

# Salisbury Planning Board

## Special Permit Submittal Checklist

*Before any Special Permit application can be filed at the town clerk's office, the following departments must receive the specified information and sign below that the information has been received. Departments have 14 days within which they may comment on the proposed plan.*

### **Board of Health**

(1 Sets of Plans) Received By: Janet Garry Date: 10-23-23  
(1 copy of special permit application)

### ✓ **Fire Department**

(1 Sets of Plans) Received By: AM Date: 10/23/23  
(1 copy of special permit application)

### ✓ **Department of Public Works**

(1 Sets of Plans) Received By: High-Grade Dept Date: 10/20/23  
(1 copy of special permit application)

### **Building Department**

(1 Sets of Plans) Received By: [Signature] Date: 10/23/2023  
(1 copy of special permit application)

### **Conservation Commission**

(1 Sets of Plans) Received By: Shirley Date: 10/23/23  
(1 copy of special permit application)

### ✓ **Police Department**

(1 Sets of Plans) Received By: MPA Date: 10/21/23  
(1 copy of special permit application)

### **Assessor's Department**

(1 Sets of Plans) Received By: Cathy Foster Date: 10/23/23  
(1 copy of special permit application)

### **Planning Department**

(1 Sets of Plans) Received By: Emily Date: 10/23/23  
(1 copy of special permit application)

# Salisbury Planning Board

**A REGISTERED PLAN MUST BE FILED WITH THIS APPLICATION FORM**

Date

10/20/23

Applicant:

Glenn Cote

Full name

137 Lafayette Rd.

Address

978-518-5532

phone number

Applicant's E-mail Address:

Owner:

Glenn Cote

Full name

137 Lafayette Rd.

Address

978-518-5532

phone number

Lessee:

Full name

Address

phone number

Tax Map #

18

Lot #

51

1.

Location of Premises:

137 Lafayette Rd.

2.

Zoning District:

LM Subdistrict B

3.

Parcel Size:

3.12 Acres

4.

(OSRD applications only): Applicable Land Area:

Open Space Percentage:

5.

Number of existing buildings on parcel:

1

6.

What is the existing use of the subject premise?

Auto Salvage

7.

Provide a detailed description of the proposed use of premises, including # of proposed structures (attach additional pages if necessary):

Residential manufactured Home  
single family 2 bedroom 2 bath

8.

Zoning by-law provision under which application is made:

single family  
detached dwelling requires PB special permit LMB

9.

State grounds for this application, please be specific. Special permit criteria can be found in the Zoning Bylaw §300-35 (attach additional pages if necessary):

We are in compliance of  
the special permit

10.

Other Permits Required and Status of Applications:

Building Permit

Glenn Cote  
Signature of Applicant

Glenn Cote  
Signature of Owner

# Salisbury Planning Board

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## TAX AND BETTERMENT PAYMENT CERTIFICATION

Date 10/20/23

Map 18 Parcel 51

Owner's Name: Glenn Cote

Property Address: 137 Lafayette Rd, Salisbury, MA

I, Pauline A Stanwood, certify that all taxes and applicable betterment's have been paid in full for the property located at Map 18 Parcel 51. The next billing date is 11/1/2023

Signature: Pauline A Stanwood Date: 10/20/2023  
Treasurer or Treasurer's Clerk

Planning Board

**REQUIREMENTS AND WAIVER REQUEST FORM**

Applicant Glenn Cote Map and Parcel # MAP 18 LOT 51  
Property Owner Glenn Cote Project Address 137 Lafayette Rd.

