



# Town of Middleborough Permitting Guide



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**ACKNOWLEDGEMENTS**

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# INTRODUCTION

The purpose of this guide is to provide a general overview of the local permitting process in the Town of Middleborough. The guide presents information on the various types of permits that may be required for a development project and identifies which Town Departments should be contacted to submit a permit application or to request assistance.

Please be aware that this guide is a source of general guidance and does not carry the force of law. Individual permits may be subject to appeal periods, once granted, and filing fees, which can vary by project size usually also apply. Although this guide reviews the local permitting process, it does not describe permits that may be required by state or federal agencies. The guide is not intended to be an exhaustive list of all possible licensing and permitting processes. That said, many of the permit applications, regulations, forms, and fee schedules related to the various permits described in this guide as well as the town's bylaws can be obtained from the Town's website at: <https://www.middleborough.com/>

If you do have questions about a project, you are strongly encouraged to contact Town Hall. Oftentimes, the first call is to the Building Department, where you can discuss your project and obtain further information on any permitting that may be needed. Depending on the location and scope of the project, you may also need to meet with the Planning Board, Office of Economic & Community Development, Conservation Commission, Board of Health, Zoning Board of Appeals, and perhaps others. Town officials can offer advice on what issues will need to be addressed, how long the permitting process may take, and what types of conditions may be required as part of an approval. By seeking advice in the initial phases of a development proposal, proponents of a project can minimize the costs associated with changes. It is important to note that some permits require the assistance of professionals in such areas as land surveying, architecture, engineering, and law.

The Town of Middleborough seeks to foster safe, high quality development that will create jobs for our residents, broaden the Town's tax base, and enhance Middleborough as a destination for business. To achieve these goals, Town officials will strive to:

- Streamline the permitting process when possible;
- Respond in a timely manner to inquiries and requests for guidance;
- Cooperate with officials from other departments to minimize conflicting requirements; and
- Consistently administer the Town rules and regulations to ensure that the permitting process is fair and open.



# OPENING A BUSINESS

## CONTACT

**Town Clerk**  
**(508) 946-2415**

**Building Department**  
**(508) 946-2426**

**Economic &  
Community  
Development**  
**(508) 946-2402**

## Getting Started

Congratulations on starting a new business in the Town of Middleborough! We are here to help guide you through the process. You will need to register your business name by filing a **BUSINESS CERTIFICATE** with the Town Clerk. Businesses that file with the Secretary of State's Office do not need to file in the Town.

## What other permits/requirements may be needed?

**Building Permit:** A **BUILDING PERMIT** is required if you construct, enlarge, alter, remodel, remove, demolish or change the use or occupancy of a building. Applicants should check with the Conservation Department as well, specifically when work will occur outside the existing structure to be sure that no wetland resource areas will be impacted by the project.

**Certificate of Occupancy:** If a building permit is required, you will need a Certificate of Occupancy once all of the work is completed.

**Special Permit:** Check to see if the use being planned requires a **SPECIAL PERMIT** in the zoning district where the property is located.

**Site Plan Review:** All permitted uses in the Business District are subject to **SITE PLAN REVIEW**.

## Other questions to consider:

**Is my business permitted in the zoning district in which the property is located?**

Check with the Building Commissioner to determine which zoning district your location is in and whether your proposed use is permitted. Restaurants, retail, office, and many other business uses are permitted by right in the Town's business

zoning districts.

## Will there be enough parking?

Each use has required parking based on factors such as retail square footage or the number of restaurant seats; these are detailed in the Off-Street Parking and Loading Regulations in the Zoning Bylaw. The Special Permit Granting Authority (SPGA) may reduce the requirements by special permit.

## Am I planning to put up a new sign?

Signs require a building permit from the Building Department and are subject to the requirements in the Zoning Bylaw (Chapter 275: Section 5.7: Signs)

## Am I planning to serve alcohol?

You will need an **ALCOHOLIC BEVERAGE LICENSE** approved at both the local and state level.

## REFERENCES

Business Certificate application: <https://www.middleborough.com/DocumentCenter/View/110/Business-Certificate-Application-PDF>

Building Department web page: <https://www.middleborough.com/184/Building>

Zoning Bylaw: <https://ecode360.com/30717732>

# OPENING A NEW RESTAURANT

## Getting Started

Congratulations on opening a new restaurant in the Town of Middleborough! Restaurants under 20,000 square feet are allowed by-right in Middleborough's Business (B), General Use (GU), General Use A (GUA), and General Use X (GUX) zoning districts. Restaurants over 20,000 square feet in all GU districts require a **SPECIAL PERMIT** from the Zoning Board of Appeals and restaurants in the Commercial Development (CD) district need a Special Permit from the Planning Board. To open a restaurant, you will need a **BUSINESS CERTIFICATE** from the Town Clerk's office and a Common Victualler's License from the Health Department. If you are serving alcohol, an **ALCOHOLIC BEVERAGE LICENSE** will be needed as well. The Board of Selectmen issues **ALCOHOLIC BEVERAGE LICENSES** as well as Entertainment and Automatic Amusement Licenses. Applicants should check with the Conservation Department as well, specifically when work will occur outside the existing structure to be sure that no wetland resource areas will be impacted by the project.

## What other permits/requirements may be needed?

**Food Establishment Permit:** To operate a business that sells prepackaged or prepared food items, you must obtain a Food Establishment Permit from the Health Department.

**Building Permit:** To construct, enlarge, alter, remodel, remove, demolish or change the use or occupancy of a building, a **BUILDING PERMIT** is required.

**Certificate of Occupancy:** If a building permit is required, you will need a Certificate of Occupancy once all of the work is completed.

**Site Plan Review:** All restaurants located within the Business District are subject to **SITE PLAN REVIEW** by the Site Plan Approval Authority (Zoning Board of Appeals).

## Other questions to consider:

### Will there be enough parking?

You must provide parking based on the total number of seats. One parking space is required for every three occupants of a restaurant or bar and one parking space is required for every two occupants of a fast food restaurant. All restaurants and bars also require one additional parking space for every two employees.

### Am I planning to serve alcohol?

If so, you need an **ALCOHOLIC BEVERAGE LICENSE** from both the Town and the State.

### Am I planning to install a new sign?

If so, you will need a **BUILDING PERMIT** from the Building Department. Signs must also comply with the setback requirements of the zoning district.

