



**Town of Blackstone
Planning Board**

15 St. Paul Street

Blackstone, Massachusetts 01504

Tel. (508) 883-1500 · Fax (508) 883-7043

Special Permit Application

- Submit (1) copy to the Town Clerk and (1) Clerk-certified copy and 3 others to the Planning Board.

Date Filed with Town Clerk:

Proposal Name (if any):

Applicant's Full Name:

Applicant's Address:

Applicant's Phone Number:

Property Owner's Full Name:

Property Owner's Address:

Property Owner's Phone Number:

Address of Premises:

Assessor's Map Reference:

Registry of Deeds Reference Book:

Page:

Land Court Certificate of Title Number:

Application For:

1. _____ Reduced frontage and area for lot(s) having only rural access as authorized at § 123-12.J.
2. _____ Back lot division as authorized at § 123-12.L.
3. _____ Flexible Residential Development as authorized at § 123-13.1.
4. _____ Major Residential Development as authorized at § 123-13.2.
5. _____ Contributing development as authorized at § 123-14.
6. _____ Reduction of parking as authorized at § 123-15.A.
7. _____ Use in the Groundwater Protection District subject to approval under § 123-23.1.E.
8. _____ Multifamily dwelling as authorized at § 123-23 or § 123-23.2C.
9. _____ Shared driveway as authorized as § 123-15.E.
10. _____ Village-compatible development as authorized at § 123-23.2.
11. _____ Personal wireless service facility as authorized at § 123-24.

Endorsement

I (we) hereby certify that the applicant(s) itemized above have been authorized by me (us) to apply for a special permit from the Planning Board on property that I (we) own, and that such property is free of encumbrances except for any itemized below.

Signature of Owner:

Address:

Signature of Owner:

Address:

Mortgages or Other Encumbrances:

Name & address for all notices to be provided to the “applicant” in cases where there is more than a single applicant or the applicant and owner are not the same:

Name:

Address:



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Special Permit Regulations

Revised February 6, 2025

The following are the required submittals and other procedures for the Planning Board to act upon applications for Special Permits.

1. Required Submittals:

The application must be accompanied by the following:

_____ A hearing fee of \$ 500.00, plus \$5.00 per party in interest entitled to mailed public hearing notice, plus advertising costs that must be paid before the hearing opens.

_____ A list of parties in interest entitled to notice, certified by the Board of Assessors (*separate \$10 fee paid directly to Board of Assessors*)

1A. For Frontage and Area Reduction:

_____ A plan indicating the lots as proposed to be created.

_____ A written explanation of any proposed mitigations or other peculiarities of the case justifying smaller frontage and lot area, supplemented with improvement plans, if appropriate.

1B. For Back Lot Division:

_____ A plan indicating the lots as proposed to be created, with clear indication of how the requirements of § 123-12.L are met by the proposal.

1C. For Flexible Residential Development:

_____ (4) copies of a Concept Plan per § 123-13.1.C(2)(a).

_____ (4) copies of a sketch conventional plan per § 123-13.1.D(1).

_____ Additional materials demonstrating compliance with the standards of the Zoning Bylaw.

_____ Additional materials allowing plan evaluation versus § 123-13.1.A.

1D. For Major Residential Development:

_____ (4) copies of a basic development plan and an alternative development plan per § 123-13.2.B(2)(a).

_____ (4) copies of narrative and tabular materials describing the proposal per § 123-13.2.B(2)(b).

_____ Additional information necessary to make required determinations per § 123-13.2.B(2)(c).

1E. For Contributing Development:

_____ A written explanation of how the proposal broadens housing affordability.

_____ A written explanation of how the development would substantially contribute towards meeting municipal infrastructure needs beyond those created by the development itself.

1F. For Parking Reduction:

_____ (4) copies of a site plan showing the parking proposed plus the building or activity which create the parking demand, at 1" + 40' or larger.

_____ Calculations showing the number of parking spaces normally required under § 123-15 in relation to the number proposed to be provided.

_____ A written explanation of the special circumstances which result in a smaller number of spaces being adequate for all parking needs.

