



**SITE PLAN REVIEW
APPLICATION PACKET
PLANNING BOARD OF
THE TOWN OF COHASSET, MASSACHUSETTS**

Attached:

- Site Plan Review Procedures
- Form-10A Application
- Planning Board Litigation Policy Statement
- Site Plan Review Checklist
- Fee & Deposit Schedule

Adopted:



TOWN OF COHASSET

Planning Board

41 Highland Avenue

Cohasset, MA 02025

Tel: (781)-383-3517 FAX: (781) 383-1561

SITE PLAN REVIEW & SPECIAL PERMIT COMBINED FILING PROCEDURES

Submit to the Planning Board the following:

- 18 copies** of the Application – Form 10 signed by **both** the Applicant and Property Owner, including narrative explaining project **AND** citing specific Section(s) of the ZBL under which the application is being filed.
- 18 sets** of the site Plan, Floors Plans, Elevations (NOTE: **6 sets at 11”x 17”**; **12 sets full size - no larger than 2’ x 3’**)
- .PDF submission of all applications, plans, site plan and other documents submitted as part of the application
- An Abutters List - **certified** by the Assessor’s Office
- Two** sets of Abutter mailing labels from the Assessor’s Office
- The appropriate application fee, legal fee and engineering fee (see attached fee schedule).
- The **original, signed** Planning Board Litigation Policy Statement signed by **both** the Applicant and the Property Owner.

NOTE: A submission shall not be deemed complete and shall not be accepted until the applicant has submitted all of the above items.

1. After **all of the above** items are found to be complete, the Planning Board Staff will then contact the Town Clerk to date-stamp the entire submittal, “As Received.”
2. The Planning Board Staff will then do the following:
 - Assign a Site Plan Review & Special Permit combined application Case Number
 - Set a date and time for the public hearing
 - Post the meeting in the Town Clerk’s Office
 - Reserve the appropriate room for the public hearing
 - Distribute the plans to the appropriate boards
 - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date
 - Notify the abutters, by mail, of the public hearing
3. The Applicant will then do the following:
 - Mail a copy of the site plan, floor plans and elevations to the engineer designated by the Plan Board for review on behalf of the Board.



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FORM 10A – APPLICATION FOR APPROVAL OF A COMBINED SITE PLAN REVIEW & SPECIAL PERMIT

DATE:

To the Planning Board:

The undersigned herewith submits the accompanying preliminary site plan of property located in the Town of Cohasset for combined Site Plan Review and Special Permit Approval under the requirements of Section 12 and Section _____ of the Zoning Bylaws of the Town of Cohasset and the Site Plan Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
2. Name of Applicant: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
3. Zoning Classification _____
4. Assessor's Map: _____ Plot(s): _____
5. Deed of Property recorded in Norfolk County Registry of Deeds in Book _____, (page) _____
6. Location of description of property sufficient for identification:

7. Total Residential Gross Floor Area _____ square feet

Signature of Owner

Signature of Applicant



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NARRATIVE

PLEASE PROVIDE A BRIEF EXPLANATION OF THE PROJECT AND, CITE THE SPECIFIC SECTION(S) OF THE COHASSET ZONING BYLAWS UNDER WHICH THIS COMBINED APPLICATION IS BEING FILED.



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COHASSET PLANNING BOARD STATEMENT OF LITIGATION POLICY

It is the opinion of the Cohasset Planning Board (the “Board”) that the person or persons (collectively “Applicant”) who sought a decision, ruling or other approval from the Board (“Approval”) should bear any and all costs associated with or arising out of any legal action or proceeding, threatened or actual against or involving the Board challenging said Approval (each a “Legal Action” and all such costs “Legal Fees”).

The litigation policy of the Board is therefore to minimize its Legal Fees.

In furtherance of its litigation policy, the Board reserves for itself the right to seek to minimize its Legal Fees by all legal means, which means may include availing itself of one or more of the following remedies:

- (a) Requesting the Applicant to hold harmless and indemnify the Board for Legal Fees prior to commencing any defense of a Legal Action;
- (b) Settling all Legal Actions as quickly and in as cost effective a manner as possible, without regard to the interests of the Applicant, which may include rescinding any Approval previously granted; and
- (c) Seeking to recover Legal Fees directly from the Applicant which may include joining the Applicant to the Legal Action or commencing separate legal proceedings against the Applicant seeking restitution.

BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THEY HAVE READ THE BOARD’S STATEMENT OF LITIGATION POLICY AND THAT THEY CAN REQUEST A COPY TO RETAIN FOR THEIR RECORDS

Date: _____ **
Signature(s) of Applicant(s) or Representatives, if any

Date: _____ **
Signature(s) of Owner(s)

***** APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LAND OWNER.***



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