## CONTACT

**Economic & Community Development**  
(508) 946-2402

**Building Department**  
(508) 946-2426

**Planning Department**  
(508) 946-2425

**Health Department**  
(508) 946-2408

**Board of Selectmen**  
(508) 946-2405

**Zoning Board of Appeals**  
(508) 947-4095

**Conservation Department**  
(508) 946-2406

## REFERENCES

Middleborough Zoning Bylaw: <https://ecode360.com/30717732>

Common Victualler License: <https://www.middleborough.com/DocumentCenter/View/225/Common-Victualler-License-Application-PDF>

Food Establishment Permit: <https://www.middleborough.com/DocumentCenter/View/227/Food-Establishment-Permit-PDF>

Building Department webpage: <https://www.middleborough.com/184/Building>

# OPENING A BUSINESS FROM HOME

## CONTACT

**Zoning Board of Appeals**  
**(508) 947-4095**

**Building Department**  
**(508) 946-2426**

## What is a home occupation?

A home occupation is a business conducted from a resident's home. The business is secondary to the use of the building for dwelling purposes.

## What are the restrictions on the type of business I can operate out of my home?

The following three (3) types of home-based businesses are allowed in town:

**Customary Home Occupation:** The use of a room or rooms in a dwelling unit for customary home occupations conducted by resident occupants provided that the use is accessory to the residential use of the premises, there is no display of any merchandise or materials worked upon, required for use or made for sale to the public, and there are not more than three (3) resident employees. Customary Home Occupations are allowed by-right in the Residence A (RA), Residence B (RB), Residence Rural (RR), Business (B), General Use (GU), General Use X (GUX), and General Use A (GUA) districts.

**Customary Home Occupation:** The use of the dwelling in connection with his trade by one resident carpenter, electrician, painter, plumber or other artisan provided that the use is accessory to the residential use of the premises, does not result in manufacturing, is not noxious or offensive, does not create a public nuisance or hazard, and that there is no display of any merchandise or materials worked upon, required for use or made for sale to the public. Home Occupation by a Tradesperson are allowed by-right in the Residence A (RA), Residence B (RB), Residence Rural (RR), Business (B), General Use (GU), General Use X (GUX), and General Use A (GUA) districts.

**Intensive Home Occupation:** The use of a dwelling in connection with an occupation or manufacture of any product or operation of a mechanical nature provided that the use is accessory to the residential use of the premises, is not noxious or offensive, does not create a public nuisance or hazard, does not employ more than three (3) persons, and that adequate off-street parking is provided for residents, employees, and customers. Intensive Home Occupations are only allowed by Special Permit by the Zoning Board of Appeals in the Residence A (RA), Residence B (RB), Residence Rural (RR), General Use (GU), General Use (GUX), and General Use A (GUA) districts.

## REFERENCES

Middleborough Zoning Bylaw: Chapter 275: Section 3.2: Accessory Uses and Structures

# BUILDING PERMIT

## What is a building permit?

Building permits are issued to licensed contractors and homeowners to allow construction work on a residential or commercial property.

## Who needs a building permit?

Building permits are required whenever a project includes construction, reconstruction, alteration, repair, removal, demolition or relocation of a building; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the State Building Code. Below is a listing of projects that typically require a building permit:

- Windows, Doors, Roofing, Siding
- Burglar and Fire Alarm Systems
- Fireplaces and Wood Stoves
- HVAC Systems
- Prefabricated Structures
- Temporary Structures
- Sheds over 200 Square Feet
- Finished Basements and Attic
- Decks
- Electrical and Plumbing Systems
- Swimming Pools
- Signs
- Fences over 7' High
- Tents (call for verification)
- Retaining Walls over 48" High

## Who oversees the building permit process?

The Building Commissioner reviews and issues permits. Applicants should check with the Conservation Department as well, specifically when work will occur outside the existing structure to be sure that no wetland resource areas will be impacted by the project.

## What is the difference between change of occupancy and change of use?

A change of occupancy permit is required when a change in the ownership of a business operating from a specific site, but not the type of business, occurs. (For example, if you wish to open a restaurant in a location where a different restaurant was operating.) A change of use permit is required when a change in the type of business operating from a specific site occurs. (For example, if you wish to open a retail business in a location where a restaurant use was operating.)

## CONTACT

**Building Department**  
**(508) 946-2426**

**Conservation  
Department (508)**  
**946-2406**

**Fire Department**  
**(508) 946-2461**

## REFERENCES

Massachusetts Building Codes: <https://www.mass.gov/service-details/building-energy-codes>

Building Department web page: <https://www.middleborough.com/184/Building>

Online Permitting web page: [https://permiteyes.com/Middleborough/building/user\\_logins.asp](https://permiteyes.com/Middleborough/building/user_logins.asp)

# BUILDING PERMIT (CONT.)

## CONTACT

**Building Department**  
**(508) 946-2426**

**Conservation  
Department**  
**(508) 946-2406**

**Fire Department**  
**(508) 946-2461**

## What type of work does NOT require a building permit?

- one story detached residential accessory structures used as tool or storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
- one story detached commercial accessory structures with floor area less than 120 square feet.
- retaining walls which retain less than four feet of unbalanced fill.
- ordinary repairs which do not affect the structure, egress, fire protection systems, fire ratings, energy conservation provisions, plumbing, sanitary, electrical or other utilities.
- painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- swings and other playground equipment.

## How do I obtain a building permit?

The Town of Middleborough uses an online permitting program. The program allows applicants to apply online for permits, view sign-offs and enables a process review for numerous online permit submittals. A building permit must be issued to begin construction. Elements such as foundation, plumbing, and electrical may be permitted separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. After your work is completed a final inspection is required to occupy the building. A Certificate of Occupancy will also need to be issued for new buildings.

It is important to note that any new construction, renovation or remodeling projects may require plan review and permits from the Fire Department prior

to work commencing. Permits are needed for the following: carbon monoxide alarms, cutting and welding operations, fire alarm systems, fire protection systems, flammable and combustible storage, oil burners, smoke detectors, sprinkler systems, and underground storage tank installations and removals.

Additionally, the Conservation Department will review building permit applications for any work proposed outside of the existing building footprint to see if work is occurring within 100-feet of a wetland resource area or 200-feet of a perennial river.

