



Thomas Linnehan, Gary Perrin  
 Chairman

**PLANNING BOARD/ZONING BOARD:  
 AGENDA REQUEST**

The following application is made to the City of Lowell Division of Development Services in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Chapter 270, Zoning Code.

**1. Application Information**

Address of Property Location: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Second Owner (if applicable): \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Agent: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Tenant/Lessee/Purchaser (If Applicable): \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

**2. Property Information**

Zoning District: \_\_\_\_\_

Type of Structures: Existing (E) and Proposed (P) on Property

Residential: E \_\_\_\_\_ P \_\_\_\_\_ Commercial: E \_\_\_\_\_ P \_\_\_\_\_ Industrial: E \_\_\_\_\_ P \_\_\_\_\_

Institutional: E \_\_\_\_\_ P \_\_\_\_\_ Other: \_\_\_\_\_

Parking Spaces: E \_\_\_\_\_ P \_\_\_\_\_ Number of Lots: E \_\_\_\_\_ P \_\_\_\_\_

Land Area (SQ FT): \_\_\_\_\_

Building Area (SQ FT): \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Dwelling Units: E \_\_\_\_\_ P \_\_\_\_\_ Avg. Unit Size (SQ FT): \_\_\_\_\_

Occupied: \_\_\_\_\_ Partially Occupied: \_\_\_\_\_ Vacant: \_\_\_\_\_ Vacant Land: \_\_\_\_\_

Project Description: \_\_\_\_\_

**3. Nature of Request**

Please supply a brief narrative and any preliminary site plan(s) (5 copies) describing the nature of your business with the Planning/Zoning Board, outlining the specific details of your requested Board actions, if any. Please reference any past dealings with the Planning/Zoning Board with relevance to this request, noting the name of the project, date, and any pertinent recording information (book and page numbers). Please note that agenda requests are granted at the discretion of the Board.

Please also provide one copy of plans and other supporting materials in Portable Document Format (PDF).

**4. Authorization (Must be Signed by the Owner of the Property)**

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work that is proposed for my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If representing a group, corporation, or other organization, please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

*An application will not be considered complete and will not be submitted to the Planning Board or Zoning Board of Appeals for its action until all required documentation/information has been submitted to Department of Planning and Development Project Review Staff and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board and Zoning Board of Appeals are generally held twice per month on Mondays (the first and third Monday for the Planning Board, second and fourth for the Zoning Board of Appeals). Complete applications are generally due by NOON on the Friday that is 30 days prior to the regularly scheduled Board meeting when a public hearing will be held. For a complete schedule, please contact Project Review Staff or log onto [www.lowellma.gov/720/Development-Services-Boards-Commissions](http://www.lowellma.gov/720/Development-Services-Boards-Commissions).*

**Submit all required materials to:**

Division of Development Services, City Hall, 375 Merrimack Street, Lowell, MA 01852

Phone: (978) 674-4144

Fax: (978) 446-7103

City Website: [www.lowellma.gov](http://www.lowellma.gov)