



# TOWN OF HOPKINTON

## PLANNING BOARD

18 Main Street  
Hopkinton, MA 01748  
508-497-9755  
www.hopkinton.org

### Open Space Mixed Use Development (OSMUD) Overlay District Application for Special Permit

Please check all Special Permits requested by this application:

- Special Permit for Use (§ 210-165)
- Special Permit for one building in Village Center Subdistrict 38,000 to 45,000 sq. ft. (§ 210-166.C)
- Special Permit for shared parking (§ 210-169.C)
- Special Permit for reduced parking (§ 210-169.D)
- Special Permit for use of a combination of on-street and on-lot parking to satisfy parking requirements (§ 210-169.E)
- Master Plan Special Permit (§ 210-172)
- Amendment to any of the above-listed Special Permits granted by the Planning Board

The undersigned hereby applies to the Town of Hopkinton Planning Board to grant a Special Permit for the reasons hereinafter set forth and in accordance with the applicable provisions of the Zoning Bylaw pertaining to the herein described premises.

Applicant(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s) of Record: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Tax Assessors Property ID Numbers (list all Map, Block & Lot nos.): \_\_\_\_\_

\_\_\_\_\_

List the OSMUD Subdistrict(s) in which the property is located: \_\_\_\_\_

Is the property located in the Water Resources Protection Overlay District? \_\_\_\_\_

Is an application for Site Plan Review submitted for concurrent action? \_\_\_\_\_

Is a waiver of the OSMUD Regulations requested? \_\_\_\_\_

Are all real estate taxes and other assessments to the Town current?  Yes  No

The OSMUD District Regulations contains the submission requirements and application procedures. Applicants must read the Regulations thoroughly and provide all information required with this application.

---

**Special Permit for Use** (If a use special permit is not requested, skip this section)

List below the specific uses for which a Special Permit is requested by this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**Special Permit for Parking** (If a parking related special permit is not requested, skip this section)

➤ The number of parking spaces required by § 210-169 and/or § 210-124 is: \_\_\_\_\_

➤ The number of parking spaces proposed to be constructed is: \_\_\_\_\_

---

**Master Plan Special Permit** (If a Master Plan Special Permit is not requested, skip this section)

Please indicate whether the following requests/waivers are requested by this application, and attach all supporting documentation:

Authorization to approve a setback of less than 100 ft. in Village Center Subdistrict adjacent to land in residential use at the time of site plan review application (§ 210-166.D).

Authorization for the Planning Board to waive provisions of the Design Guidelines as part of the Site Plan Review process (§ 210-174.C).

Total Acres of Restricted Land to be provided: \_\_\_\_\_

**Special Permit for one building in Village Center Subdistrict 38,000 to 45,000 sq. ft.** (If this special permit is not requested, skip this section)

Proposed total Gross Floor Space of building: \_\_\_\_\_

Is an addition to an existing building proposed? \_\_\_\_\_

- If a concurrent Site Plan Review application (initial application or to amend) has not been submitted, please attach the applicable narrative and plan information required in the OSMUD District Regulations for Site Plan Review.

---

**Special Permit Amendment**

Provide the following information for Special Permits which are requested to be amended:

*Special Permit #1:*

Date of Special Permit: _____
Applicant: _____
Property Address: _____
Special Permit Type: _____
Registry of Deeds reference where recorded: _____

*Special Permit #2:*

Date of Special Permit: _____
Applicant: _____
Property Address: _____
Special Permit Type: _____
Registry of Deeds reference where recorded: _____

Attach additional sheets if necessary.

Application Checklist

**Refer to OSMUD District Regulations for the number of paper and electronic copies of each item as well as a more detailed description of each item to be submitted.**

***All Special Permit Applications:***

- Application form
- Submission Fees
- Two envelopes for each abutter on the certified list of abutters, stamped with postage sufficient to send certified mail, return receipt requested to each, and 12 envelopes stamped with first class postage for the required notification to abutting communities.
- Certified list of abutters within 300 feet of the property from the Board of Assessors office.
- Narrative explaining why the Board should grant the request and how it conforms to the applicable criteria in the Bylaw.
- Narrative explaining why a waiver of the OSMUD District Regulations is requested, if applicable.

***Special Permit for Use:***

- Narrative which describes the proposed use in detail.
- A description of how the proposed use complies with the Master Plan Special Permit.
- A description of how the proposed use complies with the Design Guidelines.
- A description of how the proposed use either complies with an approved Site Plan or describes how a Site Plan is to be proposed or modified to accommodate the use.
- An analysis of the impacts of the proposed use on traffic, financial condition of the Town, the physical environment, and the visual environment.
- Specific proposed mitigation of impacts associated with the proposed use.
- A calculation of how the proposed use relates to the Intensity of Uses in § 210-166.
- If applicable, a statement indicating if any permitted Intensity of Use is being reallocated from a previously approved Development Project.

***One Building in Village Center Subdistrict 38,000 to 45,000 sq. ft.:***

- Narrative which includes information on the proposed use of the building, the provision of parking spaces, whether an amended or initial Site Plan Review application is needed and how the proposed building conforms to the Design Guidelines and the Master Plan Special Permit.
- Plan - See OSMUD District Regulations as to content.

***Special Permit for shared parking, Special Permit for reduced parking, and Special Permit for use of a combination of on-street and on-lot parking to satisfy parking requirements:***

- All existing and proposed deed restrictions and agreements between the parties and/or properties which are subject of the application.
- Narrative including a list of all uses proposed and/or approved which will be subject of the shared, reduced or on-street parking special permit, the size and uses of proposed and existing buildings, a table which shows the number of parking spaces required for each use and the

number requested for each use, and the method by which the parking spaces will be reserved or restricted for the uses in the future.

- Plan – See OSMUD District Regulations as to content.

***Master Plan Special Permit:***

- A schedule of proposed land use types.
- A list of requested waivers with supporting documentation.
- Identification of the entities or types of entities intended to own, operate and/or maintain all of the Restricted Land.
- Proposed forms of the Restricted Land Covenants for each type of Restricted Land.
- Identification of the entities or types of entities intended to own, operate and/or maintain all existing and proposed public or private roads and infrastructure.
- An environmental analysis.
- A traffic impact and access study.
- An analysis of the projected economic impact of implementing the Master Plan on the Town.
- A projection indicating the proposed phasing of Master Plan development.
- Proposed Master Plan Special Permit Decision.
- Master Plan set – see OSMUD District Regulations as to content.
- Proposed Design Guidelines

***All Special Permit Amendment Applications:***

- Application form
- Submission Fees
- A statement indicating the applicant’s opinion as to whether the amendment is minor.
- A statement describing the proposed amendment(s), why it is requested and how it conforms to the applicable criteria.
- Proposed revisions or references to all previously approved plans and documents which were subject of the initial special permit application, if the proposed amendment would change any aspect of the plan or document.

If a public hearing is required, the following shall also be submitted:

- Two envelopes for each abutter on the certified list of abutters, stamped with postage sufficient to send certified mail, return receipt requested to each, and 12 envelopes stamped with first class postage for the required notification to abutting communities.
- Certified list of abutters within 300 feet of the property from the Board of Assessors office.