



**CITY OF METHUEN  
COMMUNITY DEVELOPMENT BOARD  
APPLICATION FOR SITE PLAN APPROVAL**

<b>APPLICANT:</b>	Griffin Brook Owner, LLC 55 Cambridge Street, Burlington, MA 01803
<b>ADDRESS:</b>	501 & 600 Griffin Brook Drive, Methuen, MA 01844

1. Application is hereby made for a Site Plan Approval under Section XII of the City of Methuen Comprehensive Zoning Ordinance.
2. Assessor's parcel ID of all affected parcels, location and general description of property bounded and described as follows:  
Map 220, Parcel 165A, Lot 9D  
Map 220, Parcel 165A, Lot 9E

b. Premises affected are in Zoning District IL

3. Ownership:

a. Name and address of owner (if joint ownership, give all names):

Griffin Brook Owner, LLC, 55 Cambridge Street, Burlington, MA 01803

b. If applicant is not owner, check his/her interest in the premises:

	Prospective Purchaser Name	Address
	Lessee Name	Address
	Other Explain:	

## 4. General description of structure(s) and site:

Site: Warehouse
Building Size (inc. height & # of stories):  95,700 +/- sq. ft.
Site Amenities: Common Space Separate loading facility and parking facilities, fully accessible perimeter for fire truck access. Wooded buffer to adjacent properties.
Exterior Building Construction: The building consists of a structural steel frame on a concrete foundation with load bearing insulated precast concrete exterior wall panels. The roof is a single ply TPO membrane on rigid insulation on metal deck. The floor is a poured concrete slab. Entrances will be aluminum framed storefront with insulated glass.
Interior Building Construction: The interior walls for Sprinkler & Electric rooms will be concrete masonry. Tenant demising walls will be metal studs with gypsum board. Other walls for tenant spaces are not in the scope (future).

Refer to plans numbered: SDP dated 09/03/2024 submitted with this application.

*\* In addition to the drainage calculations submitted, the Community Development Board may require the completion of traffic impact studies and review by the Commonwealth of Massachusetts.*

5. Deed recorded in Registry of Deeds in: Book: 16943, Page: 196 or  
 Land Court Certificate Number: \_\_\_\_\_, Book: \_\_\_\_\_ Page \_\_\_\_\_

I agree to pay for advertising in newspaper and incidental expenses:

SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Shawn Smith

DATED: \_\_\_\_\_

08-30-2024

## AUTHORIZATION

(to be signed by the owner of the subject property)

I am the record owner of the property for which this application is being filed with Community Development Board of the City of Methuen, and as such, I have been advised of and I am familiar with the work proposed for my property. My deed of ownership is recorded at the Essex North Registry of Deeds in book 16943

Page 196, and the street address is 501 & 600 Griffin Brook Drive, Metheun, MA 01844

I hereby authorized and designate The Morin-Cameron Group, Inc., of  
(name)

66 Elm Street, Danvers - MA 01923  
(address)

to file this application.

Name of Property Owner (please print) Griffin Brook Drive Owner LLC

Title: Senior Vice President of Development

Signature: 

