



Town of Saugus

TOWN HALL
SAUGUS, MASSACHUSETTS 01906

BOARD OF SELECTMEN
(781) 231-4124
FAX (781) 231-4109

Dear Applicant,

Enclosed please find information concerning your request for a Special Permit. Before a Public Hearing can be scheduled, the following documents are required:

- * Completed Special Permit application signed by the PROPERTY OWNER;
- * Completed CORI form for the background check;
- * Completed abutters list request form;
- * A letter explaining the proposed business, your experience, if any, hours of operation and number of employees;
- * A drawing / layout of the proposed business 8 ½" X 11"
- * A certified parking plan 8 ½" X 11"
- * \$100. application fee made payable to the Town of Saugus

Please check with the Zoning Officer that your location is zoned properly for your proposed business and any parking requirements that may be needed.

Once all the above information has been received, I will advertise your public hearing in the local newspaper. They will bill you directly. All abutters will be notified by this office.

If you have any questions, you may contact this office at the number listed above.

Wendy L. Reed, Clerk



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BOARD OF SELECTMEN

APPLICATION FOR SPECIAL PERMIT

I, (we) being owner (s) of land at _____
known as Plan No. _____, on file in the Assessor's Office,
respectfully request the Board of Selectmen to hear and decide on
the request for a Special Permit under Chapter 40A, Section 9; and
under Section _____ of the Saugus Zoning By-Laws, as follows:

Name

Address

Telephone

\$100. filing fee required

Payment received _____

