

**ZONING BOARD OF APPEALS  
COMPREHENSIVE PERMIT REGULATIONS**

Section I: Application

A. Each applicant shall submit twenty copies of the application that shall include, at minimum the following information:

- (a) Preliminary site development plans showing the locations and outlines of proposed buildings; the proposed locations, general dimensions and materials for streets, drives, parking areas, walks and paved area; and proposed landscaping improvements and open areas within the site. All structures of five or more units must have site development plans signed by a registered architect;
- (b) A report on existing site conditions and a summary of conditions in the surrounding areas, showing the location and nature of existing buildings, existing street elevations, traffic patterns and character of open areas, if any, in the neighborhood;
- (c) Preliminary, scaled, architectural drawings. For each building the drawings shall be signed by a registered architect, and shall include typical floor plans, typical elevations, and sections, and shall identify construction type and exterior finish;
- (d) A tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular area, and by open area;
- (e) Where a subdivision of land is involved, a preliminary subdivision plan;
- (f) A preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants;
- (g) Documents showing that the applicant fulfills the jurisdictional requirements of 760 CMR 31.01;
- (h) A list of requested exceptions to local requirements and regulations, including local codes, ordinances, by-laws or regulations.
- (i) A complete pro forma detailing the projected costs and revenues of the proposed project.
- (j) Documents showing that the applicant fulfills the jurisdictional requirements of 760 CMR 31.01.
- (k) A complete copy of any and all materials and applications submitted by the applicant to any prospective subsidizing agency or source, including, but not limited to, applications for site approval.

B. Each applicant shall also submit a filing fee of \$1,000.00 plus \$50.00 per unit over 50 units.

## Section II. Review Fees

A. If, after receiving an application for a comprehensive permit, the Zoning Board of Appeals (the "Board") determines that in order to review that application it requires technical advice unavailable from Town employees, it may employ outside consultants. Whenever possible it shall work cooperatively with the applicant to identify appropriate consultants and to negotiate payment of part or all of consultant fees by the applicant. Alternatively, the Board may, by majority vote, require that the applicant pay a reasonable review fee for the employment of outside consultants chosen by the Board alone. In hiring outside consultants, the Board may engage engineers, scientists, financial analysts, planners, lawyers, urban designers or other appropriate professionals who can assist the Board in analyzing a project. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decision or regulations, or inspecting a project during construction or implementation.

B. A review fee may be imposed only if:

- (a) the work is in connection with the applicant's specific project, and
- (b) all written results and reports are made part of the record before the Board.

C. Prior to paying the review fee, the applicant may appeal the selection of the consultant to the Board of Selectmen.

- (a) The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications.
- (b) The minimum qualifications shall consist either of an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field.
- (c) The required time limits for action upon the application by the Board shall be extended by the duration of the appeal. In the event that the Board of Selectmen makes no decision within one month following the filing of the appeal, the selection made by the Board shall stand.

D. Each review fee shall be deposited in a special account established by the Town Treasurer pursuant to M.G.L. c.44, §53G. Funds from the special account may be expended only for the purposes described above.

# Memorandum

RECEIVED  
2004 APR 16 PM 2:48  
OFFICE OF TOWN CLERK  
OXFORD, MA.

**To:** Lori Kelley, Town Clerk  
**From:** Zoning Board of Appeals *JK*  
**Date :** 4/15/04  
**Re:** Comprehensive Permit Regulations

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Please find enclosed the Comprehensive Permit Regulations adopted by the Zoning Board of Appeals on April 1, 2004. These regulations outline the procedures and filing requirements for Comprehensive Permit Applications. Please feel free to contact us if you have any questions.

cc : Planning Board  
Building Department  
Board of Selectmen  
Town Manager  
Town Engineer