## REFERENCES

Massachusetts Building Codes: <https://www.mass.gov/service-details/building-energy-codes>

Building Department web page: <https://www.middleborough.com/184/Building>

Online Permitting web page: [https://permiteyes.com/Middleborough/building/user\\_logins.asp](https://permiteyes.com/Middleborough/building/user_logins.asp)

# BUSINESS CERTIFICATE

## What is a Business Certificate?

A Business Certificate is the public registration of the name and address of the owners(s) of a business, also known as "DBA" ("Doing Business As") or "Sole Proprietorship". Its purpose is primarily consumer protection and public information. Lenders typically request a copy of your business certificate.

## Who must file a Business Certificate?

If you are conducting business in the Commonwealth under a title other than your real name, you must file a certificate in every community where an office of the business is located. A Business Certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Businesses that file with the Secretary of State's Office do not need to file with the Town.

## How do I file or renew a Business Certificate?

A Business Certificate can be filed or renewed at the Town Clerk's office.

## What if I am no longer a business or move out of Town?

Upon discontinuing, retiring, or withdrawing from such business or partnership, or a change in residence of such persons, or the location where the business is conducted; such change must be filed with the Office of the Town Clerk via a "Business Certificate Amendment" form available at the Town Clerk's office. This should be done as soon as possible, as personal property taxes on your business cannot be adjusted until the Assessor receives your form. It is effective from the date that you file this form, not the date you ended your business. You should file before the expiration date of your certificate.

## Does a Business Certificate expire?

Yes. A business certificate is in force and effect for four (4) years from the date of issue. A new filing must be made every four (4) years as long as the business is conducted.

## Do I have to display a Business Certificate?

No, but you must provide a copy upon request during regular business hours to any person who has purchased goods or services from such business.

## CONTACT

**Town Clerk**  
**(508) 946-2415**

## REFERENCES

Massachusetts General Law Chapter 110 §§5 and 6

Town Clerk's webpage: <https://www.middleborough.com/153/Town-Clerk>

MA Secretary of State website: <https://www.sec.state.ma.us/>

Business Certificate Application: <https://www.middleborough.com/DocumentCenter/View/110/Business-Certificate-Application-PDF>

Business Certificate Amendment: <https://www.middleborough.com/DocumentCenter/View/1358/Business-Certificate-Amendment-PDF>

# BUSINESS CERTIFICATE (CONT.)

## CONTACT

**Town Clerk  
(508) 946-2415**

### How do I Obtain a Business Certificate By Mail?

1. Obtain a Business Certificate from the Town Clerk's Office at 20 Centre Street;
2. Complete the Business Certificate Form in the presence of the Town Clerk OR a Notary Public. If a partnership, EACH individual must sign the Business Certificate Form in the presence of the Town Clerk OR a Notary Public;
3. Complete the Business/Location Emergency Contact Form;
4. Obtain the required signatures from the Building Department, Treasurer/Collector, and Health Department on the Business Certificate Sign-Off Listing;
5. Mail the completed Business Certificate Form with a check or money order, made payable to the Town of Middleborough, Town Clerk's Office, 20 Centre Street, Middleborough, MA 02346.

## REFERENCES

Massachusetts General Law Chapter 110 §§5 and 6

Town Clerk's webpage: <https://www.middleborough.com/153/Town-Clerk>

MA Secretary of State website: <https://www.sec.state.ma.us/>

Business Certificate Application: <https://www.middleborough.com/DocumentCenter/View/110/Business-Certificate-Application-PDF>

Business Certificate Amendment: <https://www.middleborough.com/DocumentCenter/View/1358/Business-Certificate-Amendment-PDF>

# ALCOHOLIC BEVERAGE LICENSE

## What is an Alcoholic Beverage License and who needs one?

An alcoholic beverage license is required for establishments handling alcoholic beverages, including retail pouring and package sales. Any business that sells, stores, distributes, serves or delivers alcohol must have an alcoholic beverage license.

## Who oversees alcoholic beverage licensing?

Most alcoholic beverage licenses must be approved by both the Middleborough Board of Selectmen and the Massachusetts Alcoholic Beverages Control Commission (ABCC). The Board of Selectmen, acting as the local licensing board, ultimately issues licenses for restaurants and package stores (retail licenses), while the ABCC has sole issuing authority for manufacturers, wholesalers, importers/exporters, and caterers.

## How do I obtain an alcoholic beverage license?

The application process varies for each type of license. A limited number of licenses are issued by the Town – check for availability before applying. You are strongly encouraged to consult the Board of Selectmen's office to determine which forms and processes to complete. State fees are payable to the ABCC with the application. Once the license is approved locally, a license fee must also be paid to the Town. For example, applicants for a new retail alcoholic beverage license must follow this process:

**1. Application and public hearing:** Complete the appropriate online application on the ABCC website, print and sign it, and submit the fee. Then submit this application to the Board of Selectmen's office, who will post it as an agenda item for a public hearing. You will need to be present at the hearing to answer questions or concerns from the Board.

**2. Local and state review:** The Board of Selectmen will review your application and, if approved, forward it to the ABCC. Once approved by the ABCC, the Board of Selectmen will issue the alcoholic beverage license upon your submission of the licensing fee.

## Timeframe for a decision

Please contact the Board of Selectmen's office to schedule a meeting. Once approved locally, the ABCC can take four to six weeks to approve an application.

## Final Steps

Your permit must be renewed annually in November. Any changes to the license, including transferring it, appointing a new manager, or altering the premises, require a new application and review. If you stop operating the business, you must give up your license. If you plan to temporarily suspend your business operations, you must provide at least 10 days' notice to the Board of Selectmen.

## CONTACT

**Board of Selectmen  
(508) 946-2405**

## REFERENCES

Massachusetts General Law Chapter 138 (Alcoholic Liquors)

ABCC Application Forms: <https://www.mass.gov/apply-for-an-alcoholic-beverages-license-abcc>

Local Licensing Forms: <https://www.middleborough.com/258/Licensing-Applications-Instructions>

# SPECIAL PERMIT

## CONTACT

**Planning Department**  
**(508) 946-2425**

**Zoning Board of Appeals**  
**(508) 947-4095**

**Board of Selectmen**  
**(508) 946-2405**

## What is a Special Permit?

A Special Permit is a permit for a use or structure that is not allowed as a matter of right in a particular zoning district, but is permitted if certain special considerations defined in the zoning bylaw are met.

