction Permit (new and repairs) Therapeutic Massage Permit/License Establishment Permit for Massage Semi-Public Swimming Pool Permit Motel License Horse and Private Stable Permit and Transfer Permit Cider Mill Permit Tanning Facility Camp Permit Body Art Permits
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Process for Obtaining Permit(s):	Application is obtained from Secretary to Board of Health; all permits issued by the Board of Health; depending on circumstances, permit may need to be reviewed by Board at a scheduled meeting
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Advertising Requirements:	Not applicable
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Time Frame for Public Hearing:	Not applicable
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Time Frame for Decision:	Maximum of 45 days to issue permit; if application does not meet requirements, a hearing will be scheduled within 30 days before the Board of Health.
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Appeal Process: Depending on type of permit, appeals made to D.E.P., Mass. Plumbing and Gas Commission, Mass. Division of Food and Drugs

Fee Schedule: Please see next page

Applicable Local, State and Federal Statutes:

105 C.M.R.

310 C.M.R.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBOROUGH**
Board of Health Fee Schedule
(Check with department for recent fee amendments)

FEE RATES: Effective September 13, 1995

RESIDENTIAL (NEW) ONE FAMILY UNIT:

Soil Test Site Visit	
- per 2 deep holes and 2 percs per building lot	\$150
- additional testing same building lot	\$150
Plan Review (with one revision)	\$75
- each additional revision	\$75
- Variance (CMR 15.410; 15.411; 15.412)	\$100
Disposal System Construction Permit (issued to installer)	\$300
- per one family unit - one building lot	
- Variance (CMR 15.410; 15.411; 15.412)	\$400

RESIDENTIAL (NEW) TWO FAMILY DWELLING UNITS:

Residential Soil Test Site Visit	
- per 2 deep holes & 2 percs per building lot	\$150
- additional holes/testing same building lot (2 deep holes & 2 percs)	\$150
Plan Review (with one revision)	\$150
- each additional revision	\$150
- Variance (CMR 15.410; 15.411; 15.412)	\$200
Disposal System Construction Permit	
- Two Family Dwelling Unit (issued to installer)	\$600
- Variance (CMR 15.410; 15.411; 15.412)	\$800

RESIDENTIAL (NEW) MULTI-FAMILY DWELLING UNITS:

Soil Test Site Visit (same as Two Family Dwelling Units)	\$200	
Plan Review (with one revision)	\$300	
- each additional revision	\$300	
- Variance (CMR 15.410; 15.411; 15.412)	\$400	
Disposal System Construction Permit	\$300	per unit
(example: 5 units X \$200 = \$1,000)		
- Variance (CMR 15.410; 15.411; 15.412)	\$500	per unit

NON-RESIDENTIAL (NEW):

Soil Test Site Visit (per 2 deep holes & 2 percs per lot)	\$350
- additional testing same lot (per 2 deep holes & 2 percs)	\$350
Plan Review (with one revision)	\$300
- each additional revision	\$300
- Variance (CMR 15.410; 15.411; 15.412)	\$400
Disposal System Construction Permit (issued to installer)	\$600
- Variance (CMR 15.410; 15.411; 15.412)	\$800

REPAIRS - RESIDENTIAL ONE FAMILY UNIT:

Soil Test Site Visit (includes 2 deep holes & 2 percs)	\$75
Plan Review (Regular)	\$75
Disposal system Construction Permit (issued to installer)	\$200
***Repair/replacement of: D-box, baffles, sewer line, or tank	\$150

REPAIRS - RESIDENTIAL TWO OR MULTI-FAMILY UNITS:

Soil Test Site Visit [2 deep holes & 2 percs (additional testing at same rate)]	Two Family	\$150
	Multi Family	\$200
Plan Review (with one revision) (Regular)	Two Family	150
	Multi Family	\$300
Disposal System Construction Permit (issued to installer)	Two Family	\$600
	Multi Family	\$300 unit

NON-RESIDENTIAL (REPAIRS):

Soil Test Site Visit (per 2 deep holes & 2 percs)	\$350
Plan Review (with one revision)	\$300

ALL DISPOSAL SYSTEM CONSTRUCTION PERMITS ISSUED ONLY TO THE INSTALLER.

DSCP PERMIT	\$600
With Variance	\$800

MISCELLANEOUS PERMIT OR LICENSE FEES:

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT (PER YEAR)	\$125
- Food Permit Limited to One Day (Fairs, Picnics, etc.)	\$25
Disposal Works Installer's Permit (per year)	\$125
(issued to an individual doing the job - not a company)	
Sewage Transportation License (per year)	\$125
Pool Permit (per season)	\$75
(to operate a public or semi-public, swimming/wading pool)	
Motel License (per year)	\$125
Horse and Stable Fee (one time filing fee)	\$50 (private)
Horse and Stable Fee (one time filing fee)	\$200 (public)
Horse and Stable Transfer Fee	\$20 (private)
Horse and Stable Transfer Fee	\$100 (public)
(requires special Board of Health approval)	
Tanning Facility (per year)	\$125
Body Art Establishment	\$150
Body Art Practitioner	\$75
Camp Permit	\$100
Massage Location Permit (per year)	\$125
Massage License (per year)	\$75
Cider Mill Permit (limited seasonal)	\$50
Other Fees: As needed with approval at Board of Health meetings.	

Adopted: Board of Health Meeting May 25, 1994

Amended: Board of Health Meeting May 10, 1995

Amended: Board of Health Meeting September 13, 1995

Amended: Board of Health Meeting June 12, 1996

Amended: Board of Health Meeting September 14, 2000

NOTICE: This amends any fees previously set forth in any applicable regulations, permits, or licenses.

Department:	Building
Staff Liaison:	William S. Farnsworth, Jr., Inspector of Buildings/ Zoning Enforcement Officer (508) 393-5010 Louise Leo bfarnsworth@town.northborough.ma.us
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Office hours: Monday, Wednesday, Thursday - 8:00 am - 4:00 pm Tuesday - 8:00 am - 7:00 pm Friday - 7:00 am - 12:00 pm
Members:	Not applicable
Description of Board/Commission/Committee:	Not applicable
Permits Issued:	Building Permit Certificate of Occupancy Places of Assembly Certificate of Inspection (annual inspection for some uses) Solid Fuel Burning Appliance Permit (wood, coal stoves)
Process for Obtaining Permit(s):	All construction requires a building permit. For advice regarding compliance with zoning bylaws and sign regulations and for permit applications, please contact the Building Department.
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	After all required documentation and plans are submitted, permit review shall not exceed 30 days.
Appeal Process:	Zoning appeals to Northborough Zoning Board of Appeals. Building code appeals to Mass. Building Board of Appeals.
Fee Schedule:	Residential: \$10.00/\$1,000.00 construction cost Non-residential: \$10.00/\$1,000.00 construction cost (Applicant cost vs. B.O.C.A. Evaluation Cost)
Applicable Local, State and Federal Statutes:	Mass. Building Code 780 C.M.R.

Department:	Electrical/Wiring - located in Building Department
Staff Liaison:	Louise Leo, Building Department Secretary (508) 393-5010 leo@town.northborough.ma.us
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Office hours: Monday, Wednesday, Thursday - 8:00 am - 4:00 pm Tuesday - 8:00 am - 7:00 pm Friday - 7:00 am - 12:00 pm
Members:	Not applicable
Description of Board/Commission/Committee:	Not applicable
Permits Issued:	For residential and non-residential wiring
Process for Obtaining Permit(s):	Either licensed electrician or homeowner completes application
Advertising Requirements:	Not applicable
Time Frame for Public Hearing	Not applicable
Time Frame for Decision:	Not applicable
Appeal Process:	Not applicable
Fee Schedule:	Please see next page

Applicable Local, State and Federal Statutes:
Northborough Administrative Code, Section 63-13

Applicable Local, State and Federal Statutes:
Mass. Building Code 780 C.M.R.