Plan Requirements	Included in Application	Requesting Waiver
A. Plans drawn by registered professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Existing site conditions:		
1. All waterbodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Wetland and Boundaries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Topography	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Vegetation types	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Other natural features	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Location of:		
1. Proposed landscaping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Existing landscaping and open space	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Use Plan indicating locations of		
1. Proposed building and additions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Service and loading areas	<u>NA</u>	<input type="checkbox"/>
4. Curbing and driveway locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Trash and receptacles or dumpsters	<u>NA</u>	<input type="checkbox"/>
6. Lighting	<u>NA</u>	<input type="checkbox"/>
7. Other site alterations	<u>NA</u>	<input type="checkbox"/>
E. Architectural plans of all proposed buildings		
1. Floor plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Elevation plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Utility Plans showing		
1. Water and sewer connection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Stormwater Drainage Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Luminaire Plan showing		
1. Foot Candles	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Salisbury Planning Board

Please check off the applicable application:

☒ **Special Permit-check all that apply**

☐ **Open Space Residential Development (OSRD)**

☐ **Water Resource District**

☐ **Planned Office Development**

☐ **Motel Reuse**

☐ **Wireless Communication Facility**

☐ **Village Center District**

☐ **Repetitive Petition**

☐ **Other**

(Specify) \_\_\_\_\_

*Applications will not be stamped in at the Town Clerk's office for the Planning Board, until the Planning Department determines that the following items are included with the application:*

☒ 1. Application must be filled out completely and correctly.

☐ 2. Special Permit filing fee. Checks payable to the Town of Salisbury.

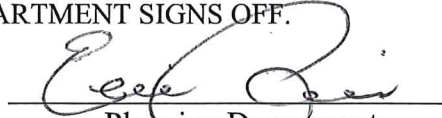
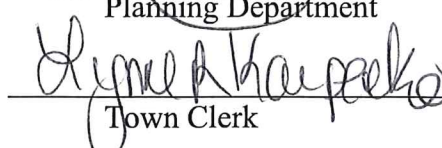
☐ 3. Plan drawn in accordance with the requirements listed in the Town of Salisbury's Zoning By-Laws. (8 COPIES).

☒ 4. Abutters List

☒ 5. Treasurer's Office signature to ensure all Taxes are paid up to date on the property in question and any applicable betterments are paid in full.

☒ 6. A complete submittal checklist **must** be submitted along with paper copies of plans and PDFs shall be sent to the Planning Department.

IMPROPER OR INCOMPLETE FILINGS WILL RESULT IN A DELAY IN DECISION, TOWN CLERK WILL SIGN AND STAMP AFTER PLANNING DEPARTMENT SIGNS OFF.

  
Planning Department  
  
Town Clerk



## Chapter 300. Zoning

### Article VII. Zoning Board of Appeals

#### § 300-35. Special permits.

Certain uses, structures or conditions are designated in Article III, Use Regulations,<sup>[1]</sup> as special permits. Further, Article III provides that all uses not specifically permitted (or prohibited) but which are similar in character to the permitted uses shall be treated as requiring a special permit. Upon written application duly made to the ZBA, the ZBA may, in appropriate cases, subject to the applicable conditions contained herein, in the Special Permit Table, and subject to all other reasonable conditions and safeguards, grant a special permit for such uses, structures or conditions.

- A. Before granting an application for a special permit, the ZBA with due regard to the nature and condition of all adjacent structures and uses, and the district within which the same is located, shall find all of the following general conditions to be fulfilled:
- (1) The use requested is listed in the Table of Use Regulations as a special permit in the district for which application is made or is similar in character to permitted uses in a particular district but is not specifically mentioned.
  - (2) The requested use is essential and/or desirable to the public convenience or welfare.
  - (3) The requested use will not create undue traffic congestion or unduly impair pedestrian safety.
  - (4) The requested use will not overload any public water, drainage, or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety, or the general welfare.
  - (5) Any special regulations for the use set forth in the Special Permit Table are fulfilled.
  - (6) The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health or welfare of the neighborhood.
  - (7) The requested use will not, by its addition to a neighborhood, cause an excess of that particular use that could be detrimental to the character of said neighborhood.
- B. The ZBA shall also impose in addition to any applicable conditions specified in this bylaw such additional conditions as it finds reasonably appropriate to safeguard the neighborhood, or otherwise serve the purposes of this bylaw, including but not limited to the following: front, side, or rear yards greater than the minimum required by this bylaw; screening buffers or planting strips, fences, or walls, as specified by the ZBA; modification of the exterior appearance of the structures; limitation upon the size, number of occupants, method and time of operation, duration of permit, or extent of facilities; regulation of number and location of driveways or other traffic features; and off-street parking or loading or other special features beyond the minimum required by this bylaw. Such conditions shall be imposed in writing, and the applicant may be required to post bond or other security for compliance with said conditions in an amount satisfactory to the ZBA.

