

TO THE HONORABLE CITY COUNCIL of the CITY OF LYNN

SPECIAL PERMIT

The undersigned respectfully petitions your Honorable Body that permission of the City Council, in accordance with Section 4 and 12 of the Zone Ordinance, be granted to use premises.

(PLEASE PRINT)

Name of Business _____

Location: _____

Reason for Permit: _____

Hours of Operation: _____

PRINT Petitioner Name: _____ Tel. # _____

Home Address _____

Petition Signature _____ Date: _____

Property Owner Information: I assent to above use of premises at above location.

Print Name	Signature	Date

PLOT PLAN SHALL ACCOMPANY APPLICATION

Application shall be accompanied by a plan of the Lot. Drawn to Scale. Showing the Actual Dimensions of the Lot. Together with the Streets Adjacent Thereto, the Exact Location and Size of the Building or Buildings already upon the Lot, the Building or Buildings to be Erected and the Portion of the Building where Particular Use is to be Operated.

Completed Application shall be presented to the Building Commissioner for approval or disapproval.

To Be Completed by BUILDING COMMISSIONER – ROOM 401

Zone:	Date:
Conforming:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Non-Conforming:	<input type="checkbox"/> SITE PLAN APPROVAL REQUIRED?

BUILDING OR DEPUTY COMMISSIONER

OFFICE USE ONLY

The following paperwork has been received with application by City Clerk's Office:

Plot Plan & Photographs

Paid by: Cash Check

Abutters List

Clerk's Initials: _____

Ward Councilor _____

City of Lynn

PETITION

PERMISSION OF CITY COUNCIL

NUMBER – STREET

USE OF PROPERTY

NAME OF PETITIONER

IN CITY COUNCIL

DATE

City Clerk

THIS APPLICATION MUST BE SUBMITTED AT LEAST
TWO WEEKS PRIOR FOR SIGNATURE

PLEASE TAKE THIS FORM TO: ASSESSOR Rm 202 ~~ COLLECTOR Rm 204 ~~ TREASURER Rm 206

PARCEL ID _____ PP _____

TO BE COMPLETED BY THE TAX COLLECTOR:

TAXES OWED ON PROPERTY \$ _____
SIGNATURE – COLLECTOR OF TAXES _____

TO BE COMPLETED BY THE CITY TREASURER:

TAXES OWED ON PROPERTY \$ _____
SIGNATURE – CITY TREASURER _____

I agree that should this consent be granted by the Lynn City Council that it will be subject to the payment of property taxes for the within named location.

DATE: _____ SIGNATURE: _____



City of Lynn, Massachusetts

Mary F. Audley, City Clerk
3 City Hall Sq. Room 201
Lynn, MA 01901
(781) 586-6726

Special Permit Checklist

1. Application must be completed in full with detailed reason for Permit with days and hours of operation.
2. Inspectional Services must approve application.
3. Plot plan and or photos must be submitted.
4. Taxes must be paid up to date on the property (back page).
5. Fee is \$175.00 (**cash, money order or Attorney check only**).
6. Petitioner must contact their Ward Councilor to inform of request.

**See detailed instructions attached per MGL Chapter 40A Section 9.*

Special Permits *Instructions for Petitioner*

The Following Rules are adopted in accordance with Massachusetts General Laws, Chapter 40A, Section 9:

1. Public Hearings are scheduled at the discretion of the City Council.
2. All applications shall be filed on forms prescribed by the City Council entitled “City of Lynn, Application for Special Permit”
3. Before submitting said application to the City clerk, the following shall be included:
 - a. An application fee for **ONE HUNDRED SEVENTY FIVE (\$175.00) DOLLARS** made payable to the City of Lynn. CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED – NO PERSONAL CHECKS.
 - b. A legible copy of plan showing the land affected where new construction is planned or any alteration or additions to structures.
 - c. Signature of the Applicant shall appear on all two pages of application.
 - d. Before forwarding to the City Council, all applications shall be time stamped by the City Clerk with the time and date received.
 - e. When the above is completed, applications shall be placed on the next City Council Agenda and presented to the City Council for a Public Hearing date to be established or any other action as deemed appropriate by the said City Council.
4. Any application which fails to meet the above requirements shall not be assigned a Public Hearing by the City Council.
5. In the event that the City Council deems a filed application or plan inadequate to a proper understanding of the matter, the applicant shall be advised and given an opportunity to submit additional information, revise the plan or substitute a new one. An application may be dismissed for failure to comply with these rules.
6. All applications submitted to the City Council shall be reviewed by the Building Inspector to determine if said application has been filed properly under the rules and regulations of the City of Lynn Zone Ordinance as amended.
7. The City Clerk’s The City Clerk’s office will request a list of **ABUTTERS OF THE PROPERTY AFFECTED**, as required by General Laws, Chapter 40A, Section 11, including their names and addresses, which shall be obtained from the Assessor’s office and which shall be certified by said Board or their designee. If the radius covers any portion of land in an adjacent City or Town, then the list of abutters must be obtained by the office of the Assessor of that City or Town and certified by said Board.

8. In all cases where notice of a Public Hearing is required, Notice shall be given by publication in a newspaper or general circulation in the City of Lynn, once in each of two successive weeks, the first publication to be not less than fourteen (14) days before the day of the Hearing and by posting such notice in a conspicuous place in the City Hall for a period of not less than fourteen (14) days before the day of such Hearing. In all cases, where notice to individuals or specific Boards or other Agencies is required, notice shall be sent by mail, postage prepaid. **“PARTIES OF INTEREST”** shall mean the Petitioner, Abutters, and Owners of land directly opposite on any public or private Street or Way and Abutters to the Abutters within three hundred (300) feet of the property line of the Petitioner as they appear on the most recent applicable tax list. Notwithstanding that the land of such owner is located in another City or Town, the Planning Board and the Planning Board of every abutting City or Town. The Assessors maintaining any applicable tax list shall certify to the Special Permit Granting Authority, the names and addresses of Parties of Interest and such certification shall be conclusive for all purposes. The Special Permit Granting Authority may accept a waiver or notice from, or an affidavit of notice of any party in interest or in his stead, any successor owner or record may not have received a notice by mail, and may order special notice to any person giving not less than five or more than ten additional days to reply. Publications and notices shall contain the name of the Petitioner, a description of the area or premises, Street address, if any, or other adequate identification of the location of the area or premises which is the subject of the Petition, the date, time and place of the Public Hearing, the subject matter of the Hearing and the nature of action or relief requested if any. No such Hearing shall be held on a day on which a State or Municipal Election, Caucus or Primary is held in the City of Lynn. The applicant shall bear the expense of the publishing notice and will be billed accordingly. The City Clerk reserves the right to notify the local newspaper upon publication of the Legal Ad to bill the Attorney who has filed on behalf of his/her client.
9. The Petitioner shall produce a the Hearing, any information as requested by the City Council and the City Council may retain any record or plan which has been introduced in evidence, for reference in the consideration of the case.
10. Zoning Ordinances or By-Laws shall provide that Special Permits only be issued following Public Hearings held within sixty-five (65) days after the filing of all Applications with the City Council. The City Council shall act within ninety (90) days following a Public Hearing. Failure by the City Council to take final action upon an application for a Special Permit within said ninety (90) Days following the date of Public Hearing shall be deemed to be a Grant of the Permit applied for. Special Permits issued by the City Council shall require a two-thirds vote, a vote of at least eight (8) members of the eleven (11) Member Council.
11. The Decisions of the City Council shall be filed with the City Clerk who is the Clerk of the City Council and shall keep a detailed record of its proceedings and shall file a Notice of Decision which shall be mailed forthwith to all Parties in Interest, the Petitioner, the Planning Board, Community Development and Building Inspector. Any Appeals shall be made pursuant to General Laws, Chapter 40A, Section 17 and must be filed within **TWENTY (20) DAYS** after the date of filing said Decision with the City Clerk.