



*City of Taunton, Massachusetts*  
**DEPARTMENT OF  
PLANNING AND CONSERVATION**

*Location: 1298 Cohannet Street*

*Mailing: 141 Oak Street*

*Taunton, Massachusetts 02780*

*Kevin R Scanlon, Director/ Planner AICP*

*Michele Restino, Conservation Agent*

*Phone 508-821-1051, 508-821-1043*

*Phone 508-821-1095 Fax 508-821-1665*

*<http://www.taunton-ma.gov>*

**Guide to Special Permits and Site Plan Review Applications**  
**With the Taunton Planning Board**

**Note:** This guide is designed to assist applicants in understanding the general process and compiling a complete application packet for filing. In the event that there is any conflict with City Ordinances or adopted regulations and the contents of this guide, the provisions of the Ordinances and/ or regulations shall take precedent.

If you need a Site Plan Review filing but do not need a Special Permit skip to section II. Below

**I. Planning Board Special Permit Process**

A Special Permit is a discretionary permit (ie it may be granted or denied) within the zoning district of the proposed location. This means that the proposed use is appropriate in some areas within the district and not appropriate in other areas. The Special Permit Granting Authority (SPGA) will make a determination as to whether the proposal is appropriate at a public hearing. The application is heard in a public hearing in front of the SPGA after notice to abutters within 300 feet and notice in the newspaper for two consecutive weeks. This guide deals with Special Permit applications that will be heard by the Planning Board. In cases where the SPGA is the Municipal Council, there is a separate application and guide.

In cases where the proposed project requires any zoning variances, any and all variances MUST be obtained first.

Applications are to be filed at the Planning and Conservation offices located at 1298 Cohannet Street, Taunton, Ma. And they will start the hearing process. Once a completed application is filed, copies of the packet are sent to a number of City Departments for review and comment. Those comments are sent to the Planning Board. The Planning Board then holds a public hearing to review all of the Departmental comments and hear a presentation from the petitioner. Abutters are afforded an opportunity to speak and the Planning Board will then issue a decision on the proposal. The SPGA may impose conditions, safeguards, and limitations on time or use of a special permit

In Special Permit cases in front of the Planning Board where a Site Plan Review is also required, the petitioner has the option of combining the two filings into one filing that will be heard as one or keeping them separate for two Hearings. If you are combining a Special Permit and Site Plan review, please familiarize yourself with section II Site Plan Review Process before proceeding to section III for Application Packet contents. Otherwise, see Section III.

**II. Site Plan Review Process**

A Site Plan Review is a review process to ensure that the design and layout of multifamily residential, commercial and industrial developments will not be detrimental to the City of Taunton's neighborhoods and environment and protect the health, safety, convenience and general welfare of its inhabitants. The intent of site plan review is to regulate rather than prohibit use through reasonable conditions which may be imposed by the Site Plan Review Committee concerning the siting of buildings, open space and landscaping, parking areas, access and egress from proposed developments, drainage, sewerage, water supply, and police and fire safety. In cases where the proposed project requires any variances, any and all variances MUST be obtained first. In cases where Special Permit is required and the issuing authority is the Planning Board, the Special Permit and Site Plan Review may be combined if desired by the applicant.

A Site Plan Review is a public meeting that is held by the Planning Board in which 300 foot abutters are notified by mail of the meeting and are afforded an opportunity to voice concerns. The Site Plan Review process and requirements are set forth in section 440-1500 of the Zoning Ordinance. <https://ecode360.com/29008785>. The filing fee schedule is set forth in section 440-305 of the zoning ordinance <https://ecode360.com/29008054>

Applications are to be filed at the Planning and Conservation offices located at 1298 Cohannet Street, Taunton, Ma. And they will start the hearing process. Once a completed application is filed, copies of the packet are sent to a number of City Departments for review and comment. Those comments are then sent to the Development Impact Review Board (DIRB) which is comprised of Department Heads and a Community advocate. The DIRB then holds an internal review meeting to consolidate all of the Departmental comments and concerns into a letter of recommendation to the Planning Board to consider at their public meeting. The Planning Board will then issue a decision with a list of conditions that must be met.

