



## 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](http://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.

**Fully electronic submittals are accepted and encouraged. The filing fee must be submitted via mail or dropped off to the address below.**

**Submit required materials to:**

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

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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.