WHICH PERMIT(S) DOES YOUR PROJECT NEED IN THE TOWN OF MILLIS?

Zoning Board of Appeals

If your project use may be permitted ia SBA in **Table 1. Use Regulations** o the Town of Millis Zoning Bylaw.

The Town DOES NOT ALLOW Use Variances. Waiver from a zoning requirement may be requested. : dimensional requirements, signage

Planning Board Special Permit Application

Land Clearing

Home Occupation (Zoning Districts R-V-C, C-V-2, V-B)

Temporary Structures Larger than 500 SF and Intended to Exist for More than 7 days

Adult Entertainment Uses

Personal Wireless Communications Facilities

Wineries, Cideries, Microbreweries, Distilleries

> Substance Abuse **Treatment Centers**

Accessory Family Units (Zoning District R-V-C)

Requires Certificates of Approval from Fire Chief and the Board of Health

Development Proposed Using MCEOD Criteria

Requires Certificates of Approval from Fire Chief and the Board of Health

Planning Board Application for Approval of Definitive Plan

Subdivisions

508-376-7046

508-376-7045

508-376-7042

508-376-7041

508-376-7045

508-376-7044

508-376-7041

508-376-7040

NOTES

NO CUTTING / WORK IS ALLOWED PRIOR TO THE ISSUANCE OF ALL REQUIRED APPROVALS, PERMITS, VARIANCES, LICENSES, AND AUTHORIZATION.

If your project is within Special Flood **Hazard District or Watershed Protection** District it requires a Special Permit. Refer to Table 1. Use Regulations of the Town of Millis Zoning Bylaw governing authority for permit application. No building permit is issued until the Board of Health issues a permit under the district requirements.

CONTACT INFORMATION

ZONING BOARD PLANNING BOARD BOARD OF HEALTH SELECT BOARD CONSERVATION COMMISSION BUILDING COMMISSIONER ECONOMIC DEV. & PLANNING DEPT OF PUBLIC WORKS

asutherland@millisma.gov cstandlev@millisma.gov jmcveigh@millisma.gov karen.bouret.demarzo@millisma.gov cstandley@millisma.gov mgiampietro@millisma.gov rweiss@millisma.gov jmckay@millis.ma.gov

Planning Board Special Permit Application with Site Plan Review

Project design sewer flow of 2,200 Multi-Family Developments gallons per day or greater

Project of 4 of more dwelling units, Commercial and Industrial whether subdivision or on an Structures and Developments approved roadway

Planned Unit Development (PUD) Removal of Greater Than 10 CY Project of Earth Materials

Filling of Land or Water Area: Commercial or industrial development Requiring 2,500 CY of Fill or More, or with gross floor area exceeding Area to Be Filled Exceeds 10,000 SF 3,000 SF

> Earth removal project exceeding 175 CY of material per lot, or 500 CY of material per project

Board of Health

Environmental Health

Impact Report

Select Board

Land Disturbance & Stormwater Management Permit

Project to disturb one or more acres of land

Select Board Municipal Storm Drain Permit

Project connects to the Town drainage system

Select Board

Municipal Water or Sewer **Service Connection Permit**

Project proposes to tie into the Town water or sanitary sewer system

Conservation Commission Notice of Intent

Removing, Filling, Dredging, Altering land within:

100' of a wetland, stream, flood zone and/or - 200' of any perennial stream

Conservation Commission

Request for Determination of Applicability (RDA)

Generally for smaller projects or projects considered "minor" under the Wetlands Protection Act that occur within jurisdictional areas but do not propose any significant impacts.

Conservation Commission

Abbreviated Notice of Resource Area Delineation (ANRAD)

To approve wetland boundaries but NOT proposed work

REVIEW ZONING BYLAWS AT: http://www.millisma.gov/planning-board SEE ZONING OFFICER TO CONFIRM WHICH PERMITS NEED TO BE FILED. PERMITTING TIMELINES VARY BETWEEN BOARDS.

BUILDING PERMIT ISSUANCE AFTER ALL OTHER REQUIREMENTS ARE MET. IT IS HIGHLY RECOMMENDED THAT APPLICATIONS BE SUBMITTED SIMULTANEOUSLY TO EXPEDITE THE PERMITTING PROCESS.

Open Space Preservation Projects

File copies of application with Board of Health, Conservation Commission, Building Inspector, Fire Chief, Highway Department, Town Engineer

Marijuana

Establishments

Within Village Center

(Zoning Districts R-V-C, C-V-2)

Assisted Living Residences

Senior Residential

Community Development

File copies of application with Board of Health,

Conservation Commission, Building Inspector,

Fire Chief, Highway Department, Town Engineer.

Removal/Modification of Stone Walls, Trees within Public ROW on a Towndesignated Scenic Road

Large-Scale Ground-Mounted Solar Photovoltaic Installations

Automatic Carwash and/or Self-Service Carwash

Planned Business Development

Planned Industrial Development

PLANNING BOARD TIMELINE

SPECIAL PERMIT **APPLICATION**

File with Town Clerk & Submit to Planning Board.

Planning Board distributes information to Building Inspector, Board of Health, Select Board, Conservation Commission, & Master Implementation

35 DAYS

WITHIN 65 DAYS OF FILING APPLICATION

Opening of Public Hearing

WITHIN 21 DAYS OF

UP TO 90 DAYS

Decision from the

Appeal Period

20 DAYS

Planning Board. Note: The required time limits for a public hearing and said action, may be extended by written agreement (MGL 40A.9)

WITHIN 21 DAYS

Conservation Commission

CONSERVATION COMMISSION TIMELINE

APPLICATION

Submit to the

Conservation Commission

and give written notice to

the Inspector of Buildings,

and copies to the Town

Clerk and MassDEP.

Note: Wetlands shall have

been marked with

numbered flagging tape by qualified wetland

scientist(s), which

correspond to the edge of

wetlands shown on the

submitted Plans.

AT LEAST 7 BUSINESS DAYS PRIOR TO **PUBLIC HEARING**

Notify abutters of the project.

Opening of Public Hearing

RECEIPT OF AFTER THE CLOSE OF **APPLICATION** THE PUBLIC HEARING

> issues an Order of Conditions, Order of Resource Area Delineation, or a Determination of Applicability.

10 DAYS

Appeal Period from the issuance of an Order of Conditions.