



TOWN OF COHASSET

**Planning Board
41 Highland Avenue
Cohasset, MA 02025
781.383.4100 x 5128**

LAND ALTERATION SPECIAL PERMIT APPLICATION

To: Town Clerk

Date: _____

The undersigned has submitted said plan for determination under the Planning Board Land Alteration Special Permit Process pursuant to Cohasset Zoning Bylaws Chapter 300, Article 11.2.

Summary of Proposal/Site Description:

1) Name of Record Owner: _____

Address: _____

Phone : _____

Email: _____

2) Name of Applicant: _____

Address: _____

Phone : _____

Email: _____

3) Zoning Classification: _____

4) Assessors Map # _____ Plot: _____

5) Deed of Property Recorded in Norfolk County Registry:

Book: _____ Page: _____

6) Location and description of property sufficient for identification:

Name of Owner

Name of Applicant

Signature of Owner

Signature of Applicant



TOWN OF COHASSET

Planning Board
41 Highland Avenue
Cohasset, MA 02025
781.383.4100 x 5128

LAND ALTERATION SPECIAL PERMIT APPLICATION PROCEDURES

The Earth Removal bylaw is section §300, Art. XI of the Town of Cohasset's Bylaws. Please read the Bylaw thoroughly to understand what the scope of the Land Alteration Special Permit review is and what the Planning Board will expect to be submitted to them. A link to the website for Cohasset Zoning Bylaws §300, Art. XI can be located here: <https://ecode360.com/31606310>

Submit to **the Planning Board Office** the following:

- A **narrative** of the project explaining, in detail, the plans for the property. When drafting the narrative, please refer to the Bylaw to address details that have been included in the language of §300, Art. XI. The narrative should include:
 - A written description and plans or drawings showing the location and the nature of the proposed disturbance area;
 - A statement explaining the purpose and need for the proposed impact upon protected trees or protected earth, including exposed ledge face;
 - A statement outlining possible alternatives, proposed compensatory actions, and mitigation measures, including restoration, to the proposed impact upon protected trees, or protected earth, including exposed ledge face;
 - Photographs of all protected earth, exposed ledge face, or protected trees within and adjacent within 50 feet to the proposed disturbance area prior to any work;
- Three (3) copies of the Application** – Form signed by BOTH the Applicant and the Property Owner.
- Six (6) copies of the Site Plan and Landscape Plan.** There should be three full size plans (2' x 3') and three 11" x 17".
- Electronic copies of all submissions** emailed to LLind@Cohassetma.org.
- Two (2) copies** of the **certified** Abutter's List (per MGL Ch. 40A, Section 11) obtained from the Assessor's Office.
- Two (2) sets** of mailing labels matching the **certified** abutter's list obtained from the Assessor's Office.
- The appropriate application fees (refer to Planning Board Fee Schedule Common Driveway Fees)



TOWN OF COHASSET

Planning Board
41 Highland Avenue
Cohasset, MA 02025
781.383.4100 x 5128

- The original, signed Planning Board Litigation Policy Statement signed by both the Applicant and the Property Owner.

NOTE – At this point, the Planning Board staff will review the application materials to ensure that ALL information necessary has been provided. If any items are missing, the application will be deemed incomplete and will not be accepted.

If it is determined that the application materials are complete:

1. The application material will be filed with the Town Clerk's Office as received.
2. The Planning Board Staff will then do the following:
 - Assign a Case Number
 - Set a date and time for the public hearing (within 45 days of filing)
 - Post the meeting in the Town Clerk's Office at least 14 days in advance of the public hearing
 - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date, first publication to appear at least 14 days in advance of the hearing.
 - Distribute the plans to the appropriate departments/boards for their review and comment
 - Copies of the hearing notice shall be sent by regular mail, postage prepaid, to the applicant and all "parties in interest" as per MGL Ch. 40A, Section 11.
3. If requested by the Board or staff, the project may be submitted for a third-party Peer Review. Peer Review and Legal costs, if required, are the responsibility of the applicant.
4. The Planning Board's recommendation will be filed with the Town Clerk's Office within 21 days of the conclusion of the Public Hearing and distributed to the Building Department.

Application Last Revised: 03/23/2022