Date: September 3, 2024

Address: 55 Cambridge Street, Burlington, MA 01803

Telephone: 781-272-2899



Patriot Properties

501 Griffin Brook Dr  
220-165A-9E  
Planning Board

08/19/2024

7:48:46AM

## Methuen

### Abutters List

**Filter Used:** DataProperty.AccountNumber in (31005,15874,23913,15875,15876,29374)

24 AUG 19 AM 8:06

Certified Abutter's List  
Assessor's Office  
Marisa Solomon

08/19/2024  
7:48:46AM

## Methuen Abutters List

Page 1 of 1

**Subject Parcel ID:**

**Subject Property Location:**

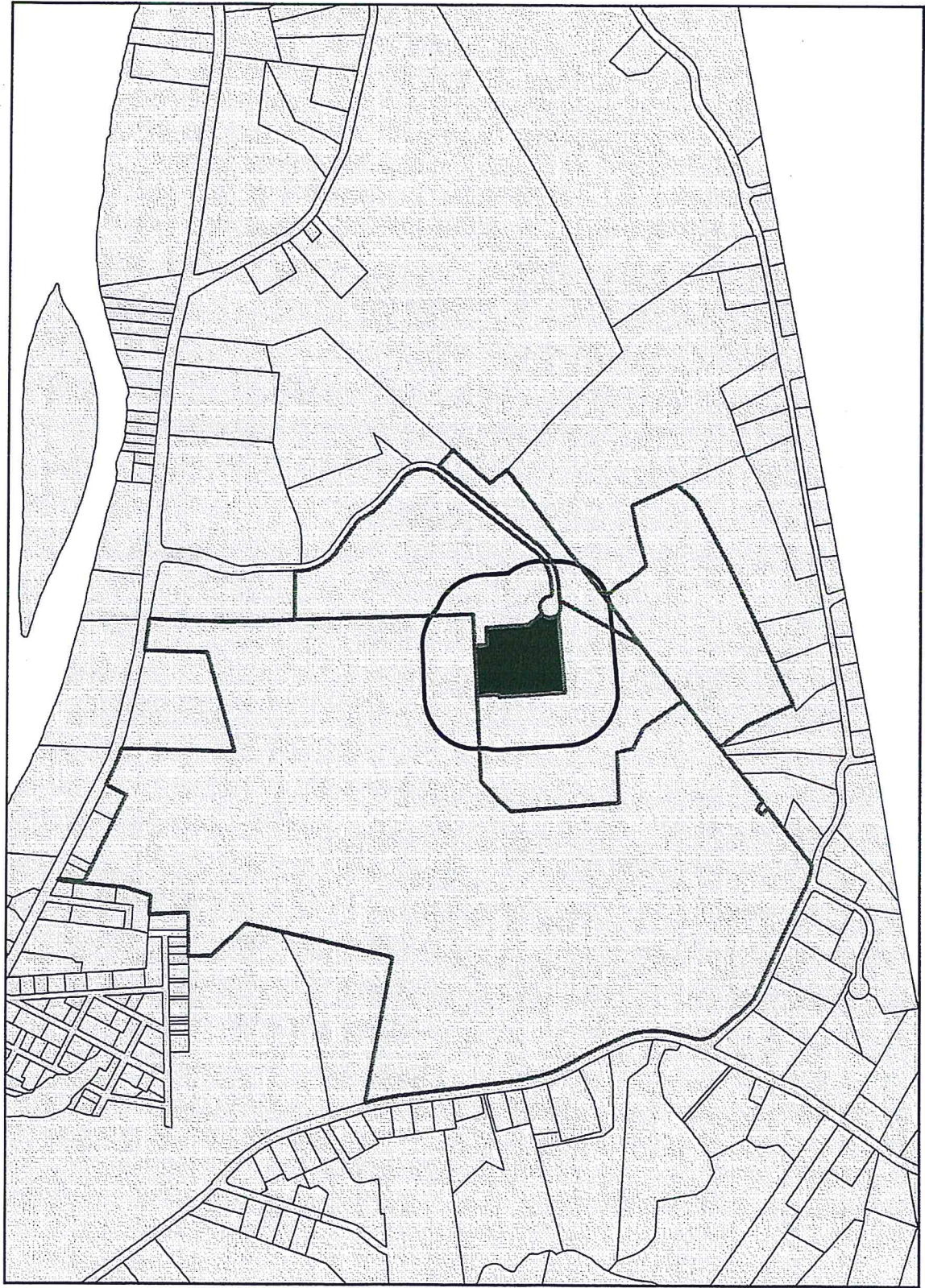
ParcelID	Location	Owner	Co-Owner	Mailing Address	City	State	Zip
220-165A-103	4 WHEELER ST	BROX ERIC R	BROX PETER F TRS	200 N LOWELL ST	METHUEN	MA	01844-1847
220-165A-10A	200 NORTH LOWELL ST	HICKORY HILL GOLF COURSE IN		200 N LOWELL ST	METHUEN	MA	01844
220-165A-9D	600 GRIFFIN BROOK DR LT 5C	GRIFFIN BROOK DRIVE OWNER L		55 CAMBRIDGE ST	BURLINGTON	MA	01803
220-165A-9E	501 GRIFFIN BROOK DR LT 5B	GRIFFIN BROOK DRIVE OWNER L		55 CAMBRIDGE ST	BURLINGTON	MA	01803
220-165A-9F	401 GRIFFIN BROOK DR LT 6A	CAP FEDERAL LLC	C/O FARLEY WHITE MANAG	175 CABOT ST STE 205	LOWELL	MA	01854-3635
220-165A-9G	(VP) GRIFFIN BROOK DR LT 4A	WALES BROOK D TR	CAP FEDERAL LLC - PARK F	175 CABOT ST STE 205	LOWELL	MA	01854-3635