## Who needs a Special Permit?

Special permit applications are filed by property owners or developers who wish to develop particular uses noted in the Middleborough Zoning Bylaw, Section 3.1: Principal Uses.

## Who oversees the Special Permit process?

The Zoning Board of Appeals (ZBA), the Planning Board (PB), and the Board of Selectmen (BOS) are the Special Permit Granting Authorities in town. The appropriate Special Permit Granting Authority reviews, approves or denies special permit applications.

## How do I file a Special Permit application?

**1. Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting documentation, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Planning Department, if applicable, to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.

**2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the appropriate Special Permit Granting Authority and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

## What is the timeframe for a decision?

The Special Permit Granting Authority must conduct the public hearing within 65 days of the filing date of the petition and must render a decision within 90 days from the close of the public hearing. Special permits will lapse if a substantial use thereof or construction there under has not begun, except for good cause, within twenty-four (24) months following the filing of the special permit approval.

## REFERENCES

Middleborough Zoning Bylaw: Section 3.1: Principal Uses <https://www.ecode360.com/30717749>

Middleborough Zoning Bylaw: Section 9.4: Special Permits <https://www.ecode360.com/30717732>

Application Form: <https://www.middleborough.com/DocumentCenter/View/382/Application-for-a-Special-Permit-PDF>

# ZONING APPEAL

## What is a zoning appeal?

A zoning appeal is review of a decision or order of a Town board or official relative to the town's zoning bylaws. Appeals must be filed within 30 days of the decision or order.

## Who can file an appeal?

A zoning appeal can be made by any person aggrieved by an inability to obtain a permit from any administrative official, officer, or board of the town or anyone aggrieved by an order of the Building Commissioner/Zoning Enforcement Officer.

## Who oversees the appeal process?

The Zoning Board of Appeals (ZBA) is the administrative authority that reviews appeal applications. The ZBA will also submit applications for review and comment to the Board of Health, Planning Board, Conservation Commission, Historical Commission, Building Inspector, Department of Public Works and any other boards and agencies they deem appropriate. The ZBA reviews the application as well as comments received from the aforementioned boards and agencies and either upholds or overturns the decision in question.

## What is the timeframe for a decision?

- 1. Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting documentation, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Zoning Board of Appeals to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Zoning Board of Appeals and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

## What is the timeframe for a decision?

The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the applicant's filing date with the Town Clerk. The ZBA's written decision must be filed with the Town Clerk within 14 days of the close of the hearing.

## CONTACT

**Zoning Board of Appeals**  
**(508) 947-4095**

## REFERENCES

Massachusetts General Law Chapter 40A §17

Middleborough Zoning Bylaw: Section 9.2: Zoning Board of Appeals

Instruction Sheet: <https://www.middleborough.com/DocumentCenter/View/476/Instructions-for-Zoning-Board-of-Appeals-Petitions-PDF>

Application Form: <https://www.middleborough.com/DocumentCenter/View/478/Zoning-Board-of-Appeals-Petition-Application-PDF>

# VARIANCE

## CONTACT

**Zoning Board of Appeals**  
**(508) 947-4095**

### What is a Variance?

A variance is a waiver of a zoning requirement(s), typically a dimensional standard such as lot area, lot frontage, building height, or property line setbacks.

### Who needs a Variance?

Variance petitions are filed by property owners or developers whose proposed development does not satisfy one or more dimensional or density standards as prescribed in the Zoning Bylaw.

### Who oversees the Variance process?

The Zoning Board of Appeals (ZBA) is the administrative authority that reviews petitions for variances. The ZBA will also submit petitions for review and comment to the Board of Health, Planning Board, Conservation Commission, Historical Commission, Building Inspector, Department of Public Works and any other boards and agencies they deem appropriate. The ZBA reviews the petition as well as comments received from the aforementioned boards and agencies and then acts on the petition for a variance.

### How do I file a Special Permit application?

**1. Application:** File the completed petition, copies of the site plan, certified list of abutters, any other supporting documentation, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Zoning Board of Appeals to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.

**2. Public Hearing:** Upon filing your petition, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Zoning Board of Appeals and any interested neighbors, as well

as receive feedback on your proposal and answer any questions those present may have.

### What is the timeframe for a decision?

The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the applicant's filing date with the Town Clerk. A variance will lapse if not exercised within one year of the date the variance was granted.

## REFERENCES

Middleborough Zoning Bylaw: Section 9.2: Zoning Board of Appeals

Petition for Variance: <https://www.middleborough.com/DocumentCenter/View/478/Zoning-Board-of-Appeals-Petition-Application-PDF>

# SITE PLAN REVIEW

## What is Site Plan Review?

The purpose of Site Plan Review is to ensure that new development is designed in a manner to protect the aesthetic and historic appearance of the Business District and reduce any adverse impacts to property values, traffic and parking.

A site plan is a detailed, professionally prepared plan, along with supporting documentation of how you plan to develop a site. Typically, it is prepared by an engineer and includes features like building footprints, parking, driveways and roads, drainage systems, sewer and water features, lighting, landscaping, and signage.

## Which projects require Site Plan Review?

All permitted uses in the Business District are subject to Site Plan Review. Specifically, new construction projects that result in the addition of upper floors to an existing building, and projects that involve the expansion or exterior renovation of an existing building requiring a building permit.

## Who conducts Site Plan Review?

The Zoning Board of Appeals is the Site Plan Approval Authority (SPAA).

## What are the steps of Site Plan Review and Approval?

- 1. Application:** File the completed application, a site layout plan, topography, drainage and utility plan, architectural plan, and landscape plan along with any other supporting documentation with the Town Clerk.
- 2. Review:** Applicants must also submit copies for Site Plan Approval with the Historical Commission, Planning Board, and Building Inspector at the same time of the application to the SPAA. The boards and agencies then have 21 days to comment on the application.

## What is the timeframe for a decision?

The Zoning Board of Appeals must take action within 30 days of the Town Clerk's receipt of the application.

