

Wendy L. Reed, Clerk
Saugus Board of Selectmen
Saugus Town Hall
298 Central Street
Saugus, MA 01906
wreed@saugus-ma.gov
Office (781) 231-4124
Fax (781) 231-4109

Saugus Board of Selectmen
APPLICATION FOR SPECIAL PERMIT
(S-2)

The following is required to be submitted as application for:

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- *Town of Saugus (S-2) Special Permit application signed by the PROPERTY OWNER;
Applicant must meet with the Zoning Officer to determine the proposed business location is zoned properly.
 - *Completed abutters list request form.
Complete the form and return it to this office with application.
 - *Billing authorization form for local newspaper legal advertisement of public hearing;
This office will place the legal advertisement for public hearing in the local newspaper and they will bill you directly.
 - *8 ½" X 11" floor plan of proposed business showing exits/entrances & restrooms etc;
Applicant must check with the Building Inspector if certified plans are required.
 - *8 ½" X 11" parking plan;
Applicant must check with the Zoning Officer for off street parking requirements AND if a certified parking plan is required.
 - *Letter explaining the proposed business to include hours of operation, number of employees, background / experience and any other information;
 - *\$100 application fee made payable to the Town of Saugus.

_____ CORI: certain applications require a criminal background check of the owner(s)/ operator(s). A CORI form MUST be completed in person in this office.

Once application with all required information / documentation is submitted, this office will schedule your request for public hearing.



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

Town of Saugus
TOWN HALL
SAUGUS, MASSACHUSETTS 01906

RECEIVED

DATE: _____
TIME: _____

APPLICATION FOR SPECIAL PERMIT
(S-2)

I, (we) being owner(s) of land at _____
shown as (old) 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 (S-2) under Chapter
40A, Section 9, and under Section _____ of the Saugus
Zoning By-Laws, as follows:

SIGNATURE

NAME (please print)

ADDRESS

TELEPHONE

Filing Fee \$100

Payment received: _____

Saugus Board of Selectmen
Billing Authorization Form
Legal Advertisement for Public Hearing

I hereby authorize to bill me directly for legal notice submitted by the Saugus Board of Selectmen's Office advertising public hearing on my application for:

Print Name: _____

Signature: _____

Billing Address: _____

Billing Phone Number: _____

Contact phone number: _____

The Selectmen's Office will complete below

Notice to be published in the local newspaper on: _____

Date of Hearing: _____

Time of Hearing: _____