**TOWN OF NORTHBOROUGH
ELECTRICAL INSPECTION FEE SCHEDULE
(Check with department for recent fee amendments)**

DOMESTIC

Residential - (new per dwelling unit/tenant space - two inspections)		\$65 *
- with electric heat (new per dwelling unit/tenant space)	PLUS	\$30
Residential Additions, Alterations, Renovations		
- (per dwelling unit/tenant space)		\$25 *
- with service change/upgrade service	PLUS	\$20
Residential installation of one new single installation or replacement of any one single fixture		
- (per dwelling unit/tenant space)		\$20 *
Residential Temporary Service		\$20
- (one per pole/location)		

***PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF \$20 PER INSPECTION**

NON-RESIDENTIAL

COMMERCIAL - BUSINESS - INDUSTRIAL

Non-residential NEW (per tenant space)	PER AMP	50 ¢*
Non-residential REWIRING (per 1,000 square feet or tenant space)		\$50 *
Non-residential TEMPORARY SERVICE		\$40
Phone and Data		\$25 Plus 50¢ per \$100 cost of job
A/C Units		\$50

***PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF \$20 PER INSPECTION.**

NOTE: A separate electrical permit shall be filed for each dwelling unit or tenant space. The fee will be **DOUBLED** if work is started without a valid electric wiring permit. All work is to be done in accordance with the Massachusetts Code, and any Town Bylaws. All electricians **MUST** have a valid Massachusetts electricians license and be registered with the Town of Northborough Electrical Department before a permit will be issued. All new or increased connections for power or communication in public, semi-public, commercial and industrial installations must be underground. To schedule an electrical inspection, requests are to be called in to the town office of the Electrical Department.

Department:	Plumbing - located in Board of Health
Staff Liaison:	Louise Leo, Building Department and Board of Health Secretary (508) 393-5009 lleo@town.northborough.ma.us
Board/Commission/Committee:	Board of Health
Meeting Schedule:	Office hours: Monday, Wednesday, Thursday - 8:00 am - 4:00 pm Tuesday - 8:00 am - 7:00 pm Friday - 7:00 am - 12:00 pm
Members:	Glenn French, Chair Dan Gillingham Fred Mottle
Description of Board/Commission/Committee:	State law requires that only licensed plumbers and gas fitters can perform plumbing and gas work for residential and non-residential properties, new, renovation or replacement work
Permits Issued:	Plumbing and gas permits
Process for Obtaining Permit(s):	Massachusetts licensed plumbers may apply for permits through the Building Department; permit generally issued same day with proper identification and insurance coverage. (A homeowner cannot obtain a permit).
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	Not applicable
Appeal Process:	Not applicable
Fee Schedule:	Please see next page

Applicable Local, State and Federal Statutes:
Mass. Plumbing Code

**TOWN OF NORTHBOROUGH
PLUMBING INSPECTION FEE SCHEDULE
(Check with department for recent fee amendments)**

DOMESTIC

Residential - (per dwelling unit) New Construction (First 10 fixtures)	\$100
Each additional fixture	\$5
Residential Additions, Alterations, Renovations - (per dwelling unit)	\$35 plus \$5 per fixture*
(When a dwelling unit will be completely altered, the same fees as for a new dwelling are applicable)	
Residential replacement of any one single fixture or installation of one new single fixture - (per dwelling unit)	\$35 per permit*
Sewer Conversions/Connections (per dwelling unit)	\$35 per permit

*PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF \$20 PER INSPECTION.

COMMERCIAL - BUSINESS - INDUSTRIAL

New Construction or alterations (First 10 fixtures)	\$100
Each additional fixture	\$6
Repairs requiring only one inspection	\$50

*PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF \$20 PER INSPECTION.

NOTE: A separate plumbing permit shall be filed for each dwelling unit or tenant space. The fee will be **DOUBLED** if work is started without a valid plumbing permit. All work is to be done in accordance with the Massachusetts Code. All plumbers must have a valid Massachusetts plumbers license and insurance coverage registered with the Town of Northborough Plumbing Department before a permit will be issued. To schedule a plumbing inspection requests are to be called in to the Town office of the Plumbing Department. A licensed plumber is to be present at the time off a rough inspection.

Department:	Highway Division, Department of Public Works
Staff Liaison:	Lynda LePoer, DPW Coordinator (508) 393-5030 llepoer@town.northborough.ma.us
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Office hours: Monday, Wednesday, Thursday - 8:00 am - 4:00 pm Tuesday - 8:00 am - 7:00 pm Friday - 7:00 am - 12:00 pm
Members:	Not applicable
Description of Board/Commission/Committee:	Not applicable
Permits Issued:	Road Opening Permits are issued by the Director of the Department of Public Works. If trees are to be removed within the Town's right-of-way, an applicant shall notify the DPW Director; trees are to be removed by the Tree Warden (DPW Director) after a posting and public hearing.
Process for Obtaining Permit(s):	Applications available at the DPW Office
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	Generally, permit is issued within 24 hours upon submittal of completed application
Appeal Process:	Not applicable
Fee Schedule:	\$20.00 per Road Opening Permit

Department: Sewer Division, Department of Public Works

Staff Liaison: Kara Buzanoski, Asst. DPW Director
(508) 393-5030
kbuzanoski@town.northborough.ma.us

Board/Commission/Committee: Water and Sewer Commission

Meeting Schedule: First Wednesday of each month

Members: John Meader, Chair Bryant Firmin
David Pepe

Description of Board/Commission/Committee: Set betterment rates and connection fees; large projects are reviewed for compliance with the sewer Master Plan; total sewerage volumes are limited by Northborough's agreement with Marlborough to 800,000 gallons per day.

Permits Issued: Sewer Connection Permit

Process for Obtaining Permit(s): Application made in the Water and Sewer Office; a licensed drainlayer must perform installation

Advertising Requirements: Not applicable

Time Frame for Public Hearing: Not applicable

Time Frame for Decision: Not applicable

Appeal Process: Not applicable

Fee Schedule: Refer to page 17

Applicable Local, State and Federal Statutes:

Local regulations governing the discharge of waters and wastes into the public sewer system
D.E.P. Sewer Extension Permits may be required for sewer main construction
Industrial Pretreatment Permits for industrial applications may be obtained through the
Marlborough Westerly Treatment Plant

Department: Water Division, Department of Public Works

Staff Liaison: Kara Buzanoski, Asst. DPW Director
(508) 393-5030
kbuzanoski@town.northborough.ma.us

Board/Commission/Committee: Water and Sewer Commission

Meeting Schedule: First Wednesday of each month

Members: John Meader, Chair Bryant Firmin
David Pepe

Description of Board/Commission/Committee: Sets betterment rates and connection fees; Northborough has limited amounts of water and cannot support water intensive industries.

Permits Issued: Water Connection Permit

Process for Obtaining Permit(s): Application made in the Water and Sewer Office; for water connection, licensed drainlayer must perform installation.