Parcel Count: 6

**End of Report**

4	WHEELER ST	220-165A-103
		LUC: 441
BROX ERIC R		
BROX PETER F TRS		
200 N LOWELL ST		
METHUEN, MA 01844-1847		
200	NORTH LOWELL ST	220-165A-10A
		LUC: 038
HICKORY HILL GOLF COURSE INC		
200 N LOWELL ST		
METHUEN, MA 01844		
600	GRIFFIN BROOK DR LT 5C	220-165A-9D
		LUC: 440
GRIFFIN BROOK DRIVE OWNER LLC		
55 CAMBRIDGE ST		
BURLINGTON, MA 01803		
501	GRIFFIN BROOK DR LT 5B	220-165A-9E
		LUC: 400
GRIFFIN BROOK DRIVE OWNER LLC		
55 CAMBRIDGE ST		
BURLINGTON, MA 01803		
401	GRIFFIN BROOK DR LT 6A	220-165A-9F
		LUC: 404
CAP FEDERAL LLC		
C/O FARLEY WHITE MANAGEMENT CO		
175 CABOT ST STE 205		
LOWELL, MA 01854-3635		
(VP)	GRIFFIN BROOK DR LT 4A	220-165A-9G
		LUC: 442
WALES BROOK D TR		
CAP FEDERAL LLC - PARK ROAD		
175 CABOT ST STE 205		
LOWELL, MA 01854-3635		







Patriot Properties

600 Griffin Brook Dr  
220-165A-9D  
Planning Board

## Methuen


### Abutters List

08/21/2024

8:42:19AM

Filter Used: DataProperty.AccountNumber in (31005,15874,23913,15875,15876,29374,23918)

24 AUG 21 AM 9:01

Certified Abutter's List  
Assessor's Office  




08/21/2024

8:42:19AM

**Methuen  
Abutters List**

Page 1 of 1

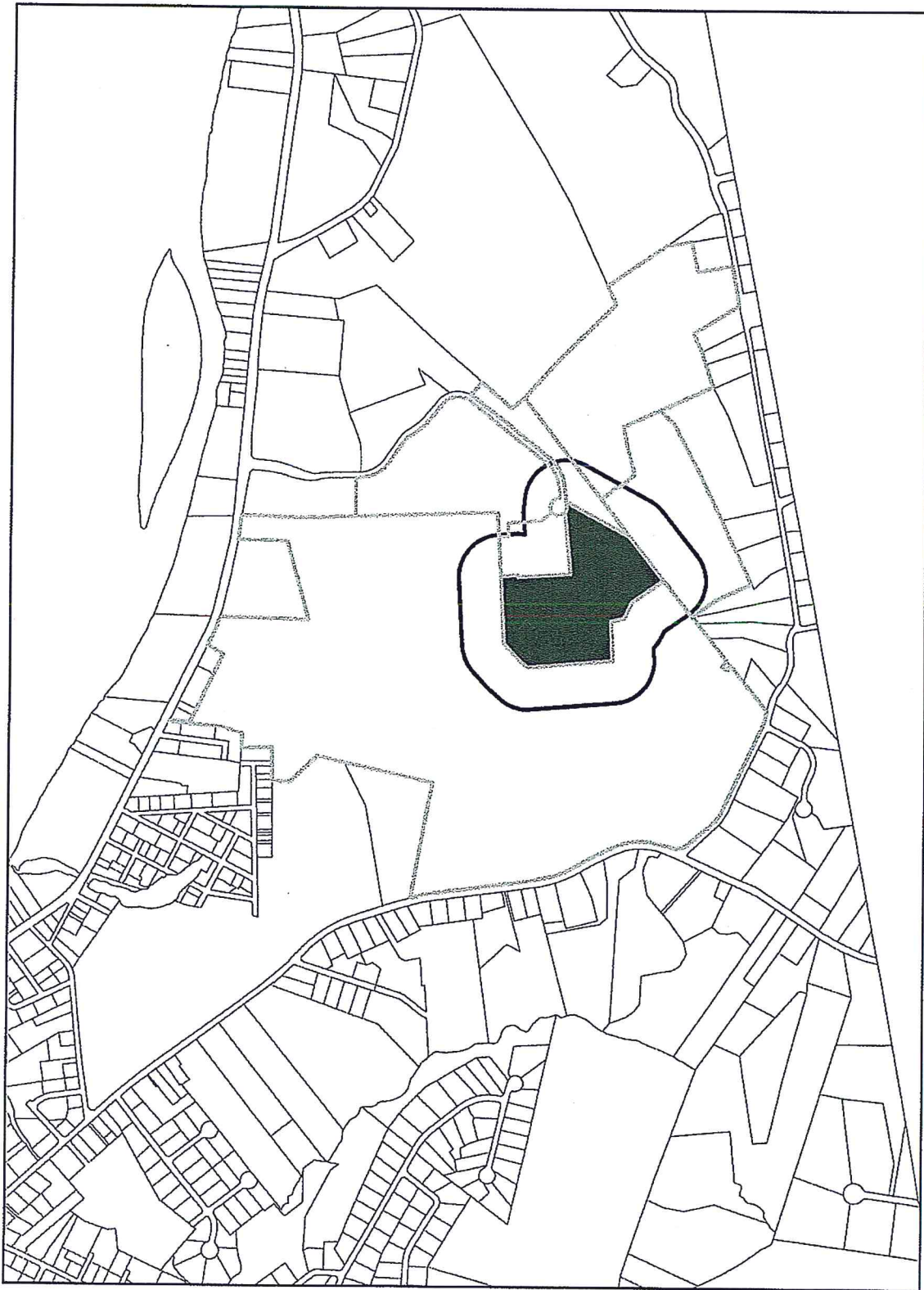
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220-165A-9G	(VP) GRIFFIN BROOK DR LT 4A	WALES BROOK D TR	CAP FEDERAL LLC - PARK F	175 CABOT ST STE 205	LOWELL	MA	01854-3635
222-165A-107	(VP) WHEELER ST	BROX ERIC R	BROX PETER F TRS	200 N LOWELL ST	METHUEN	MA	01844-1847