## CONTACT

**Zoning Board of Appeals**  
**(508) 947-4095**

## REFERENCES

Middleborough Zoning Bylaw: Section 6.6: Business District

# SUBDIVISION (OVERVIEW)

## CONTACT

**Planning Department**  
**(508) 946-2425**

### What is a subdivision?

A subdivision is generally the division of land into two or more building lots. The Planning Board reviews and approves applications for subdivisions. In its review, the Planning Board takes into consideration the Subdivision Control Law, the local Subdivision Rules and Regulations, and the Zoning Ordinance.

### Which process do I follow to subdivide my property?

*If each proposed new parcel has the required frontage under zoning on an existing street...*

#### Approval Not Required (ANR)

Apply for an ANR endorsement of the new parcel plan. ANR is a streamlined process where the Planning Board may determine that the proposed subdivision of land is not subject to review under Massachusetts Subdivision Control Law. ANR can also be used to redraw existing parcel lines or to merge parcels together.

- 21-day review and approval
- No public hearing

**or**

*If a new road is needed to provide the required frontage to subdivide a larger parcel into multiple buildable lots....?*

If you want the Planning Board to review and comment on preliminary drawings prior to producing a Definitive Subdivision Plan....

If you want the Planning Board to approve your final plans for a subdivision so you can start construction...

#### Preliminary Subdivision Plan

Apply for a Preliminary Plan. This is optional, but highly recommended for subdivisions resulting in 10+ new lots.

- 45-day review and approval
- No public hearing

#### Definitive Subdivision Plan

Apply for a Definitive Plan. File a complete and detailed plan showing the proposed lots and roadways.

- 135-day review and approval if no Preliminary Plan; 90 day review if a Preliminary Plan is first acted upon
- Public hearing required

## REFERENCES

Massachusetts General Law Chapter 41 Subdivision Control Law  
Subdivision Rules and Regulations: <https://www.middleborough.com/DocumentCenter/View/372/Town-of-Middleborough-Subdivision-Rules-and-Regulations-1987-PDF>  
Subdivision Rules and Regulations Amendments: <https://www.middleborough.com/DocumentCenter/View/374/Amendments-to-the-Town-of-Middleborough-Subdivision-Rules-and-Regulations-2012-PDF>

# SUBDIVISION (ANR PLANS)

## What is an Approval Not Required (ANR or Form A) Plan?

An ANR or Form A plan is a subdivision of land that creates a lot (or lots) having the required frontage under zoning on an existing way. This process allows the division of land without requiring review under the state Subdivision Control Law.

## Who can file an Approval Not Required (ANR or Form A) application?

Any land owner who wishes to subdivide or change property lines to create new lots, all of which meet the applicable zoning requirements for frontage on an existing approved way, may submit such a plan for endorsement by the Planning Board.

## Who conducts the Approval Not Required (ANR or Form A) process?

The Planning Board is the administrative authority that reviews and endorses ANR plans.

## How do I apply for an Approval Not Required (ANR) determination?

- 1. Application:** File the completed application, fee, mylar, and nine (9) prints along with evidence to show the plan does not require approval with the Town Clerk. You are encouraged to bring your application packets to the Planning Department to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Meeting:** Upon filing your application, you will be provided with a date of the Planning Board meeting at which your Form A will be reviewed. Although it is not necessary for you to attend the meeting, you are encouraged to do so if your application is complicated.

## What is the timeframe for a decision?

The Planning Board must render a decision within 21 days of the date you file your application.

## CONTACT

**Planning Department**  
**(508) 946-2425**

## REFERENCES

Massachusetts General Law Chapter 41 §81P

Form A application: <https://www.middleborough.com/DocumentCenter/View/384/Form-A-Application-PDF>

Form A checklist: <https://www.middleborough.com/DocumentCenter/View/867/Form-A-Checklist>

# SUBDIVISION (PRELIMINARY PLANS)

## CONTACT

**Planning Department**  
**(508) 946-2425**

### **What is a Preliminary Subdivision Plan (Form B)?**

A Preliminary Plan is an optional process during which an applicant can submit a plan of a proposed subdivision to the Planning Board for review, guidance and recommendations. The Preliminary Plan process strives to resolve any questions and determine the need for any changes before proceeding to a definitive plan.

### **Who can file for Preliminary Subdivision Plan approval?**

Anyone may submit a preliminary subdivision plan prior to submitting a definitive plan of a subdivision. The Planning Board strongly recommends the submission of a preliminary plan for any subdivision.

### **How do I file a Preliminary Subdivision Plan?**

**1. Application:** File the completed application, fee, two (2) sets of drainage calculations, certified list of abutters, and nine (9) copies of the site plan with the Town Clerk. You are encouraged to bring your application packets to the Planning Development to allow the staff to review the contents for completeness and accuracy, prior to filing with the Town Clerk.

**2. Public Meeting:** Upon filing your application, you will be provided with a date for your public meeting. This is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions that those present may have.

### **What is the timeframe for a decision?**

The Planning Board must render a decision within 45 days of the filing of the application with the Town Clerk.

## REFERENCES

Massachusetts General Law Chapter 41

Form B Application: <https://www.middleborough.com/DocumentCenter/View/386/Form-B-Preliminary-PDF>

Subdivision Rules and Regulations: <https://www.middleborough.com/DocumentCenter/View/372/Town-of-Middleborough-Subdivision-Rules-and-Regulations-1987-PDF>

Subdivision Rules and Regulations Amendments: <https://www.middleborough.com/DocumentCenter/View/374/Amendments-to-the-Town-of-Middleborough-Subdivision-Rules-and-Regulations-2012-PDF>

# SUBDIVISION (DEFINITIVE PLANS)

## What is a Definitive Subdivision Plan (Form C)?

A Definitive Subdivision Plan shows a complete and detailed plan of a subdivision of land and roadways.

## Who can file for Definitive Subdivision Plan approval?

Any person or developer wishing to subdivide land to create multiple buildable lots having frontage on a new roadway may file a definitive subdivision plan application.

## Who conducts the Definitive Subdivision (Form C) process?

The Planning Board is the administrative authority that reviews and endorses the Definitive Subdivision plans.

## How do I file for Definitive Subdivision Plan approval?

**1. Application:** File the completed application, fee, two (2) sets of drainage calculations, certified list of abutters, and nine (9) copies of the Definitive Site Plan with the Town Clerk. You are encouraged to bring your application packets to the Planning Development to allow the staff to review the contents for completeness and accuracy, prior to filing with the Town Clerk.