Advertising Requirements: Not applicable

Time Frame for Public Hearing: Not applicable

Time Frame for Decision: Not applicable

Appeal Process: Not applicable

Fee Schedule: Refer to page 17

Applicable Local, State and Federal Statutes:
Regulations for Users of the Northborough Water Supply and Distribution System

TOWN OF NORTHBOROUGH
Water & Sewer Department
Fee Schedule

Water Betterments (Single Family) as of 11/1/89	\$4,200
Subdivision Rate: 1/3 of \$4,200	\$1,400
Sewer Betterments (Single Family) as of 10/11/01	\$6,400
Subdivision Rate: 1/2 of \$6,400	\$3,200
Water Permits	\$10
Sewer Permits	\$10
Industrial Sewer Permits	\$1,000
Water Meters/Inspections	
3/4"	\$225
1"	\$575
Fire Flow/Pump Tests	\$50
*Performed only by appointment	
Access to Hydrant	\$50
* Must be scheduled - if not will be fined \$50 and multiplied for each offense.	
Water Shut-Off	\$15
Drainlayers Yearly Fee	\$150
Requirements: Bond	\$5,000
Liability Ins.	\$50,000/\$100,000
Property Damage	\$10,000
Water Rate per 1000 cubic feet	
Block Rate Structure:	
0—4,000 cf	\$28.62 Per 1,000cf
4,001—12,000 cf	\$29.70 Per 1,000cf
12,001 + cf	\$30.78 Per 1,000cf
Minimum charge of 2,000 cubic feet	\$57.24
Sewer Only Charges (1 - 4 bedroom house)	\$430/year

Effective: May 2005

Department:	Engineering
Staff Liaison:	Fred Litchfield, Town Engineer (508) 393-5015 flitchfield@town.northborough.ma.us
Board/Commission/Committee:	Conservation Commission
Meeting Schedule:	Second Monday of each month
Members:	Wayne Baldelli, Chair Maurice Tougas Diane Guldner Brian McManus Tom Beals Todd Helwig
Description of Board/Commission/Committee:	Any work which involves removing, filling, dredging or altering an area within 100 feet of a wetland, or within 200 feet of any perennial rivers or streams, flood zone or other protected area requires a filing with the Conservation Commission
Permits Issued:	Determination of Applicability Order of Conditions Notification of Non-Significance
Process for Obtaining Permit(s):	Application forms are available in the Engineering Department or from the D.E.P.; filings are done in accordance with state and local regulations
Advertising Requirements:	Legal advertisement at least five days prior to public hearing; abutters within 100 feet of limit of property notified by certified mail by applicant
Time Frame for Public Hearing:	Within 21 days of receipt of filing
Time Frame for Decision:	Within 21 days of close of public hearing
Appeal Process:	Appeals made to the Department of Environmental Protection

Fee Schedule:

Note: Fees vary dependent upon the type and complexity of work proposed. Some fees are listed below but the State and Local regulations should be consulted for clarification pertaining to other construction activities.

<u>Category</u>	<u>Description of Category</u>	<u>State Fee</u>	<u>Local Fee</u>
1	Site Work, etc.	\$110.00	\$ 40.00
2	Covers all construction not included in another category	\$500.00	\$ 50.00
3	Commercial Development, etc	\$1050.00	\$100.00
4	Limited Projects, etc.	\$1450.00	\$150.00
5	Work pertaining to docks, etc.	\$4.00	50%
		per linear ft.	of State Fee
6	Delineation of bordering vegetated wetland	\$2.00	50%
		per linear ft.	of State Fee

Applicable Local, State and Federal Statutes:

Wetlands Protection Act regulations 310 C.M.R. 10.00

M.G.L. c.131 s.40

Northborough Wetlands Bylaw

Although not a part of the Zoning Bylaw or Subdivision Rules and Regulations, the Conservation Commission's Order of Conditions is generally incorporated into the Planning Board's decisions and covenants

Department:	Engineering	
Staff Liaison:	Fred Litchfield, Town Engineer (508) 393-5015 flitchfield@town.northborough.ma.us	
Board/Commission/Committee:	Earth Removal Board	
Meeting Schedule:	First Wednesday of each month	
Members:	Janet Sandstrom, Chair Nicholas Howorth	Richard Hight Fred Philcox

Description of Board/Commission/Committee: Earth Removal Permit required for any excavation incidental to the construction of any business, industrial, research, or commercial building or facility, and apartment buildings of two or more units, or one apartment building on a single lot, or any residential subdivision.

Permits Issued:	Earth Removal Permit	
Process for Obtaining Permit(s):	Application available from Town Engineer or Town Clerk; public hearing held before Board, performance bond amount set at hearing, bond posted with Town Treasurer, permit issued	
Advertising Requirements:	Legal ad placed in paper a minimum of 21 days prior to hearing; abutters notified by certified or registered mail by applicant	
Time Frame for Public Hearing:	Please note "Advertising Requirements"	
Time Frame for Decision:	Decisions generally made after public hearing at the same meeting	
Appeal Process:	Massachusetts Superior Court	
Fee Schedule:	\$100.00 per application	

Department: Engineering

Staff Liaison: Fred Litchfield, Town Engineer
(508) 393-5015
flitchfield@town.northborough.ma.us

Board/Commission/Committee: Groundwater Advisory Committee

Meeting Schedule: As needed (generally second Tuesday at 7:00 pm)

Members: Daniel Gillingham Bryant Firmin
George Pember Diane Guldner
Leslie Rutan

Description of Board/Commission/Committee: An advisory committee consisting of a member from each of the following boards: Board of Selectmen, Board of Health, Planning Board, Conservation Commission and Water and Sewer Commission

Permits Issued: Advisory recommendation to the ZBA or Planning Board

Process for Obtaining Permit(s): Part of the Planning Board Special Permit or ZBA Special Permit and/or Variance process

Advertising Requirements: None

Time Frame for Public Hearing: Groundwater Advisory Committee hearings are generally held before the ZBA hearing or the Planning Board hearing

Time Frame for Decision: Recommendations voted at Groundwater Advisory Committee public hearing; copy sent to ZBA or Planning Board immediately

Appeal Process: Not applicable

Fee Schedule: Not applicable (part of ZBA application fee)

Applicable Local, State and Federal Statutes:
Northborough Zoning Bylaw, Chapter 7 Section 28, Groundwater Protection Overlay Districts

Department:	Fire Department
Staff Liaison:	Chief David Durgin, (508) 393-1537 ddurgin@town.northborough.ma.us
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Fire Station is open 24 hours
Members:	Not applicable
Description of Board/Commission/Committee:	Not applicable
Permits Issued:	Please see fee schedule available at Fire Headquarters, 11 Pierce Street
Process for Obtaining Bldg Permit(s): Building with related Fire Protection Systems	Initial contact should be with the Building Department, then contact Captain Fred Hurst or Chief David Durgin for a meeting; if needed, a joint meeting with the Building and Fire Departments will be scheduled for larger projects
Advertising Requirements:	No public hearings through Fire Department, however, applications for storage of flammable materials with the Board of Selectmen require legal advertising of the public hearing seven days prior to the hearing
Time Frame for Public Hearing:	Legally advertised hearings are held at regularly scheduled meetings of the Board of Selectmen
Time Frame for Decision:	Decisions are rendered immediately after the public hearing
Appeal Process:	Appeals are to be directed to Stephen D. Coan, Fire Marshal for the Commonwealth of Massachusetts

Fee Schedule: Please see below

Applicable Local, State and Federal Statutes:

527 and 780 C.M.R.