Parcel Count: 7

**End of Report**

4 WHEELER ST	220-165A-103
	LUC: 441
BROX ERIC R	
BROX PETER F TRS	
200 N LOWELL ST	
METHUEN, MA 01844-1847	
200 NORTH LOWELL ST	220-165A-10A
	LUC: 038
HICKORY HILL GOLF COURSE INC	
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C/O FARLEY WHITE MANAGEMENT CO	
175 CABOT ST STE 205	
LOWELL, MA 01854-3635	
(VP) GRIFFIN BROOK DR LT 4A	220-165A-9G
	LUC: 442
WALES BROOK D TR	
CAP FEDERAL LLC - PARK ROAD	
175 CABOT ST STE 205	
LOWELL, MA 01854-3635	
(VP) WHEELER ST	222-165A-107
	LUC: 130
BROX ERIC R	
BROX PETER F TRS	
200 N LOWELL ST	
METHUEN, MA 01844-1847	



BROX ERIC R  
BROX PETER F TRS  
200 NORTH LOWELL STREET  
METHUEN, MA 01844-1847

HICKORY HILL GOLF COURSE INC  
200 NORTH LOWELL STREET  
METHUEN, MA 01844

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55 CAMBRIDGE STREET  
BURLINGTON, MA 01803

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LOWELL, MA 01854-3635

WALES BROOK D TR  
CAP FEDERAL LLC- PARK ROAD  
175 CABOT STREET STE 205  
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BROX PETER F TRS  
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BURLINGTON, MA 01803

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LOWELL, MA 01854-3635

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CAP FEDERAL LLC- PARK ROAD  
175 CABOT STREET STE 205  
LOWELL, MA 01854-3635

BROX ERIC R  
BROX PETER F TRS  
200 NORTH LOWELL STREET  
METHUEN, MA 01844-1847

THE MORIN-CAMERON GROUP, INC  
66 ELM STREET  
DANVERS, MA 01923

COPANI, TARLOW & CRANNEY  
ANTHONY A COPANI  
265 BROADWAY  
METHUEN, MA 01844

OFFICE COMMUNITY DEVELOPMENT  
BOARD  
41 PLEASANT ST # 217  
METHUEN, MA 01844

TOWN OF NORTH ANDOVER  
OFFICE OF THE PLANNING DEPT.  
COM DEV & ECONOMIC DEVELOPMENT  
120 MAIN STREET  
NORTH ANDOVER, MA 01845

