



LAND USE BOARD: MAIN APPLICATION

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: _____ Telephone No. _____ Email: _____

Address (if different) _____ City: _____ State: _____ Zip Code: _____

Second Owner (if applicable): _____ Telephone No. _____ Email: _____

Address (if different) _____ City: _____ State: _____ Zip Code: _____

Applicant: (If different from Owner): _____ Telephone No: _____

Email: _____ Title (Tenant/Lessee/Purchaser/Etc.): _____

Address _____ City: _____ State: _____ Zip Code: _____

Owner's Agent (if applicable): _____ Telephone No. _____

Email: _____ Title: (Attorney/Architect/Contractor/Etc.): _____

Address _____ City: _____ State: _____ Zip Code: _____

2. Please check all Board/Commission Approval(s) sought:

___ The applicant is requesting the following from the Planning Board (Please also complete and attach the appropriate form)

- ___ Site Plan Review (see Site Plan Review Supplement Form)
- ___ Special Permit (see Main Special Permit Supplement Form)
- ___ Preliminary Subdivision Approval (see Preliminary Subdivision Supplement Form)
- ___ Definitive Subdivision Approval (see Definitive Subdivision Supplement Form)
- ___ Planned Residential Development
- ___ Endorsement of a Plan thought not to Require Approval (ANR)
- ___ Repetitive Petition (see Special Permit Main Supplement Form)
- ___ Telecommunications (see Telecommunications Supplement Form)

___ The applicant is requesting the following from the Zoning Board (Please also complete and attach the appropriate form)

- ___ Special Permit
- ___ Variance
- ___ Appeal of Building Commissioner's Determination

___ The applicant is requesting approval from the Historic Board (Please also complete and attach the appropriate form):

- ___ Downtown District
- ___ Acre District
- ___ Other Neighborhood District - Please Specify: _____

___ The applicant is requesting the following from the Conservation Commission (Please also complete and attach the appropriate form):

- ___ Request for Determination of Applicability (RDA)
- ___ Notice of Intent (NOI)
- ___ Abbreviated Notice of Resource Area Delineation (ANRAD)
- ___ Certificate of Compliance (COC)
- ___ Other (Please Specify): _____

3. Property Information (Applies to Planning Board and Zoning Board applicants only):

Zoning District of Property: _____

Type of Structures (Existing and Proposed on Property):

Residential: E _____ P _____ Commercial: E _____ P _____ Industrial: E _____ P _____

Institutional: E _____ P _____ Other: _____

Parking Spaces: Existing _____ Proposed _____ Estimated Project Cost: _____

Land Area Square Feet: _____ Building Area Square Feet: _____

Number of Stories: _____ Number of Dwelling Units: E _____ P _____ Ave. Unit Size (SQ FT) _____

Occupied: _____ Partially Occupied: _____ Vacant: _____ Vacant Land: _____

4. Notification Requirements: Mailing of Abutter Notices

All applicants will be responsible for submitting prepaid abutter notice mailings to meet notification requirements under MGL Ch. 40A. Notices shall be submitted to Development Services staff at least two weeks prior to the scheduled public hearing.

Permit Signs (Please see the Notice of Intent Checklist for details regarding the Permit Sign for that application)

All of the following applications are required to post a Request for Permit Sign:

- Special Permit, Site Plan Review and Subdivision Applications from the Planning Board
- Special Permit and Variance Applications from the Zoning Board of Appeals
- New Construction Projects from the Historic Board

Request for Permit Signs must meet the following standards:

- The sign shall include the following information:
 - NOTICE: REQUEST FOR PERMIT
 - Address of Property:
 - Type of Permit: (special permit, site plan review, subdivision, variance, etc.)
 - Specific information about the project: (type of use, number of units, size of commercial space, etc.)
 - Proposed Use of Property:
 - Date, Time and Place of a Public Hearing.
- For additional information, contact the City of Lowell at:
 - Division of Development Services, City Hall, Room 51, 375 Merrimack Street, Lowell, MA 01852
 - Phone: (978) 674-4144
 - City Website: www.lowellma.gov
- The sign shall include a copy of the site plan or plot plan submitted with the permit application.
- The sign shall be made of wood or metal. Size of said sign shall be a minimum of 3 feet by 4 feet.
- The applicant shall notify the City of Lowell in writing that the sign has been erected and where located.
- The sign shall be posted 14 days prior to the opening of the public hearing.

Submit all required materials to:

Division of Development Services, City Hall, Room 51, 375 Merrimack Street, Lowell, MA 01852

NOTE: Projects greater than 1 acre (43,560 square feet) are required to apply for a NPDES Permit. Please refer to <https://www.epa.gov/npdes> for more information.