### **III. Application Packet Contents**

It is highly recommended that one complete application packet be submitted to the Planning and Conservation Department located at 1298 Cohannet Street, Taunton, Ma 02780 (508-821-1051) for a pre review for completeness prior to making all required 20 copies. A complete application packet will consist of the following;

- Completed Application
- Surveyed Site Plan showing the full extent of the parcel(s) under review and existing and proposed activities in conformance with sec440-1500 requirements of the zoning ordinance
- Copy of Current Deed(s) and a legal description of the parcel(s) under review
- Certified Abutters list for 300 feet that is less than 6 months old. Go to <https://www.taunton-ma.gov/home/pages/online-services> click on the "online GIS", search for your parcel(s), create the abutters list and bring it to the Assessors Office for certification. (there is a small processing fee)
- Reasons for Petition; this consists of a detailed project description including but not limited to what is there now, how will the site be altered and how the activities on site will function
- Development Impact Statements (see section 440-1508), abbreviated statements may be allowable in some circumstances for an initial filing. Please consult with the Planning and Conservation office as to whether an abbreviated statement is allowable.

In addition to the above requirements:

- The required filing fee (Check or Money Order only) payable to the City of Taunton
- Envelopes- stamped addressed envelopes for each name on the certified abutters list. (leave return address blank)

**The deadline for filing is generally 4 weeks prior to the scheduled Planning Board meeting date but may vary depending on the case load of the Board.**

### **IV. Special Permit/ Site Plan Review Filing Fees**

All applications for special permits with the Planning Board or Municipal Council and/or site plan review shall be made accompanied by a check made payable to the City of Taunton in the amount as determined on the schedule below. This fee shall be nonrefundable. The fee may be waived or reduced for certified nonprofit entities by a two-thirds vote of the Municipal Council prior to the filing of the application for a special permit/site plan review.

(1) Residential: \$150 per unit (except as noted below). Multifamily and two-family developments: base fee of \$350 plus \$100 per unit.

(2) Industrial uses. Manufacturing, warehouse and outdoor areas [office portions to be calculated using Subsection D(3) below] in industrial zoning districts: minimum fee of \$500.

(a) For gross building floor area:

- [1] For the first 10,000 square feet: \$0.15 per square foot.
- [2] For each additional square foot up to 20,000 square feet: \$0.13.
- [3] For each additional square foot up to 50,000 square feet: \$0.10.
- [4] For each additional square foot up to 100,000 square feet: \$0.07.

[5] For each additional square foot up to 200,000 square feet: \$0.05.

[6] For each square foot over 200,000 square feet: \$0.02.

(b) For outdoor areas for storage, display and other intensive uses:

[1] For the first 100,000 square feet: \$0.13 per square foot.

[2] Over 100,000 square feet: \$0.02 per square foot.

(3) Nonresidential [commercial, retail, office, and other uses not within Subsection D(1) and (2) above]: minimum fee of \$500.

(a) For gross building floor area:

[1] For the first 3,000 square feet: \$0.15 per square foot.

[2] For each additional square foot up to 5,000 square feet: \$0.20.

[3] For each additional square foot up to 7,500 square feet: \$0.25.

[4] For each additional square foot up to 15,000 square feet: \$0.30.

[5] For each additional square foot up to 25,000 square feet: \$0.35.

[6] For each additional square foot up to 35,000 square feet: \$0.30.

[7] For each additional square foot up to 45,000 square feet: \$0.25.

[8] For each additional square foot up to 55,000 square feet: \$0.20.

[9] For each additional square foot up to 75,000 square feet: \$0.13.

[10] For each additional square foot up to 100,000 square feet: \$0.08.

[11] For each additional square foot up to 500,000 square feet: \$0.04.

[12] For each square foot over 500,000 square feet: \$0.02.

(b) For outdoor areas for storage, display and other intensive uses:

[1] For the first 50,000 square feet: \$0.10 per square foot.

[2] For each additional square foot up to 100,000 square feet: \$0.05.

[3] For each square foot over 100,000 square feet: \$0.02.