M.G.L. c. 48 and 148

Northborough Administrative Code, Chapters 2-08, 2-09, and 2-10

**TOWN OF NORTHBOROUGH
Fire Department
Fee Schedule
January 1, 2005**

Blasting-plus two-man detail and one engine	\$25	
Brush Burning Permits (per season)	\$5	
Detail Rate		
Per Man, Per Hour	\$30.39	
Engine, Per Detail	\$250	
Fire Alarm Alteration	\$20	
Fire Alarm Installation	\$40	
Fire Flow Detail (up to three-hour duration)	\$125	
Fireworks Display (plus two-man detail and one engine)	\$100	
Oil Burner (not including tank)	\$20	Reinspection \$10
Public Records, per copy	\$5	
Smoke Detector – New (per unit)	\$20	Reinspection \$10
Smoke Detector – Resale (per unit)	\$20	Reinspection \$10
Sprinkler System Installation/Alteration:		
1 – 50 Heads	\$50	
51 – 100 Heads	\$100	
101 – 200 Heads	\$150	
Over 200 Heads	\$200	
Storage Facility (per tank)	\$25	
Tank Installation/Removal	\$30	
Tanker Inspection	\$25	Reinspection \$10

Ambulance Fees:

BLS Base Fee	\$392
ALS I Base Fee	\$466
ALS II Base Fee	\$675
Per Mile	\$15.32
Intubation/Advanced Airway	\$145
MAST	\$85
Defibrillation/Cardioversion	\$128
Epi-Pen	\$67
Intravenous (per inspection)/Drug Therapy	\$128
Oxygen	\$60
Cardiac Monitor/12 Lead EKG	\$179
Third EMT	\$80

HAZARDOUS MATERIALS

Black Powder - Residential	\$10		
Black Powder – Non Residential*	\$25		
Hazardous Material Storage Permit	\$25		
Propane Storage – Residential	\$15	Reinspection	\$10
Propane Storage - Non-Residential*	\$25	Reinspection	\$10
SARA/LEP (per substance)	\$125		
Smokeless Powder - Residential	\$10		
Smokeless Powder - Non-Residential*	\$25		
21E Site Assessment	\$200		

*Hazardous materials Storage Permit Required

Site Assessment Procedure

Effective January 1, 1994, the fee for a site assessment is \$200. The following procedures should be followed in order to initiate a request for site information:

1. Send a letter to Chief David M. Durgin, 11 Pierce Street, Northborough, MA 01532, detailing the property size, location and present occupancy.
2. In the letter, outline the specific questions you have or areas which you would like us to address.
3. Send a site plan which outlines the entire parcel and which lists the abutters.
4. Send a check for the above-stated fee made payable to the Town of Northborough.

The research for these surveys will include a permit and license record check, review of our database, and review of major incident history such as spills, leaks, and environmental problems during the previous five years. Due to the extent of our research which is required to assure you the most complete information possible, only the parcel in question and the list of abutters which you provide will be researched. Should you require information extending beyond the direct abutters, another assessment must be requested.

If you have any questions concerning these procedures or requirements, please contact Ms. Nancy Lepore at (508) 393-1537.

Department: Planning

Staff Liaison: Kathy Joubert, Town Planner
(508) 393-5019
kjoubert@town.northborough.ma.us

Board/Commission/Committee: Planning Board

Meeting Schedule: First and third Tuesday of each month

Members: Rick Leif, Chair George Pember
Robert Rosenberg Michelle Gillespie
Donald Hewey

Description of Board/Commission/Committee: Established by M.G.L. c. 41 s. 81A and governed by local zoning bylaws and subdivision rules and regulations

Permits Issued: Form A (Approval Not Required)
Form B (Preliminary Subdivision Plan)
Form C (Definitive Subdivision Plan)
Special Permit for Common Driveway
Site Plan Review
Scenic Road Permit
Special Permit for Wireless Communications Facility

Process for Obtaining Permit(s): Application is made to the Planning Board; applicants are strongly encouraged to meet with the Town Planner prior to the submission of any plans

Advertising Requirements: Legal ad published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing; public hearing is necessary for: Definitive Subdivision Plan, Special Permit for Common Driveway, Special Permit for Wireless Communications Facility and Scenic Road Permit

Time Frame for Public Hearing: Upon application submission, the Planning Board will schedule a hearing as soon as possible, usually within one-month from date of submittal

Time Frame for Decision: Preliminary Subdivision Plan, 45 days
 Definitive Subdivision Plan preceded by Preliminary Plan, 90 days
 Definitive Plan where no Preliminary Plan was filed, 135 days
 Site Plan Review, 90 days
 Scenic Road Permit, 21 days from date of public hearing
 Special Permit for Common Driveway and Wireless Communications Facility, public hearing to be held within 65 days of submittal and decision within 90 days of close of public hearing

Appeal Process: Within 20 days after decision is filed, appeal filed in accordance with M.G.L. c. 40A s.17

Fee Schedule: Please see next page

Applicable Local, State and Federal Statutes:

M.G.L. c. 40A

M.G.L. c. 41

Northborough Zoning Bylaw and Subdivision Rules and Regulations

Scenic Road Bylaw - pertains to the removal of trees and/or stone walls within the town right-of-way along a street designated as a scenic road; refer to the Zoning Bylaw for procedure and list of scenic roads

Common Driveway - common driveway allowed by special permit to service two to five lots; common driveway for two and three lots shall conform to design standards established in the Subdivision Rules and Regulations; common driveway for four and five lots must conform to minimum town road standards

Site Plan Review - all new industrial and commercial buildings, significant changes to a building, and significant change of use of a building shall require site plan review before the Planning Board or special permit site plan review before the Zoning Board of Appeals; size of building and zoning district determines which board will be responsible for review (note: design review component for buildings located in the BA & BB zoning district)

**TOWN OF NORTHBOROUGH
Planning Board
Fee Schedule**

Form A (Approval Not Required)	\$250, plus \$50 per lot
Form B (Preliminary Plan)	\$500, plus \$50 per lot
Form C (Definitive Plan)	
a. If Preliminary Plan was filed	\$1,000 plus \$100 per lot and \$250, plus \$50 per lot for revisions and \$100 per lot release and inspection
b. If no Preliminary Plan was filed	\$3,000, plus \$250 per lot and \$500, plus \$50 per lot for revisions and \$250 per lot release and inspection
c. Re-issue Lot Release	\$50 per lot
Common Driveways	\$1,000 plus \$100 per lot serviced by driveway
Common Driveway re-file, with no revisions to plan	\$250.00
Common Driveway re-file, with revisions to plan	\$250.00 plus \$50 per lot serviced by driveway
Scenic Road	\$250
Site Plan Review	\$100.00 plus \$25 per 1,000 square feet of proposed floor area over a minimum of 1,000 square
Wireless Communications Facility Special Permit	\$1,000
Wireless Communications Facility Site Plan Review	\$500

Department:	Planning	
Staff Liaison:	Kathy Joubert, Town Planner (508) 393-5019 kjoubert@town.northborough.ma.us	
Board/Commission/Committee:	Design Review Committee	
Meeting Schedule:	As needed	
Members:	Michelle Gillespie, Chair Pam Bleakney Tony Abu	Nancy Cavanaugh Tom Reardon
Description of Board/Commission/Committee:	Created as part of site plan bylaw; pertains to work done in the BA & BB zones; Committee composed of a Planning Board member, an architect, a landscape architect, a Chamber of Commerce member, and a citizen.	
Permits Issued:	None; advisory comments to applicant and governing board issuing permit.	
Process for Obtaining Permit(s):	Pertains to site plan review projects in the BA & BB zones; Design Review Committee issues advisory comments to applicant and to board reviewing site plan (Planning Board or ZBA).	
Advertising Requirements:	Not applicable	
Time Frame for Public Hearing:	Not applicable	
Time Frame for Decision:	Within time frame of Site Plan Review; 90 days for Site Plan Review from date of submission, 135 days for Special Permit with Site Plan Review.	
Appeal Process:	Not applicable	
Fee Schedule:	Part of Site Plan Review bylaw; no additional fee for design review.	

Applicable Local, State and Federal Statutes:

M.G.L. c. 40A s. 9

Northborough Zoning Bylaw, Chapter 7 Section 20-040

Design Review - this section of the site plan review bylaw relates specifically to work being done in the BA & BB districts. The design review section promotes historic preservation of land uses and structures along with implementing architectural and ecological consideration for the betterment of the community. Preliminary and formal design review meetings are held with the applicant, prior to Planning Board or ZBA meetings. Written recommendations are provided to the applicant and to the applicable boards.