**2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions that those present may have.

## What is the timeframe for a decision?

The Planning Board must render a decision within 135 days of the filing of the application with the Town Clerk. If the applicant submits the definitive plan within 7 months of the date on which the preliminary plan was submitted, the Planning Board must act on the plan within 90 days.

## CONTACT

**Planning Department**  
**(508) 946-2425**

## REFERENCES

Massachusetts General Law Chapter 41

Form C Application: <https://www.middleborough.com/DocumentCenter/View/376/Form-C-Application-for-Approval-of-a-Definitive-Subdivision-PDF>

Form C Checklist: <https://www.middleborough.com/DocumentCenter/View/377/Form-C-Checklist-PDF>

# WETLANDS PROTECTION (OVERVIEW)

## CONTACT

**Conservation Agent**  
**(508) 946-2406**

### What are wetlands?

A wetland is land that is saturated with water, either permanently or seasonally. Examples of wetlands include streams, rivers, swamps, marshes, wet meadows, and bogs. The primary factor that distinguishes wetlands from other land forms is the characteristic vegetation that is adapted to its unique soil conditions. Wetlands consist primarily of hydric soil, which supports aquatic plants.

### Why do we protect wetlands?

Wetlands in Massachusetts are protected under the Massachusetts Wetlands Protection Act (MWPA). The eight interests of the MWPA are the protection of public and private water supplies, protection of the groundwater supply, flood control, storm damage prevention of pollution, protection of land containing shellfish, protection of fisheries, and the protection of wildlife habitat.

### Who needs a wetlands permit?

A permit from the Conservation Commission is required for any proposed activity or project that proposes to fill or alter any of the following:

- a wetland resource area
- the two hundred foot (200') riverfront protection area
- the one hundred foot (100') buffer zone associated with a wetland resource area
- the one hundred foot (100') buffer zone associated with a vernal pool

### Who oversees wetlands permitting?

The Conservation Commission is responsible for administering the MWPA in town. Proposed projects are reviewed based upon their proximity to a resource area and its design to minimize potential impacts. Questions about wetlands are to be directed to the Conservation Agent, who can tell you if a project falls under the Conservation Commissions' jurisdiction. Applicants are not required to file for permitting with the Conservation Commission prior to filing for other local permits, but may want to so that they can design their projects based on upon an approved delineation of resource areas (ANRAD) on the project site.

## REFERENCES

Massachusetts General Law Chapter 131, §40  
310 CMR 10.00: Wetlands Protection Act Regulations

# WETLANDS PROTECTION (PERMIT TYPES)

## Abbreviated Notice of Resource Area Delineation (ANRAD)

### What is an ANRAD?

An ANRAD is a procedure to confirm the location of Bordering Vegetated Wetlands (BVW) and other resources on a site. This process is commonly utilized prior to the development of detailed engineering plans to assist in sound project planning.

### How do I file an ANRAD?

File copies of your application, fee, site plan and certified list of abutters to the Conservation Commission. Once submitted, the Conservation Agent will perform a site visit to confirm your proposed BVW line. Please note that for larger wetland delineations, the Commission may vote to hire a peer review under Massachusetts General Law (M.G.L.) Chapter 44 Section 53G. You will also be provided with the date of your public meeting to discuss your application. Additional information of the Commission's meeting schedule and dates and deadlines for submittals can be found on the Conservation Commission's website.

### What is the timeframe for a decision?

A decision will be made within 21 days of the close of the public hearing. If approved, the Conservation Commission will issue an Order of Resource Area Delineation (ORAD), which needs to be recorded at the Plymouth County Registry of Deeds. The ORAD is valid for three years from the date of issuance.

## Request for Determination of Applicability (RDA)

### What is an RDA?

An RDA is a procedure to determine whether the work you are proposing will affect any adjacent wetland resource areas and allows the Conservation Commission to determine whether your proposed work is subject to the MWPA (and thus, requires further permitting).

### How do I file an RDA?

File copies of your application, fee, site plan, stormwater management plans (if applicable), required map(s) and list of abutters with the Conservation Commission. At this time, you will be provided with the date of your public hearing to discuss your application.

### What is the timeframe for a decision?

A decision will be made within 21 days of the initial application filing. The Conservation Commission will issue a Determination of Applicability (DOA) stating that the work is either not subject to the MWPA and may proceed without further permitting (a negative determination), or that further permitting is required (a positive determination), which would require the filing of a Notice of Intent (NOI).

## CONTACT

**Conservation Agent  
(508) 946-2406**

## REFERENCES

Massachusetts General Law Chapter 131, §40  
Massachusetts General Law Chapter 44, §53G  
310 CMR 10.00: Wetlands Protection Act Regulations

# WETLANDS PROTECTION (PERMIT TYPES)(CONT.)

## CONTACT

**Conservation Agent  
(508) 946-2406**

## Notice of Intent (NOI)

### What is an NOI?

An NOI is the procedure to allow proposed work within the 100-foot buffer area, within 200-feet of a perennial river, or within a wetland resource area itself.

### How do I file an NOI?

File copies of your application, fee, site plan, stormwater management plans (if applicable), required map(s) and list of abutters with the Conservation Commission. At this time, you will be provided with the date of your public hearing to discuss your application.

### What is the timeframe for a decision?

A decision will be made within 21 days of the close of the public hearing. If the proposed work is found to not incur significant, adverse impacts to a wetland resource area, the Conservation Commission will issue an Order of Conditions (OOC), allowing the work with any conditions deemed necessary by the Conservation Commission. The OOC needs to be recorded at the Plymouth County Registry of Deeds. An erosion control inspection and DEP File Number sign must be installed prior to the start of any activity/construction. The permit is valid for three years from the date of issuance.

### What are the final steps?

Once the work is completed, you must close out your permit by applying for a Certificate of Compliance (COC), which will allow the Conservation Commission to verify that all of the work was performed in compliance with the MWPA. The process requires an application, a statement from the project's professional

engineer and a site visit from the Conservation Agent. An As-Built Plan will also be required if there were field changes different than the plan that was approved.