(4) Special permit and/or full site plan review modifications which are determined by the Municipal Council to constitute a minor change, for all projects: fee of \$300\*. For all departmental site plan review modifications which are determined by the City Planner to constitute a minor change: fee of \$300.

(5) Special permit and/or full site plan review modifications which are determined by the Municipal Council to constitute a major change or departmental site plan reviews which are determined by the City Planner to constitute a major change, for all projects: 10% of the fee for the project calculated using the current fee schedule with a minimum fee of \$500

\* In those instances, relative to Subsection D(4) and (5) above, where modifications constitute an increase in the number of units or an increase in the gross building floor area and/or outdoor areas for storage, display\*\* and/or intensive uses\*\*\* the fee shall be calculated using Subsection D(1), (2) and (3) above, except for the base fee

\*\* Outdoor display areas shall include areas used for the display of motor vehicles and other craft, farm and other machinery, as well as other items available for customer inspection related to wholesale and/or retail sales and rental; however, shall not be limited to such upon the determination of the City Planner

\*\*\* Outdoor intensive uses shall include such uses as miniature and novelty golf courses, driving ranges, go-cart tracks, water and amusement parks, outdoor seating and lounge areas of restaurants and bars, and other outdoor areas used for assemblage, storage, processing, manufacture and/or maintenance; however, shall not be limited to such upon the determination of the City Planner

## **V. After the Hearing**

After the Planning Board has voted on the petition, the Planning Board staff will prepare a written decision which will include any conditions and changes determined necessary by the Board. This decision will be filed with the City Clerk's office at which time a **20 day appeal period** will start.

**At the end of the 20 day appeal period, the petitioner is responsible for recording the decision at the Bristol County Registry of Deeds and providing a copy of said recording to the Planning Board.** The petitioner will then need to comply with any conditions of approval and obtain or finish obtaining any other necessary licenses, permits or approvals.



# TAUNTON PLANNING BOARD

City Hall

Location: 1298 Cohannet Street

Mailing: 141 Oak Street

Taunton, Massachusetts 02780

Denise J. Paiva, Secretary

Phone 508-821-1051

www.taunton-ma.gov

## Special Permit/ Site Plan Review Application

Check the Type(s) of filing below;

       **Special Permit** The undersigned hereby petitions the City of Taunton Planning Board for a public hearing and action on a Special Permit application per the requirements of sections 440-303 through 440-306 of the City of Taunton Zoning Ordinance

       **Site Plan Review-** The undersigned hereby petitions the City of Taunton Planning Board for a public meeting and action on a Site Plan Review application per the requirements of sections 440-1500 through 440-1509 of the City of Taunton Zoning Ordinance ;

To Allow: \_\_\_\_\_

\_\_\_\_\_ on the premises situated on the \_\_\_\_\_ side of \_\_\_\_\_ street, Taunton, Ma and is known as number \_\_\_\_\_.

### The petitioner shall attach 20 packets containing the following (see Zoning Section 440-1508);

1. Reasons for the petition
2. Legal description of the premises (to be taken from deed)
3. Certified list of names and addresses of all owners of all lands within 300 feet of any property line of the subject property as they appear on the most recent tax list. This includes the land of any such owner which is located in another town
4. A site plan and if applicable a landscape plan, building plan and signage plan
5. Development Impact Statements        Required        Not Required        Abbreviated DIS to be included
 

A. Traffic Impact Assessment	C. Fiscal impact Assessment
B. Environmental Impact Assessment	D. Community impact Assessment
6. Fee: \_\_\_\_\_

Set out petitioners interest in the property. Complete the following;

The petitioner is owner of said land and acquired legal title to premises on \_\_\_\_\_, and recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ of Bristol County Northern District, Registry of Deeds.

If not the owner, please state whether you have a lease, purchase and sale agreement etc. (giving date and other information) and have owner set out the following: \_\_\_\_\_

If represented by counsel, please enter name, address, and phone number: \_\_\_\_\_

Signed; \_\_\_\_\_, Petitioner  
 Type/ print name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signed : \_\_\_\_\_, Owner