Department:	Police
Staff Liaison:	Chief Mark K. Leahy Administrative Assistant Karen Taylor Voice: (508) 393-1520, Fax: (508) 393-1519 mleahy@town.northborough.ma.us ktaylor@town.northborough.ma.us
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Police Station is open 24 hours
Members:	Not applicable
Description of Board/Commission/Committee:	Not applicable
Permits Issued:	Street Closing Permits, Gun Permits
Process for Obtaining Permit(s):	Application available at Police Station
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	48 hours
Appeal Process:	Appeals made to the Board of Selectmen for street closings. Appeals made to District Court for Gun Permits
Fee Schedule:	\$25.00 plus \$10.00 per day after the first day for Street closings. Gun Permits vary by type of permit.

Department:	Town Clerk	
Staff Liaison:	Hillary Hamilton, Assistant Town Clerk (508) 393-5001 hhamilton@town.northborough.ma.us	
Board/Commission/Committee:	Zoning Board of Appeals	
Meeting Schedule:	Fourth Tuesday of each month	
Members:	Richard Rand, Chair Sandra Landau	Mark Rutan Richard Kane, Alternate
Description of Board/Commission/Committee: Hears and decides applications and appeals submitted by any person aggrieved by reason of his/her inability to obtain a building permit		
Permits Issued:	Special Permit (application for exception) Variance (appeal or petition for variance from terms of zoning bylaw) Appeal (from decision of administrative official, officer or board) Special Permit Site Plan Review	
Process for Obtaining Permit(s):	Applications for review by the ZBA. may be obtained from the Office of the Town Clerk; all applications must be certified by and filed with the Office of the Town Clerk; appeals must be filed within 30 days from the date of the order or decision being appealed.	
Advertising Requirements:	In a newspaper of general circulation in the town once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing.	
Time Frame for Public Hearing:	A public hearing must be held within 65 days from the date of filing with the Office of the Town Clerk.	

Time Frame for Decision: Final action must be taken by the ZBA. within 90 days of the close of a public hearing for a Special Permit, within 100 days of application for a Variance or Appeal; failure to take final action within 90 or 100 days (whichever applicable) shall be deemed to be a granting of the Special Permit, Variance or Appeal; a detailed record of hearing proceedings indicating the vote of each ZBA member as well as the reasons for the decision must be filed with the Office of the Town Clerk within 14 days of said decision; after 20 days have elapsed from the decision's filing, the Office of the Town Clerk must certify whether an appeal has been filed and whether any appeal filed has been dismissed or denied and file such certification with the Registry of Deeds prior to any Special Permit, Variance or other decision taking effect.

Appeal Process: Any person aggrieved by a decision of the ZBA. may appeal to the Superior Court or to the Land Court (per M.G.L. c. 240 s. 14A) by bringing an action within 20 days after the decision has been filed in the Office of the Town Clerk.

Fee Schedule: \$75.00 for cases involving one single-family residency
\$150.00 for all other cases.

Site Plan Review: \$100, plus \$25 for each 1000 square feet of proposed floor area over a minimum of 1000 square feet.

Comprehensive Permits:
Limited Dividend Organization \$100 per unit
Non-Profit Organization \$50 per unit
Public Agency \$0 per unit

Applicable Local, State and Federal Statutes:
M.G.L. c. 40A
Northborough Administrative Code, Chapter 7, Section 24-040

**TOWN OF NORTHBOROUGH
STAFF LIAISONS**

Administration

Industrial Development Commission John Coderre Assistant Town Administrator (508) 393-5040

Board of Health

Louise Leo Building Coordinator &
Board of Health Secretary (508) 393-5009

Building Department

William Farnsworth Inspector of Buildings &
Zoning Enforcement Officer (508) 393-5010

Electrical/Wiring, Gas & Plumbing

Louise Leo Building Coordinator (508) 393-5010

Department of Public Works

John Schunder Director of Public Works (508) 393-5030

Water & Sewer Kara Buzanoski Asst. DPW Director (508) 393-5030

Highway Lynda LePoer DPW Coordinator (508) 393-5030

Engineering Department

Earth Removal Board Fred Litchfield Town Engineer (508) 393-5015

Groundwater Advisory Committee Fred Litchfield Town Engineer (508) 393-5015

Conservation Commission Fred Litchfield Town Engineer (508) 393-5015

Fire Department

Chief David Durgin Fire Chief (508) 393-1537

Fred Hurst Captain (508) 393-1537

William Farnsworth Fire Marshal (508) 393-1537

Planning Department

Planning Board Kathy Joubert Town Planner (508) 393-5019

Design Review Committee Kathy Joubert Town Planner (508) 393-5019

Police Department

Mark Leahy Chief of Police (508) 393-1520

Town Clerk

Andrew Dowd Town Clerk (508) 393-5002

Zoning Board of Appeals Hillary Hamilton Assistant Town Clerk (508) 393-5001

APPENDIX

PROPERTY TAX STATUS

At the May 1987 Annual Town Meeting, the following policy was adopted regarding the issuance of certain permits and licenses.

NORTHBOROUGH CODE, CHAPTER 122

LICENSING

122-1 - Annual list of those not paying required fees

The Town Treasurer/Collector, hereinafter referred to as the "Collector", shall annually furnish to each department, board, or commission, hereinafter referred to as the "Licensing Authority", that issues licenses or permits, including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the "party", that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

122-2 - License denial, revocation or suspension

The Licensing Authority may deny, revoke or suspend any license or permit, including renewals and transfers to any party whose name appears on said list furnished to the Licensing Authority from the Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the Licensing Authority from the Collector; provided, however that written notice is given to the party and the Collector as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any finding made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the Licensing Authority receives a certificate issued by the Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the town as of the date of issuance of said certificate.

122-3 - Payment agreements

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditional upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

122-4 - Waiver of denial, suspension or revocation

The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, his officers, or stockholders, if any, or members of his immediate family, as defined in Massachusetts General Laws, Chapter 262, Section 1, in the business or activity conducted in or on said property.