1G. For Use in the Groundwater Protection District:

_____ A complete description of the proposed use.

_____ Supporting information and plans required by the Planning Board.

1H. For Multifamily Development:

_____ (6) copies of a site plan required under § 123-2.C, plus additional materials as required under § 123-23.A.

_____ A review fee of \$50 per dwelling unit, minus any fees charged under the Subdivision Regulations.

1I. For Shared Driveway:

_____ A plan indicating the driveway and parking as proposed to be created, with a clear indication of how the requirements of § 123-15.E are met by the proposal.

1J. For Village-Compatible Development:

_____ Documentations that the proposal is to alter or add to an existing structure increasing the total floor area by no more than 50% above that existing on the premises January 1, 1994, OR the following four items.

_____ A review fee of \$50 per dwelling unit, minus any fees charged under the Subdivision Regulations.

_____ Delineation of the “comparison area” defined at § 123-23.2.B(2), on a copy of the relevant Assessor’s map or comparable map base.

_____ On the above map, location of the premises in question and of each existing building being relied upon to *(a) demonstrate scale consistency as outlined at § 123-23.2.B(2)(a) or (b) to demonstrate site design consistency as outlined at § 123-23.2.B(2)(b).*

_____ Identification of the category of use proposed and indication that the use proposed is allowed at this location.

_____ Architectural floor plans and elevations and a plan of the site and proposed buildings, each with noted scale and detail sufficient to enable the determinations of § 123-23.2.B and D to be made (but not necessarily all of the items specified at § 123-23.2.C for Site Plan Review unless such review is required by regulations other than this one).

1K. For Personal Wireless Service Facility:

_____ Information required at § 123-23.4E(1) regarding justification of need;

_____ Information required at § 123-23.4E(2) regarding location approval;

_____ Information required at § 123-23.4E(3) regarding project design;

_____ Information required at § 123-23.4E(4) regarding expert review fees.

2. Further Requirements:

2A. Notifying Parties in Interest:

As soon as a hearing date has been set, the Planning Board is to provide each “party in interest” with notice by First-Class Mail. The applicant shall provide a list of those to be notified, certified by the Board of Assessors, to the Planning Board. “Parties in interest” are the following:

- All owners of land abutting yours.
- All owners of land abutting your abutters if any part of their land is within 300 feet of yours.
- All owners of land directly opposite on any public or private street or way.
(Get the above addresses from the Assessor’s Office for a separate \$10 fee and use their information even if you think you know better.)
- Central Massachusetts Regional Planning Commission (CMRPC), 1 Mercantile Street, STE 520, Worcester, MA 01608.
- Bellingham Planning Board, 10 Mechanic Street, Bellingham, MA 02019.
- Mendon Planning Board, 10 Main Street, Mendon, MA 01756.
- Millville Planning Board, 290 Main Street, Millville, MA 01529.
- North Smithfield Planning Board, 83 Greene Street, North Smithfield, RI 02896.
- Woonsocket Planning Board, 169 Main Street, Woonsocket, RI 02895.
- Blackstone River and Canal Commission, 287 Oak Street, Uxbridge, MA 01569 (if the premises abut the route of the Blackstone Canal).

2A. Decision Certification and Filing:

If your application is approved, the Planning Board will issue you a copy of their decision. After (20) days have elapsed from the date of the decision, bring that copy to the Town Clerk for certification that no appeal of the decision is outstanding. Then get the decision

recorded at the Worcester Registry of Deeds, together with any mandated easements or covenants, and provide the Planning Board with copies of those materials as recorded, indicating Book and Page references.

Outline Procedure

1. Applicant gets and fills out Application Form, places name on agenda for Planning Board meeting.
2. Application form submitted to the Town Clerk; (4) copies of form and Assessor's certified list of "parties in interest" submitted to the Planning Board, hearing date set.
3. The Planning Board notifies parties in interest via First-Class Mail.
4. The Planning Board places a hearing notice in the newspaper, with the first time being at least (14) days before the hearing at the applicant's expense.
5. Public hearing is held within (65) days of the application submittal.
6. The Planning Board decision is made within (90) days of closing the public hearing. Approval requires (4) positive votes.
7. Notice of decision is sent by the Planning Board to the applicant, Town Clerk, and parties in interest within (14) days of decision.
8. Applicant gets a copy of the decision certified by the Town Clerk that (20) days have elapsed subsequent to the filing of the decision and there are no appeals outstanding.
9. Applicant records the decision at the Worcester Registry of Deeds. Then and only then is the Special Permit in effect.
10. Applicant provides copies of all recorded materials to the Planning Board.