SALEM PLANNING BOARD  
33 GEREMONTY DRIVE  
SALEM, NH, 03079

TOWN OF DRACUT PLANNING BOARD  
C/O ENGINEERING DEPT.  
62 ARLINGTON STREET  
DRACUT, MA 01826

PELHAM PLANNING BOARD  
6 VILLAGE GREEN  
PELHAM, NH 03076

ECONOMIC DEVELOPMENT AND PLANNING  
CITY HALL, ROOM 201  
4 SUMMER STREET  
HAVERHILL, MA 01830

LAWRENCE PLANNING DEPARTMENT  
ATTN: DAN MCCARTHY  
12 METHUEN STREET  
LAWRENCE MA 01840

DEPARTMENT OF COMMUNITY  
DEVELOPMENT & PLANNING  
36 BARTLETT STREET  
ANDOVER, MA 01810

MERRIMACK VALLEY REGIONAL  
PLANNING COMMISSION  
160 MAIN STREET  
HAVERHILL, MA 01830-5000

EXEC OFFICE OF HOUSING & LIVABLE COMM.  
100 CAMBRIDGE STREET, SUITE 300  
BOSTON, MA 02114



## APPLICATION CHECKLIST

All petitioners **must** schedule an appointment with the Assistant Director of Planning prior to submission of an application. Please call 978-983-8560 for an appointment.

All applications must be complete and submitted to the Community Development Office by 12:00 Noon, one week prior to the meeting. Late or incomplete applications will be not appear on the agenda.

- ☒ Check for fee made payable to The City of Methuen. See Schedule of Administrative Fees
- ☐ Check for \$5000 Project Review Fee made payable to City of Methuen (to be returned if waived)  
Additional funds for existing peer review account to be submitted
- ☒ 17 copies of completed application form
- ☒ 9 sets of 2'X 3' plans
- ☒ 8 sets of 11"X 17" plans
- ☒ 3 sets of Drainage Calculations and Traffic Studies (if required)
- ☒ Electronic copy of all material emailed to [kbcowell@ci.methuen.ma.us](mailto:kbcowell@ci.methuen.ma.us)
- ☒ 1 set of 2'X3' plans, a copy of the application, Drainage Calculations, Traffic Studies (if required), and any other pertinent information or correspondence delivered to the Board's consultant: **TEC, 282 Merrimack St., 2<sup>nd</sup> Floor, Lawrence, MA 01843**  
Any revised plans should also be delivered to TEC during the review process. Electronic copies are also accepted.
- ☒ Certified Abutters list from the Assessor's Office (Copies are not permitted)
- ☒ 1 set of address labels for each abutter, the applicant, the applicant's engineer & attorney.

The Community Development Office will prepare a legal notice for publication in the Eagle Tribune and to be mailed to abutters. Three weeks prior to the public hearing the applicant must provide proof of publication and submit the postmarked Certificate of Mailing Receipts in order to appear on the agenda.

- ☐ **CERTIFICATE OF MAILING - PS Form 3665** City to prepare notice (envelopes provided)
  - ☒ Each abutter on the Certified Abutters List
  - ☒ The applicant
  - ☒ The applicant's engineer & attorney
  - ☒ The City of Methuen Community Development Board, the Planning Board of each abutting municipality, the Merrimack Valley Regional Planning Commission and the Department of Housing & Community Development  
See attached list of addresses. **DO NOT USE CERTIFIED OR GREEN RETURN RECEIPT CARD**
- ☐ Proof of payment to Eagle Tribune for advertisement of the Public Hearing City to prepare notice

## ADDITIONAL REQUIREMENTS

### SPECIAL PERMIT APPLICATIONS:

- ☐ The first page of the **DECISION** must be mailed by regular 1<sup>st</sup> class mail to each abutter, the applicant, the applicant's engineer & attorney, the Planning Board of each abutting community, the Merrimack Valley Regional Planning Commission and the Department of Housing & Community Development. Please notify the Community Development Dept. by email when you have mailed the decision. Certificate of Mailing is not required. **See attached list of addresses.**

### ZONING AMENDMENT APPLICATIONS:

- ☐ Copies of the **ORDINANCE** must be mailed as described in the Special Permit requirements above.
- ☐ A legal notice advertising a favorable decision must be posted in the Eagle Tribune.

**Building permits will not be issued without proof of mailing and/or advertisement of Decision**