



Town of Sutton
Planning Department
4 Uxbridge Road
Sutton, Massachusetts 01590
508-865-8729

<https://www.suttonma.org/planning-board>

APPLICATION FOR MODIFICATION OF A SPECIAL PERMIT (III.A. or VI)

APPLICANT & PROPERTY OWNER INFORMATION

NAME _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ PHONE _____ EMAIL _____

NAME, ADDRESS & CONTACT INFO OF PROPERTY OWNER (if different from Applicant)

SITE INFORMATION:

STREET AND NUMBER _____

ZONING DISTRICT _____ ASSESSOR'S MAP _____ LOT #(S) _____ DEED INFO BOOK _____ PAGE _____

CURRENT USE _____

PROJECT/PLAN INFORMATION:

DATE AND RECORDING INFORMATION FOR ORIGINAL PERMIT _____

REVISION PLAN TITLE AND DATE _____

PREPARED BY (name/address/contact info) _____

BRIEFLY STATE REQUESTED MODIFICATION ATTACH ADDITIONAL SHEETS IF NECESSARY: _____

LIST APPLICABLE SECTIONS OF THE BYLAW WHICH PERTAIN TO THIS APPLICATION, USE AND SITE:

APPLICANT'S SIGNATURE _____ DATE _____

PROPERTY OWNER'S SIGNATURE (if not Applicant) _____ DATE _____



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MODIFICATION OF A SPECIAL PERMIT APPLICATION REQUIREMENTS

REQUIRED SUBMISSION MATERIALS:

Applications must be submitted in a complete packet in order to schedule a public hearing (please see deadlines for meeting dates).

- A completely filled out Application for Modification of a Special Permit and any supporting documents – 7 copies
- A list of any waiver requests – 7 copies
- Required plans – 3 full sized copies
- Drainage calculations and other specialized studies if required – 2 copies
- An electronic file of the Application and supporting documents
- A full sized hard copy and an electronic copy of all filing materials must be filed directly with the Town's consulting engineer (if applicable)
- Certified Abutters List from Assessors
(form attached - please file with Assessors Office 10 days before application is to be submitted)
- Application and mailing fees (to be calculated by the Planning Department) – make check payable to Town of Sutton
- Advertising fee

Please note: Minor modifications may not warrant an additional public hearing. A determination shall be made within twenty-one (21) days of receipt of written request and plans.