- C. In order that the ZBA may determine that the above-mentioned restrictions are to be met, a site plan shall be submitted in duplicate to the ZBA by the applicant.
- D. Said site plan shall show, among other things, all existing and proposed buildings, structures, parking spaces, driveway openings, driveways, service areas, and other open uses, all facilities for sewage, refuse and other waste disposal, and for surface water drainage, and all landscape features, such as fences, walls, planting areas, and walks.
- E. A person may, prior to submitting his application for a special permit, meet with the ZBA and orally describe his project. The ZBA may waive or modify the requirements for a detailed site plan as described above after such a meeting.
- F. Uses, whether or not on the same parcel as activities permitted as a matter of right, accessory to activities permitted as a matter of right, which activities are necessary in connection with scientific research or scientific development or related production, may be permitted upon the issuance of a special permit provided the ZBA finds that the proposed accessory use does not substantially derogate from the public good.

[1] *Editor's Note: See the Table of Use Regulationsm included as an attachment to this bylaw.*

# Salisbury Planning Board 2023 Meeting Schedule & Submission Deadlines for Meetings

Meeting Date	Official Submittal Deadline for Public Meetings*	Official Submittal Deadline for Public Hearings**
January 11, 2023	January 4, 2023	December 23, 2022
January 25, 2023	January 18, 2023	January 6, 2023
February 8, 2023	February 1, 2023	January 20, 2023
February 22, 2023	February 15, 2023	February 3, 2023
March 8, 2023	March 1, 2023	February 17, 2023
March 22, 2023	March 15, 2023	March 3, 2023
April 12, 2023	April 5, 2023	March 24, 2023
April 26, 2023	April 19, 2023	April 7, 2023
May 10, 2023	May 3, 2023	April 21, 2023
May 24, 2023	May 17, 2023	May 5, 2023
June 14, 2023	June 7, 2023	May 26, 2023
June 28, 2023	June 21, 2023	June 9, 2023
July 12, 2023	July 5, 2023	June 23, 2023
July 26, 2023	July 19, 2023	July 7, 2023
August 9, 2023	August 2, 2023	July 21, 2023
August 23, 2023	August 16, 2023	August 4, 2023
September 13, 2023	September 6, 2023	August 25, 2023
September 27, 2023	September 20, 2023	September 8, 2023
October 11, 2023	October 4, 2023	September 22, 2023
October 25, 2023	October 18, 2023	October 6, 2023
November 8, 2023	November 1, 2023	October 20, 2023
November 22, 2023	November 15, 2023	November 3, 2023
December 13, 2023	December 6, 2023	November 24, 2023
December 27, 2023	December 20, 2023	December 8, 2023

\* Includes official submittal deadlines for the different types of applications (Please refer to Application Deadlines Document on Planning Board Website). The dates listed are the dates that the complete application must be stamped in by the Town clerk. SPR has a department review period that must be adhered to prior to official application submission.

\*\* Completed applications must be received by 10 a.m. on official submittal date.

If revised plans are submitted, they must be brought to the planning office by 10:00am, minimum of 2 working days prior to the board meeting.

Planning Board Meetings are at 7 p.m. at the the Salisbury Town Hall, 5 Beach Rd. in the Colchester Auditorium & remotely via Zoom.

## Covid-19 Meeting Information

\*Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in person and via remote means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person, or via virtual means. In person attendance will be at the meeting location listed above, and it is possible that any or all members of the public body may attend remotely, with in-person attendance consisting of members of the public. When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by in person attendance, or by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via Salisbury Community Television (SCTV) Channel 12 or via Facebook Live through SCTVMC.