

## **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)
- 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 **kbcolwell@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**
  - 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

## **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**