



**Town of Blackstone**

**Planning Board**

**15 St. Paul Street**

**Blackstone, Massachusetts 01504**

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

## **Special Permit Regulations**

*Revised March 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.

### **Procedure Outline**

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.