122-5 - Exemptions

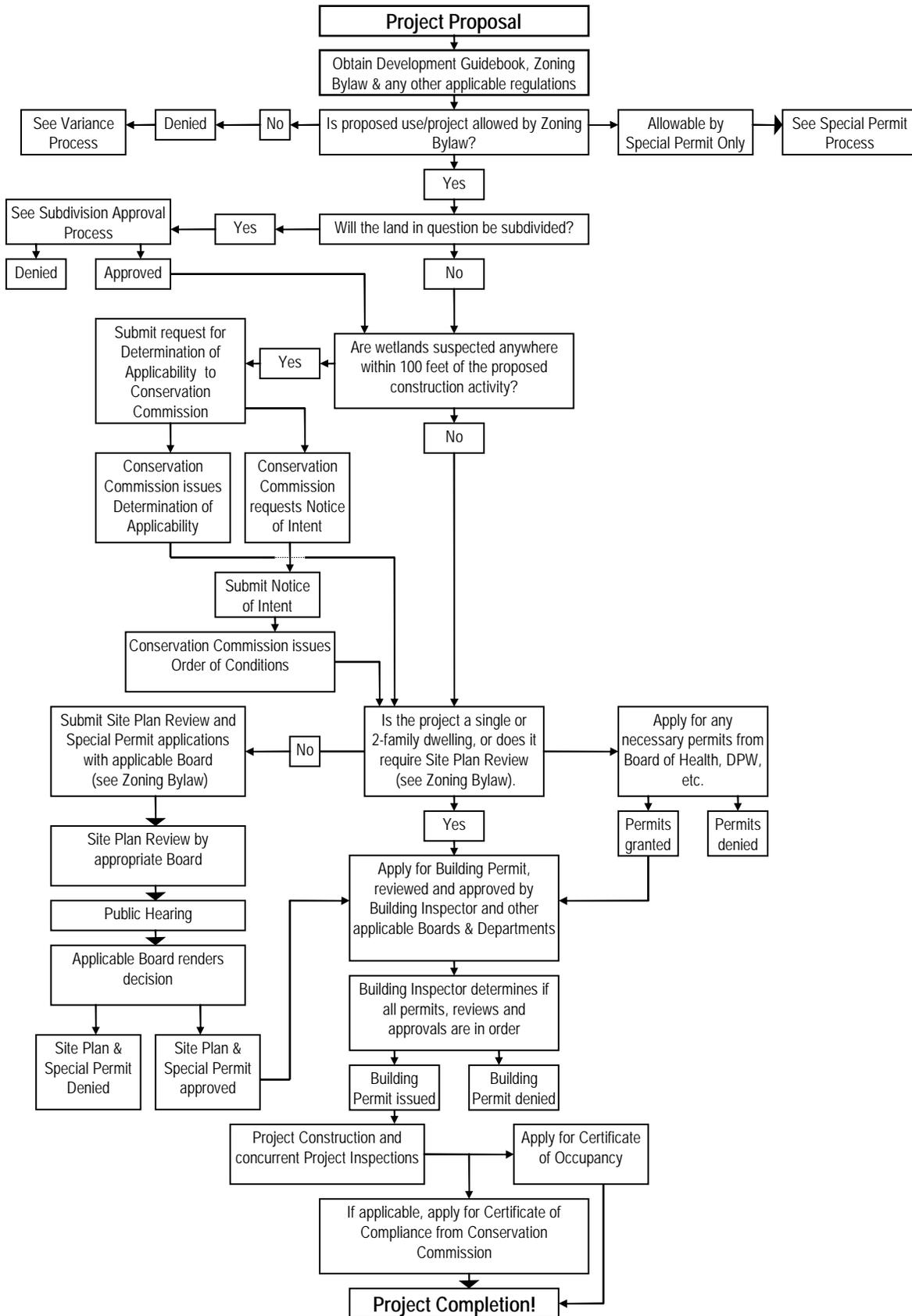
This section shall not apply to the following licenses or permits:

- A. Open burning (MGL, C48, S13)
- B. Bicycle permits (MGL, C85, S11A)
- C. Sale of articles for charitable purposes (MGL, C101, S33)
- D. Children's work permits (MGL, C149, S69)
- E. License for clubs and associations dispensing foods or beverages (MGL, C140, S21E)
- F. Dog licenses (MGL, C140, S137)
- G. Fishing, hunting or trapping licenses (MGL, C131, S12)
- H. Marriage licenses (MGL, C207, S28)
- I. Theatrical events or public exhibition permits (MGL, C140, S181)

PERMIT MATRIX

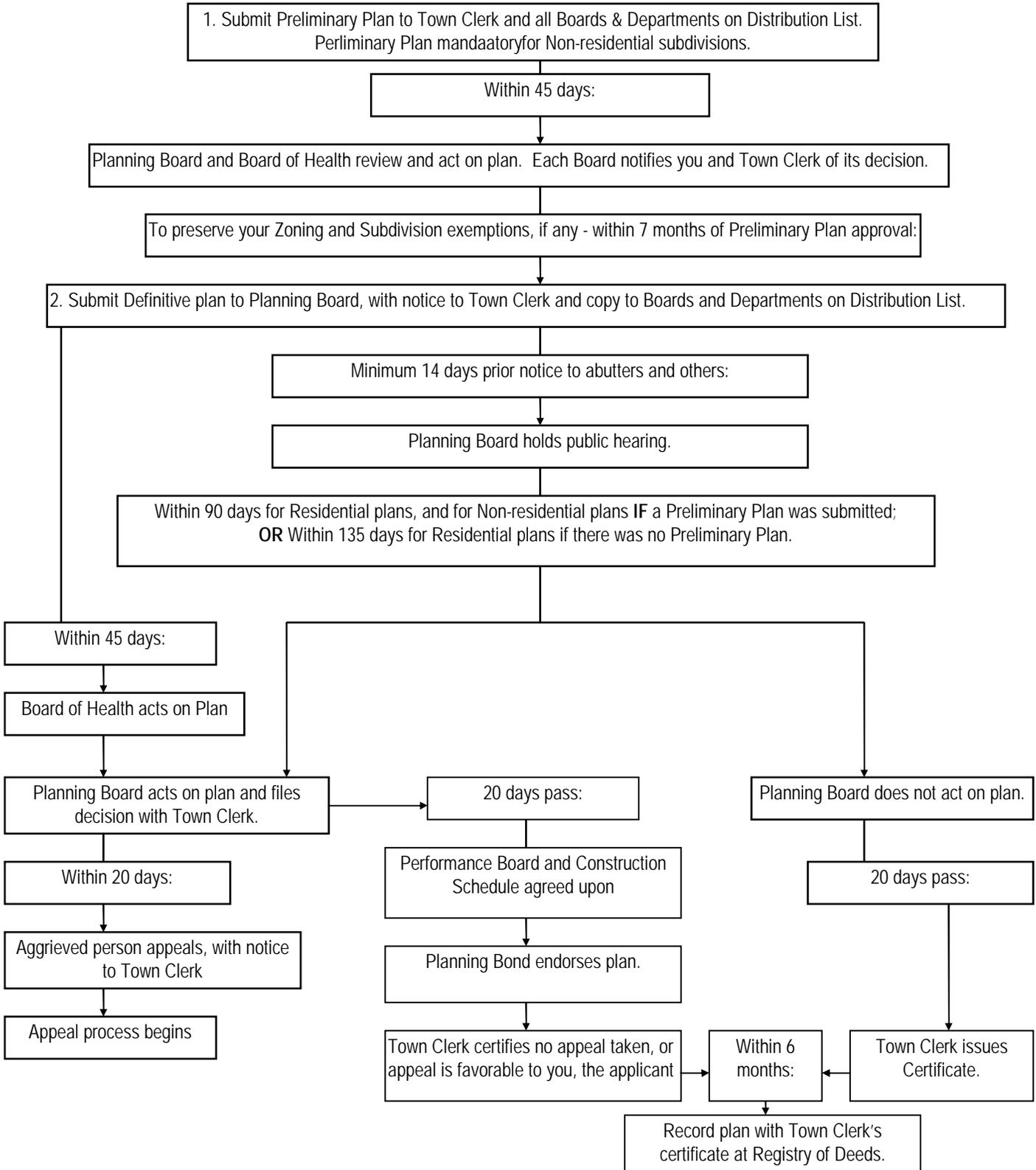
	Industrial Development Commission	Board of Health	Inspector of Buildings Zoning Enforcement Officer	Electrical / Wiring	Gas	Plumbing	Highway	Sewer	Water	Conservation Commission	Earth Removal Board	Groundwater Advisory Committee	Fire	Design Review Committee	Planning Board	Police	Zoning Board of Appeals
Allowed Use Determination			X														
Appeal																	X
BA & BB Zone Site Plan Review														X			
Building Permit			X														
Certificate of Compliance										X							
Certificate of Occupancy			X														
Earth Removal Permit											X						
Fire Detection and Suppression Systems													X				
Fire Flow/Pump Test									X				X				
Form A – Approval Not Required															X		
Form B – Preliminary Subdivision Plan															X		
Form C – Definitive Subdivision Plan															X		
Groundwater District												X					
Hazardous Material Storage Permit													X				
Industrial Sewer Permit								X									
Natural/Propane Gas Permit					X												
Order of Conditions										X							
Plumbing Inspection						X											
Removal of Town Trees							X										
Road Opening Permit							X										
Scenic Road Permit															X		
Septic System Installation		X															
Sewer Connection Permit								X									
Site Plan Review															X		X
Special Permit															X		X
Special Permit for Common Driveway															X		
Street Closing Permit																X	
Underground Storage Tank Permit													X				
Variance																	X
Water Connection Permit									X								
Well		X															
Wiring Permit				X													

TOWN OF NORTHBOROUGH PROJECT REVIEW AND APPROVAL PROCESS



The denial of a Building Permit for zoning reasons may be appealed to the Zoning Board of Appeals. A Notice of Appeal, describing the reasons and grounds for the appeal, must be filed with the Northborough Town Clerk within 30 days of the date of the Building Inspector's denial of the Building Permit. A Public Hearing will be held on the matter within 65 days after the ZBA receives the notice from the Town Clerk, and the ZBA will make its decision within 75 days after the notice is filed with the Town Clerk.

