



# TOWN OF HOPKINTON

## PLANNING BOARD

18 MAIN STREET  
HOPKINTON, MA 01748  
(508) 497-9755  
(508) 497-9702 (fax)  
WWW.HOPKINTON.ORG

### Application for Special Permit

Off-Street Parking Facility in Business District  
Off-Street Parking Facility in Downtown Business District  
Shared and Off-Site Parking

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.): \_\_\_\_\_

Indicate below the Special Permits requested by this application:

- Off-Street Parking Facility in a Business (B) District (§ 210-19G)
- Off-Street Parking Facility in a Downtown Business (BD) District (§ 210-20.3G)
- Shared and Off-Site Parking (§ 210-124)
- Amendment to any of the above-listed Special Permits granted by the Planning Board

List all zoning district(s) in which the property is located, including overlay districts: \_\_\_\_\_

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

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## Fee Schedule

Fees are required to be submitted at the time of application. If more than one Special Permit is requested by this application, the administrative fee shall be the highest individual fee required regardless of the number of Special Permits requested. If this application is submitted concurrently with an application for Site Plan Review, the administrative fee shall be the highest of the individual fees, and shall not be cumulative. The consultant review fee shall be cumulative.

### Administrative Fees:

Off-Street Parking Facility in a Business (B) District or  
Downtown Business (BD) District \_\_\_\_\_ \$1,200.00

Shared and Off-Site Parking (§ 210-124) \_\_\_\_\_ \$1,200.00

Amendment to any of the above-listed Special Permits  
granted by the Planning Board \_\_\_\_\_ \$500.00

### Consultant Review Fees- Initial Deposit:

Off-Street Parking Facility in a Business (B) District or  
Downtown Business (BD) District \_\_\_\_\_ \$2,000.00

Shared and Off-Site Parking (§ 210-124) \_\_\_\_\_ \$2,000.00

Amendment to any of the above-listed Special Permits  
granted by the Planning Board \_\_\_\_\_ \$1,000.00

All consultant review fees are the responsibility of the applicant, including any amounts required by the Board which exceed the initial deposit. The unexpended balance of the consultant review fee will be returned to the applicant. Consultants are selected by the Planning Board and may be in, but shall not be limited to, the following professional disciplines: engineering, law, architecture, landscape architecture and fiscal analysis.

Legal Advertisement – The applicant shall be responsible for the cost of the legal advertisement, paid directly to the newspaper publishing the notice.

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## Submission Requirements

No application will be considered complete until all the required materials listed below are submitted to the Planning Department. One copy of the application shall also be filed with the Town Clerk.

1. Completed application form – one paper copy plus an electronic copy either transmitted via email or on a CD.

2. Submission Fees – See Fee Schedule
3. 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.
4. Certified list of abutters within 300 feet of the property, from the Board of Assessors office. The list shall include abutters across any street and in adjacent communities, where applicable. The list of abutters shall have been certified within 30 days of the date of application.
5. Ten (10) paper copies and one copy on a CD of the following documents and information in narrative form, as applicable to each specific Special Permit request. Include proposed mitigation.
  - a. A statement describing why an application for a Special Permit has been submitted, including the applicant’s objectives and why the Planning Board should grant the request.
  - b. A statement describing how the proposed Special Permit would comply with the decision criteria contained in the Bylaw and how the proposed Special Permit is in harmony with the general purpose and intent of the Bylaw.
  - c. A list all other required permits and approvals for the project/facility and the status of each.
  - d. A description of the current use of the property.
  - e. Identification of the entities intended to own, operate and maintain the property and any buildings and facilities thereon.
  - f. Proposed forms of deed restrictions and any other existing or proposed agreements between property owners within and outside of the property, if any.
  - g. An environmental analysis of the impact of the project/facility, including an evaluation of pre-development conditions and post-development conditions on surface and groundwater quality, groundwater recharge, wildlife habitat and corridors, wetlands and bodies of water, including streams and rivers, and all documentation and calculations related thereto.
  - h. A traffic impact and access study on the impact of the project/facility on the operation, safety and overall convenience of the roadway system providing access to the facility/project. Such study shall include the impacts on vehicular and pedestrian travel on such roadway systems, pedestrian connections, proposed vehicle mitigation and trip reduction techniques, and all documentation and calculations related thereto.
  - i. Cumulative calculation of parking spaces required for all existing and proposed uses of the property, based on the Off-Street Parking requirements in § 210-124.

- j. A detailed list of all uses proposed and/or approved which will be subject of a shared or reduced parking special permit. Include specific data from a recognized professional source indicating the peak hours of each use and a table which shows the number of parking spaces required for each use and the number requested for each use.
6. Ten (10) copies of a plan set at a scale of 1" = 40', on sheet sizes 24" x 34", one reduced plan set on 11" x 17" paper and an electronic copy on a CD, prepared by a registered professional engineer, registered architect or registered landscape architect, unless indicated otherwise by the Board, which shows the information below, at a minimum. If the Special Permit application accompanies a Site Plan Review application, the plans required for each may be combined into one.
    - a. Locus plan at a scale of 1" = 800'.
    - b. Existing Conditions Plan which shows the entire property, zoning district boundaries, property boundaries and easements, structures on adjacent properties within 50 ft. of the property line, topography at 5 ft. contour intervals, vegetative cover, wetlands, water bodies, historic structures, roads and ways, significant environmental features such as ledge outcrops, scenic views and large trees, and the location, size and shape of structures and a notation as to whether they will be removed or retained.
    - c. Plans which show the proposed layout of the property including proposed structures with the setbacks and exterior dimensions noted, the general proposed location, size and intended uses of any open space, pedestrian and bicycle trails, the location of existing and proposed roads, driveways and utilities, and the layout of proposed parking spaces on and off the property which are subject of the request or modified by the request.
    - d. A plan showing the proposed layout of all parking spaces which are cumulatively required for each use on the premises subject of this application and a notation indicating which, if any, are proposed to be held in reserve and constructed at a later date.