

## Town of Barnstable Planning Board

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### Application for a Special Permit Hyannis Village Zoning Districts

**Procedure:**

Application forms are available at the Planning Board's Office, Planning & Development Department, 367 Main Street, Hyannis, MA. Three (3) completed application forms along with all required information and materials must be submitted with your application. Failure to supply required information is sufficient reason for a denial of your request.

Completed applications must be submitted to the Town Clerk's Office, to be time and date stamped. One (1) shall remain with the Clerk's Office, and the other two (2) copies shall immediately be filed with the Planning Board's Office, along with all required materials and a check payable to the Town of Barnstable for the applicable filing fee. It is strongly recommended that all applications be reviewed by the Planning & Development staff prior to clocking at the Town Clerk's Office to ensure a complete application. The fee schedule for Hyannis Village Zoning District Special Permits is as follows:

For Single and Two Family Dwellings only	\$200.00
Commercial and/or Business	\$750.00 for the first 10,000 sq.ft., plus \$100.00 for each additional 10,000 sq. ft. above
Multi-Family	\$750.00 plus \$50.00 per unit
All Other Special Permits	\$750.00

*Note that fees are accumulative.*

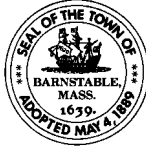
In addition to the fee paid to the Town of Barnstable as required above, you will receive an invoice/proof from the Barnstable Patriot. This invoice will need to be paid before the hearing date, check made payable to the Town of Barnstable.

The applicant is also required to provide postage to cover the mailing of the public notices to the abutters and for the notices to abutters of the Board's decision. At the time of filing staff will determine the number of abutters and the required number of stamps and assist you with this process. First class postage is required for mailing of the public hearing notices and postcard postage for notice of the decision is required.

The Planning Board will hold a Public Hearing on your application within 65 days and shall render a decision within 90 days of the hearing. Abutters will be notified by mail of the date of the Public Hearing. All additional support materials must be submitted at least 8 days prior the public hearing of which, 12 copies shall be required.

The Decision and Notice is processed within 14 days after the Board renders its decision and is filed with the Town Clerk. There is an appeal period of 20 days from the date the decision is filed with the Town Clerk. After the appeal period has elapsed, and if no appeal has been filed, the Town Clerk shall certify the decision and a copy will be mailed to the applicant's representative. That certified decision must be recorded at the Barnstable County Registry of Deeds, to take effect. A copy of that recorded document shall be submitted to the Board's files and is required for a building permit application. The rights granted under a Special Permit shall lapse unless they are exercised within two (2) year of the date of the certified decision. If an appeal is taken, the outcome of your request will be determined by the courts.

Please review all applicable zoning rules and regulations prior to applying. Be prepared to present evidence that shows your use is in harmony with the intent and purposes of the Zoning Ordinance and that it complies with all Special Permit provisions set forth in the ordinance.



**Town of Barnstable  
Planning Board**

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**Application for a Special Permit  
Hyannis Village Zoning Districts**

For office use only: Special Permit # \_\_\_\_\_

The undersigned hereby applies to the Planning Board of the Town of Barnstable for a Special Permit, in the manner and for the reasons set forth below:

Applicant Name<sup>1</sup>: \_\_\_\_\_, Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_, Phone: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Deed Recording: Book \_\_\_\_\_, Page \_\_\_\_\_ Plan Recording: Plan Book \_\_\_\_\_, Page \_\_\_\_\_

*If applicant differs from owner, state nature of interest:*<sup>2</sup> \_\_\_\_\_

Assessor's Map/Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Number of Years Owned: \_\_\_\_\_ Groundwater Overlay District: \_\_\_\_\_

Special Permit Requested<sup>3</sup>: \_\_\_\_\_

Description of Activity/Reason for Request: \_\_\_\_\_

Description of Construction Activity (if applicable):

\_\_\_\_\_  
*Attach additional sheet if necessary*

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<sup>1</sup> The Applicant Name will be the entity to which the special permit will be issued to.

<sup>2</sup> If the applicant differs from owner, the applicant will be required to submit one original notarized letter authorizing the application, a copy of an executed purchase & sales agreement or lease, or other documents to prove standing and interest in the property.

<sup>3</sup> Cite Section(s) & Title(s) from the Zoning Ordinance

Existing Level of Development - Number of Buildings: \_\_\_\_\_ Existing Gross Floor Area: \_\_\_\_\_ sq.ft.

Present Use(s): \_\_\_\_\_

Proposed Level of Development - Number of Buildings: \_\_\_\_\_ Existing Gross Floor Area: \_\_\_\_\_ sq.ft.

Proposed Use(s): \_\_\_\_\_

Site Plan Review Number: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Except for single and two-family development, Site Plan Review is required prior to applying to the Planning Board.

Design Review - Please attach copy of Certificate of Appropriateness, Certificate of Non-applicability, or Certificate of Hardship as issued from Design Review or Hyannis Main Street Waterfront Historic District Commission.

Is this proposal subject to the jurisdiction of the Conservation Commission ..... Yes [ ] No [ ]

Is this proposal subject to approval by the Board of Health ..... Yes [ ] No [ ]

Is this proposal subject to the an application to the Zoning Board of Appeals ..... Yes [ ] No [ ]

The following information must be submitted with the application at the time of filing, failure to do so may result in a denial of your request.

- Three (3) copies of the completed application form, each with original signatures.
- Three (3) copies of a 'wet sealed' certified property survey (plot plan) and one (1) reduced copy (8 1/2" x 11" or 11" x 17") showing the dimensions of the land, all wetlands, water bodies, surrounding roadways and the location of the existing improvements on the land.
- Three (3) copies of a proposed site improvement plan, as found approvable by the Site Plan Review Committee (if applicable), and building elevations and layout as may be required plus one (1) reduced copy (8 1/2" x 11" or 11" x 17") of each drawing. These plans must show the exact location of all proposed improvements and alterations on the land and to the structures.

*In addition, "pdf" electronic copies of all plans and materials is requested as well as all an electronic file of all plans (format AutoCad.dwg, AutoCad.dxf, or Microstation.dgn) for large developments. Electronic and pdf's can be submitted by disks or e-mailed to [Karen.herrand@town.barnstable.ma.us](mailto:Karen.herrand@town.barnstable.ma.us)*

The applicant may submit additional supporting documents to assist the Board in making its determination. All supporting documents must be submitted eight days prior to the public hearing for distribution to the Board.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant's or Representative's Signature*

E-mail Address: \_\_\_\_\_

Mailing Address:<sup>4</sup> \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax No.: \_\_\_\_\_

<sup>4</sup> Note: All correspondence on this application will be processed through the Representative named at that address and phone number provided. Except for Attorneys, if the Representative differs from the Applicant/Owner, a letter authorizing the Representative to act on behalf of the Applicant/Owner shall be required.