**TOWN OF NORTHBOROUGH
SUBDIVISION APPROVAL PROCESS
(Consult G.L. Chapter 41 for complete and binding text.)**

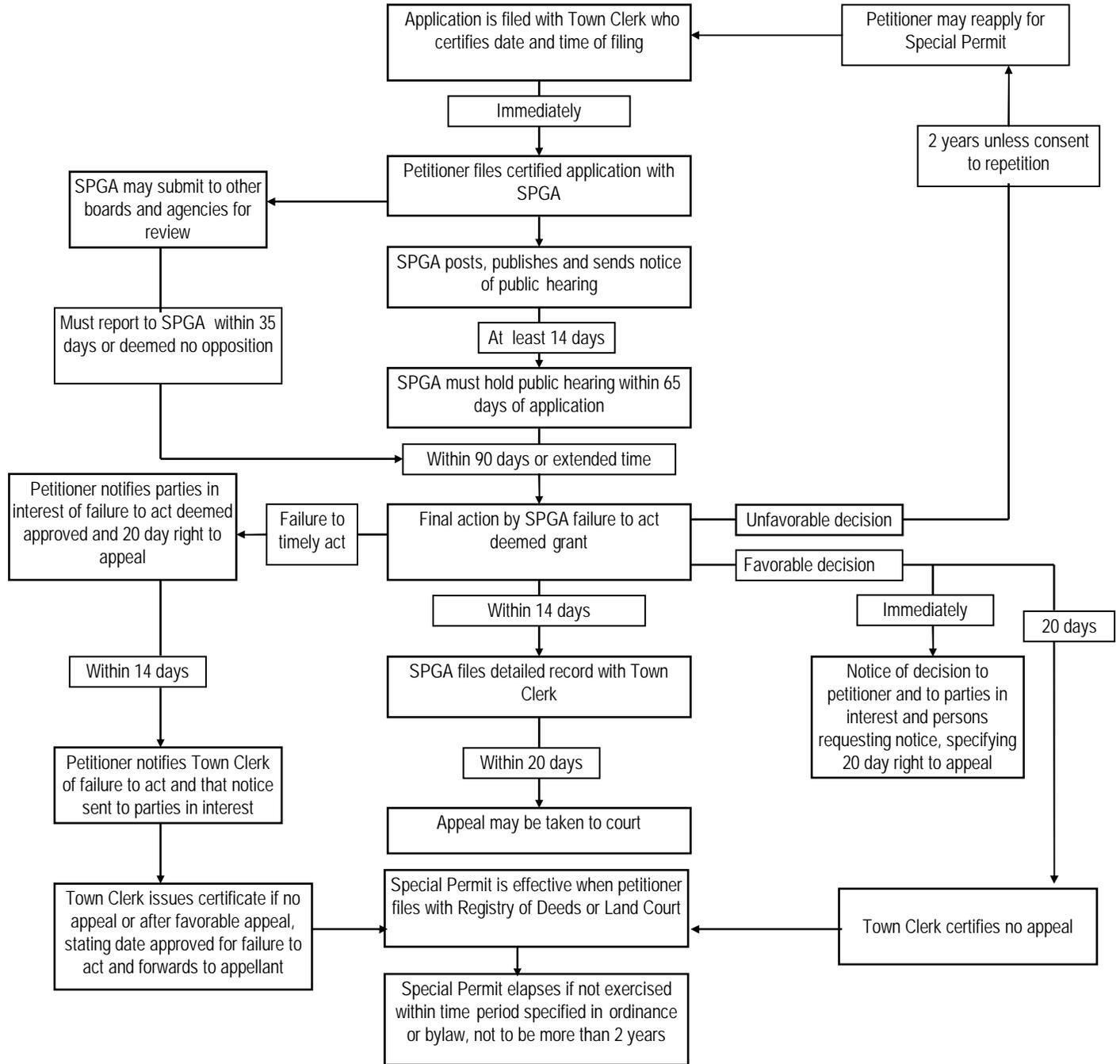


1. Adapted from the Massachusetts Federation of Planning and Appeals Boards (Revised 1988).
2. Note that Step 1, while desirable and highly recommended, is not mandatory for Residential subdivisions.

TOWN OF NORTHBOROUGH SPECIAL PERMIT PROCESS

Special Permit Granting Authority (SPGA) may be Board of Appeals or Planning Board. Certain classes of Special Permits may be issued by one of the parties and other classes by another. (Consult G.L. Chapter 40A for complete and binding text.)

Planning Board or Board of Appeals is acting as Special Permit Granting Authority