## REFERENCES

Massachusetts General Law Chapter 131, §40  
310 CMR 10.00: Wetlands Protection Act Regulations

# EARTH REMOVAL PERMIT

## What is an Earth Removal Permit and who needs one?

An earth removal permit is required prior to the removal (stripping, excavating, or blasting) of any soil, loam, sand, gravel, clay, peat, hardpan or rock from a lot of land in order to ensure proper surface drainage and the appropriate reuse of topsoil. It is important to note that the following are exempted from the bylaw:

- any earth removal operations involving 25 cubic yards or less per lot per year.
- any earth removal operations involving 800 cubic yards or less per acre on lots of four acres or less occurring in conjunction with work subject to a valid building permit.
- any earth removal operations in compliance with the requirements of a subdivision plan approved by the Town's Planning Board.

## Who oversees the earth removal permit process?

An earth removal permit must be approved by the Board of Selectmen. If the proposed work is within 100 feet of any water resource area, the Conservation Commission will need to review and approve the application as well.

## How do I obtain an earth removal permit?

**1. Application:** File the completed application, fee, project plans, Order of Conditions (if applicable), and certified list of abutters with the Board of Selectmen.

**2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Board of Selectmen and any interested neighbors and answer any questions that those present may have.

## What is the timeframe for a decision?

The entire process, including a Conservation Commission hearing, if necessary, may take up to eight weeks.

## Final Steps

A copy of the earth removal order of conditions must be filed with the Registry of Deeds. A certificate of completion will be issued by the Board of Selectmen at the completion of the project confirming that the project was completed in accordance with the approved plans. Issuance of the certificate of completion terminates the permit. The certificate of completion must also be filed with the Registry of Deeds.

Permits are issued for a period of up to three years. At the Board of Selectmen's discretion, a permit may be extended for an additional year. If the project is not completed within the required timeframe, the applicant will need to apply for a new permit.

## CONTACT

**Board of Selectmen  
(508) 946-2405**

## REFERENCES

Middleborough Bylaw: Section 133: Earth Removal

Earth Removal Application: <https://www.middleborough.com/DocumentCenter/View/393/Earth-Removal-Application-Bylaw-Regulations-PDF>

# WATER RESOURCE PROTECTION DISTRICT

## CONTACT

**Board of Selectmen**  
**(508) 946-2405**

## What is the Water Resource Protection District?

The Water Resource Protection District (WRPD) is an overlay district whose purpose is to:

- Promote the health, safety and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the residents, institutions and businesses of the Town of Middleborough;
- Preserve and protect existing and potential sources of drinking water supplies;
- Prevent temporary and permanent contamination of the environment; and,
- Protect, preserve, conserve and maintain the water and natural resources of the Town and to prevent their pollution.

There are currently four WRPD in town: Z1, Z2, Z3, and Z4, each having its own regulations and prohibited uses.

Please note that the WRPD may overlap with wetlands permitting. If any wetlands are in a Zone II Wellhead Protection Area they are afforded a 100-foot no disturb zone. If there are wetlands at a site, an applicant may need to file a permit application with the Conservation Commission as well.

## Who oversees the Water Resource Protection District permit process?

The Board of Selectmen is the Special Permit Granting Authority (SPGA).

## How do I obtain a Water Resource Protection District permit?

**1. Application:** File the completed application, site plan, fee, and certified list of abutters with the Town Clerk.

**2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Board of Selectmen and any interested neighbors and answer any questions that those present may have.

## Next Steps

At the conclusion of the public hearing there is a 20 day appeal period. If an appeal is not filed you will receive a notice from the Board of Selectmen's office indicating if your petition was granted and if any stipulations were included in the permit.

## REFERENCES

Middleborough Bylaw: Section 8.2: Water Resource Protection District

Water Resource Protection District Petition: <https://www.middleborough.com/DocumentCenter/View/401/WRPD-Petition-Application-PDF>

Water Resource Protection District Special Permit Instructions and Checklist: <https://www.middleborough.com/DocumentCenter/View/402/WRPD-Special-Permit-Instructions-and-Checklist-PDF>

# DEPARTMENTS & PERMITS

Office	Role/Responsibility	Services	Contact
Board of Assessors	The Board of Assessors primary function is to assess the fair cash valuation of all real estate and personal property subject to taxation.	<ul style="list-style-type: none"> <li>• Assessment Information</li> <li>• Chapter Land Applications and Information</li> <li>• Property Record Cards</li> <li>• Real Estate Exemption and Abatements</li> <li>• Tax Deferral Applications and Information</li> <li>• Tax Maps</li> </ul>	Town Hall, First Floor 10 Nickerson Avenue (508) 946-2410
Board of Selectmen	The Board of Selectmen is the chief policy-making body for the town of Middleborough.	<ul style="list-style-type: none"> <li>• ABCC Liquor Local Licensing</li> <li>• Entertainment Licenses</li> <li>• One Day Liquor Licenses</li> <li>• Second Hand/Pawn/Junk Licensing</li> <li>• Auto Amusement Licenses</li> <li>• Earth Removal Permits</li> <li>• Automobile Dealer Licenses</li> <li>• Cannabis Licensing</li> <li>• Special Permits in the Water Resource Protection District (WRPD)</li> <li>• Event Approvals that use Public Roads</li> </ul>	Colleen Lieb, Executive Assistant to the Board of Selectmen Town Hall, First Floor 10 Nickerson Avenue (508) 946-2405
Building Department	The Building Department helps with the permitting process to assure compliance with local zoning codes, State Building Codes, the State Wiring Codes, and the State Plumbing and Gas Codes.	<ul style="list-style-type: none"> <li>• Building Permits</li> <li>• Electric Permits</li> <li>• Plumbing and Gas Permits</li> <li>• Mechanical Permits</li> <li>• Certificates of Occupancy</li> </ul>	Robert Whalen, Building Commissioner Jay Catalano, Plumbing and Gas Inspector Bill Gazza, Wiring Inspector Town Hall Annex, Second Floor 20 Centre Street (508) 946-2426