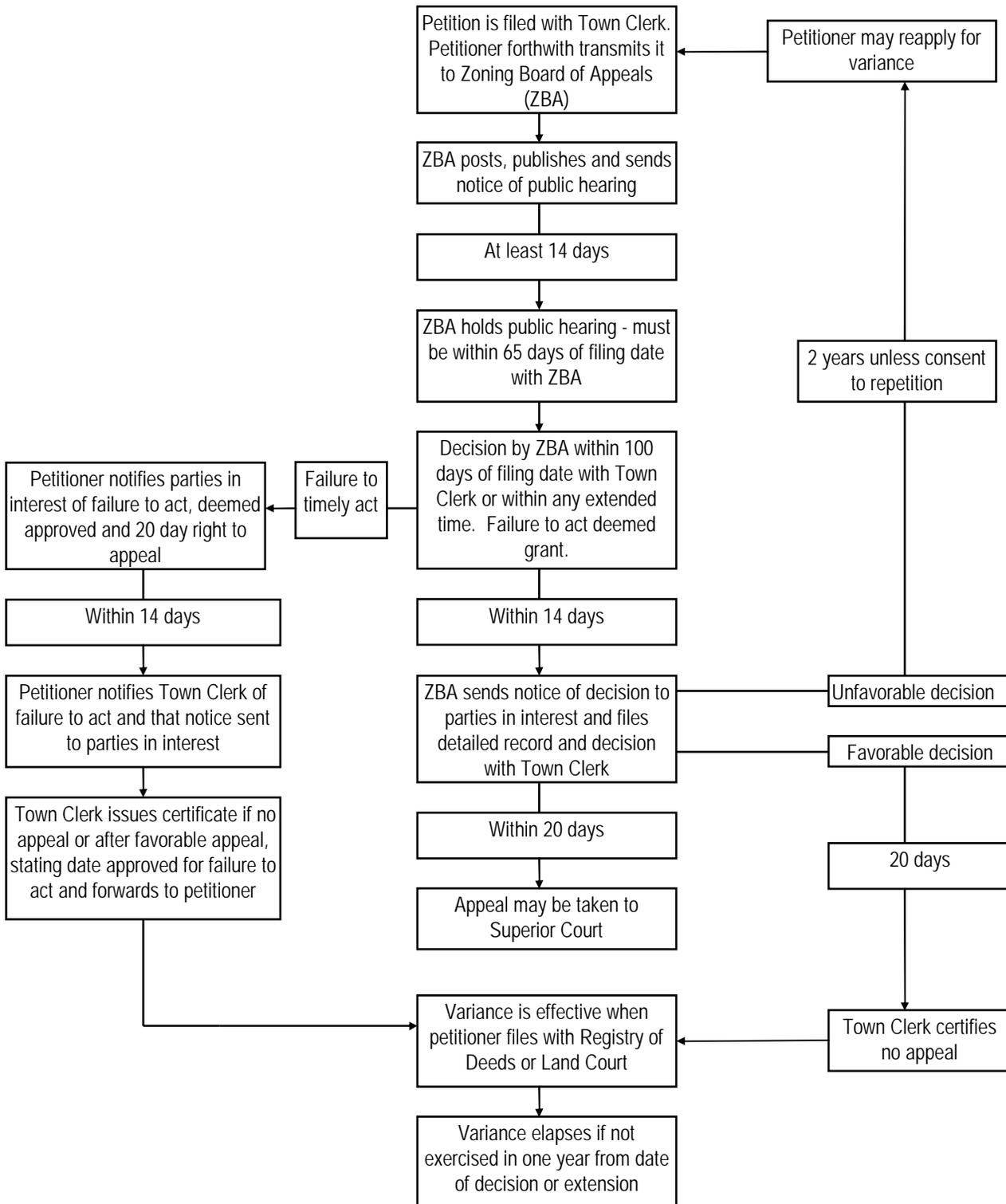


1. Adapted from the Massachusetts Federation of Planning & Appeals Boards (Revised 1988).
2. For applications in a Groundwater District a public meeting is held with the Groundwater Advisory Committee (GAC) prior to the Board of Appeals hearing. The GAC issues a recommendation within 21 days to the Board of Appeals.
3. For Special Permit Site Plan Review a public meeting is held with the Planning Board prior to the Board of Appeals hearing. The Planning Board issues a recommendation to the Board of Appeals.

TOWN OF NORTHBOROUGH VARIANCE PROCESS

(Consult G.L. Chapter 40A for complete and binding text.)

Board of Appeals is acting as Permit Granting Authority



1. Adapted from the Massachusetts Federation of Planning and Appeals Boards (Revised 1988).

**SCHEDULE OF DIMENSIONAL REQUIREMENTS
TOWN OF NORTHBOROUGH**

(Please refer to Northborough Zoning Bylaw for footnotes and complete text.)

District	Minimum Lot Size ¹⁸	Minimum Lot Frontage ¹⁸	Minimum Lot Width ¹⁸	Minimum Lot Depth	Minimum Setback ^{18,20} (feet)			Maximum Height		Maximum Lot Coverage
	(square feet)	(feet)	(feet)	(feet)	Front	Side	Rear	Stories	Feet	(percent)
Residence A ¹⁹	80,000	200 ^{11,12}	200 ⁵	None	30 ^{16,17}	15	25	-	-	None
Residence B ¹⁹	40,000	150 ^{11,12}	150 ⁵	None	30 ^{16,17}	15	25	-	-	None
Residence C ¹⁹	20,000	100 ^{11,12}	100 ⁵	None	30 ^{16,17}	15	25	-	-	None
General Residence ¹⁹	15,000	100 ^{11,12}	100 ⁵	None	30 ^{16,17}	15	25	-	-	None
Apartment	25 acres ¹⁴	100 ¹³	-	-	100 ^{16,17}	100	100	3	35	25 ¹⁵
Business A	4,000 ⁹	50	None	None	6 ^{6,21}	None	None	-	45 ^{21,22}	None
Business B	20,000	150	None	None	50 ^{7,17}	25	25	-	-	None
Business C	20,000	150	None	None	50 ^{7,17}	25	25	-	-	None
Industry A	60,000	200	None	250	40 ^{8,17}	20 ⁸	30 ⁸	3	60	40
Industry B	10,000	50	None	None	20 ¹⁷	20	20	3 ¹⁰	40 ¹⁰	None
Industry C	87,120 ¹	200 ¹	See §7-16-020d(1) ¹	100	50 ¹⁷	20 ⁴	20 ⁴	-	60 ³	See §7-16-020d(3)

LIST OF FEDERAL AND STATE PERMITS AND/OR APPROVALS

The following list was adapted from the North Andover Development Guidebook. The list is by no means exhaustive, and if any question exists you are encouraged to seek legal counsel. The majority of small development projects will not have need for any federal or state permits or approvals, but as projects increase in size and complexity, the applicant should be aware of the potential applicability of any one or more of the following:

Federal Permits

1. **National Environmental Policy Act, or "NEPA"** requires the preparation of an environmental impact statement (EIS) to assess the impact of a major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are either defined by statute or determined by agency officials.
2. **Clean Water Act, Section 404 Permit** requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain a permit from the Army Corps of Engineers. The permit may be a programmatic general permit, an individual permit or an official letter of permission.
3. **Clean Water Act, Water Quality Certification Approval** requires the state to determine whether certain activities meet state water quality standards; if they don't, the Corps of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. **Rivers and Harbors Act of 1899, Section 10 Permit** requires a federal permit from the Army Corps of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit
5. **National Flood Insurance Act and Flood Disaster Protection Act Certification** requires that banks not make, extend or review any loan secured by improved real estate located in an area having flood hazards, and in which flood insurance is available, unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. **Clean Air Act Permits or Approvals** may be required directly from the Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan, or SIP (see State Clean Air Act).
7. **National Historic Preservation Act Section 106 Review** requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historical Commission.
8. **Environmental Protection Agency Stormwater Notices of Intent and/or NPDES Permits** are required for stormwater discharges associated with certain industrial activities. Industrial activity was recently redefined to include "construction activity including clearing, grading, and excavation activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale". The project owner and operator is required to file a Notice of Intent and pollution abatement plan with the Environmental Protection Agency.

State Permits

1. **Massachusetts Environmental Policy Act, or 'MEPA'** requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be **filed** if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.
2. **Massachusetts Clean Waters Act, Sewer Extension/Connection Permits** are required for the connection of a project to a sewer system unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Marlborough Westerly Wastewater Treatment Plant.
3. **Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits:** Surface Water Discharge Permits, administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharges to U.S. Waters and application should be made simultaneously to both agencies. A permit may also be required for stormwater discharges where runoff is substantially contaminated or if contamination exists because the discharge is located within an industrial area or is associated with industrial activity. If the project is in an unsewered area, a Disposal Works Construction Permit must be obtained from the local board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed, a groundwater discharge permit must be obtained.
4. **Waterways, Great Ponds and Tidelands Construction License** must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over 10 acres in their natural state) and tidelands.
5. **Massachusetts Clean Air Act Approval** must be obtained in writing from the Department of Environmental Protection for the plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source of air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, must notify DEP at least 10 working days prior to starting work, if it will create emissions that cause or contribute to a condition of air pollution.
6. **Massachusetts Endangered Species Act** prohibits taking or possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species available from the Division of Fisheries and Wildlife, and habitat maps available for inspection at Town Hall from the Conservation Commission.
7. **Hazardous Waste Management Permits** may be required from the federal Environmental Protection Agency or state Department of Environmental Protection if any wastes generated by the project are hazardous, depending on the types of quantities generated; contact the Northborough Fire Department for information.
8. **Massachusetts Historical Commission Approval** must be obtained if a designated historical or archeological landmark will be altered or effected by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.
9. **State Highway Access Permit** must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.