## DEPARTMENTS & PERMITS (CONT.)

Office	Role/Responsibility	Services	Contact
Conservation Commission	The Conservation Commissions role is to protect and preserve the land in town and to protect wetland resource areas under the Massachusetts Wetland Protection Act (MWPA).	<ul style="list-style-type: none"> <li>• Wetlands Protection</li> <li>• Flood Control</li> <li>• Prevention of Pollution</li> <li>• Protection of               <ul style="list-style-type: none"> <li>• Fisheries</li> <li>• Ground Water Supply</li> <li>• Land Containing Shellfish</li> <li>• Public and Private Water Supply</li> <li>• Wildlife Habitat</li> </ul> </li> <li>• Stormwater Damage Prevention</li> </ul>	Patricia J. Cassady, Conservation Agent Phyllis J. Barbato, Senior Clerk Town Hall Annex, Second Floor 20 Centre Street (508) 946-2306
Department of Public Works	The Department of Public Works is responsible for the maintenance and improvements to the Town's roads, operation of the rubbish and recycling, and the operation and maintenance of the town's water supply and treatment of wastewater.	<ul style="list-style-type: none"> <li>• Catch basin cleaning</li> <li>• Curbside trash pickup</li> <li>• Drainage maintenance</li> <li>• Repair and replace street signs</li> <li>• Road Maintenance</li> <li>• Roadside mowing and trimming of brush</li> <li>• Street sweeping</li> </ul>	Christopher Peck, DPW Director 48 Wareham Street (508) 946-2480
Economic & Community Development	The Economic and Community Development Office plans and implements the Town's economic development and revitalization goals and community development and affordable housing initiatives and services.	<ul style="list-style-type: none"> <li>• Business Advocacy</li> <li>• Business Development Services</li> <li>• Commercial District Revitalization</li> <li>• Job Fairs</li> <li>• Retail Development</li> <li>• Infrastructure Improvements</li> </ul>	Janis K. Akerstrom, Director Town Hall Annex, Third Floor 20 Centre Street (508) 946-2402

## DEPARTMENTS & PERMITS (CONT.)

Office	Role/Responsibility	Services	Contact
Fire Department	The Fire Department is organized to provide for life and property safety from threat of fires, natural or man-made disasters, and medical emergencies.	<ul style="list-style-type: none"> <li>• Permits and scheduling of inspections for</li> <li>• Blasting</li> <li>• Carbon Monoxide Alarms</li> <li>• Fire Alarm System</li> <li>• Propane</li> <li>• Smoke Detectors</li> <li>• Sprinkler Systems</li> <li>• Underground Storage Tank Installations and Removals</li> </ul>	Lance Benjamino, Chief Diane Henault, Administrative Assistant Timothy Reed, Captain, Code Enforcement Laurence Fahey, Lieutenant, Code Enforcement Central Station - 125 North Main Street (508) 946-2461
Gas & Electric	Middleborough Gas and Electric provides electric and natural gas for Middleborough and part of Lakeville.	<ul style="list-style-type: none"> <li>• Municipal Electric and Natural Gas Service</li> </ul>	Jacqueline Crowley, General Manager 32 South Main Street (508) 947-1371

## DEPARTMENTS & PERMITS (CONT.)

Office	Role/Responsibility	Services	Contact
Health Department	The Health Department's mission is to prevent disease and to promote wellness in order to protect and improve the health and quality of life for its residents.	<ul style="list-style-type: none"> <li>• Body Modification Permits</li> <li>• Catering Permits</li> <li>• Common Victualler Licenses</li> <li>• Family Type Campground Permits</li> <li>• Food Establishment Permits</li> <li>• Hotel/Motel Permits</li> <li>• Lodging/Rooming House Permits</li> <li>• Manufactured Home Park Permits</li> <li>• Recreational Camp Permits</li> <li>• Residential Pool Permits</li> <li>• Rubbish Collection/Transport Permits</li> <li>• Semi-Public Pool Permits</li> <li>• Septic Installation Permits</li> <li>• Septic Installer Licenses</li> <li>• Septic Pumper/Hauler Permits</li> <li>• Stable Permits</li> <li>• Tanning Facilities Permits</li> <li>• Temporary/One-Day Food Permits</li> <li>• Tobacco Sales Permits</li> <li>• Well Permits</li> </ul>	Robert Buker, Health Officer Town Hall Annex, Second Floor 20 Centre Street (508) 946-2408
Office of the Town Clerk	The Office of the Town Clerk serves as a central point of information in the Town of Middleborough.	<ul style="list-style-type: none"> <li>• Business Certificates</li> <li>• Entertainment and Automatic Amusement Licenses</li> <li>• Filing petitions for Planning, Zoning, and WRPD</li> <li>• Zoning by-laws and maps</li> </ul>	Allison J. Ferreira, Town Clerk Elizabeth D. Gazerro, Assistant Town Clerk Laurel R. Bannon, Clerk Town Hall Annex, First Floor 20 Centre Street (508) 946-2415

## DEPARTMENTS & PERMITS (CONT.)

Office	Role/Responsibility	Services	Contact
Planning Board and Department	The Planning Department is responsible for all the planning and development related activities in town.	<ul style="list-style-type: none"> <li>• Form A Application</li> <li>• Form B Preliminary</li> <li>• Form C Application</li> <li>• Mobile Home Special Permits</li> <li>• Development Opportunity District (DO) Special Permits</li> <li>• Commercial Development District (CD) Special Permits</li> <li>• Master Plan Implementation</li> <li>• Zoning Bylaw Amendments</li> <li>• Adult Use Marijuana Application</li> </ul>	<p>Leeann Bradley, Town Planner</p> <p>Joseph Mandile, Administrative Planning Assistant</p> <p>Donna Bernabeo, Senior Clerk</p> <p>Town Hall Annex, Second Floor</p> <p>20 Centre Street</p> <p>(508) 946-2425</p>
Town Manager	The Town Manager administers, manages, and coordinates the Town's functions and exercises considerable independent judgement in providing professional advise to a variety of official boards and committees concerning the overall operation of the Town.	<ul style="list-style-type: none"> <li>• Project Review Committee</li> </ul>	<p>Robert G. Nunes, Town Manager</p> <p>Andrew Sukeforth, Assistant to the Town Manager</p> <p>Town Hall, First Floor</p> <p>10 Nickerson Avenue</p> <p>(508) 947-0928</p>
Zoning Board of Appeals	The Zoning Board of Appeals regulates land use, size and location of structures, and special residential developments.	<ul style="list-style-type: none"> <li>• Special Permits</li> <li>• Site Plan Review</li> <li>• Comprehensive Permits</li> <li>• Variances</li> </ul>	<p>Tammy Mendes, Senior Clerk</p> <p>Town Hall Annex, Second Floor</p> <p>20 Centre Street</p> <p>(508) 947-4095</p>