



PLANNING BOARD

**TOWN OF WEBSTER**  
350 MAIN STREET  
WEBSTER, MASSACHUSETTS 01570  
(508) 949-3800 ext 1002  
planning@webster-ma.gov  
www.webster-ma.gov

**APPLICATION SUBMISSION REQUIREMENTS**  
**SPECIAL PERMIT & SITE PLAN APPROVAL – or -**  
**MODIFICATION OF A SPECIAL PERMIT & SITE PLAN APPROVAL**

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**Pre-submission Review** – It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.

**Submission Packet:** All application materials must be submitted in a complete packet. Incomplete submissions will cause a delay in processing.

**Submission Materials:**

1. **Application Forms – BOTH Forms Required** including **all** signatures.
2. **Project Description / Narrative** - Optional but helpful.
3. **Certified Abutters List - Required** – Contact the Assessor’s Office
4. **Fees –Required** - includes all applicable fees outlined on the Fee Schedule. One or two checks will be required depending on the application type.
5. **Additional Materials as required by the Webster Zoning By-Law** or as needed to support the Application.
6. **Copies** – Please note: the Zoning By-law sets forth the number of copies required which no longer reflects new best practices. Please submit two (2) packets of all materials, each packet to include all documentation including one full size plan set (24” x 36”) and one reduced size set (11” x 17”). In addition, large projects will be required to submit material in PDF format as well.

Additional information and guidance can be found on the Planning Board web page at [www.webster-ma.gov](http://www.webster-ma.gov). Please contact the Planning Department if you have any questions. Thank you.



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**PLANNING BOARD**

**APPLICATION FOR SPECIAL PERMIT – or -  
 MODIFICATION OF A SPECIAL PERMIT**

DATE: \_\_\_\_\_

**APPLICATION TYPE:** Please indicate the type of permit you are seeking?

New Permit: \_\_\_\_\_ Modification: \_\_\_\_\_ Date of Original Permit: \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Deed recorded in the Worcester District Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

**SITE INFORMATION:**

Street Address of Property(s) \_\_\_\_\_

Assessor's Map / Lot(s) and lot size of each: \_\_\_\_\_

**ZONING INFORMATION**

Which zoning district(s) and other types of districts is the property located in? See the Town of Webster Zoning Map. Check all that apply.

- |  |                                       |
|--|---------------------------------------|
| _____ Single Family Residential (SFR)        | _____ Industrial (IND)                |
| _____ Agricultural Single Family Res. (ASFR) | _____ Lake Residential (LR)           |
| _____ Multiple-Family Residential (MFR)      | _____ Floodplain                      |
| _____ Business District with Sewer (B4)      | _____ Conservation (CD)               |
| _____ Business District without Sewer (B5)   | _____ Lake Watershed Protection (LWP) |
| _____ Gore Business District (B5A)           | _____ Redevelopment Overlay District  |

**CURRENT AND PROPOSED USE(S)**

List all **current uses** on the site:

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**Proposed Use(s):** Please identify each section of the Zoning By-law that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

- |   |   |
|---|---|
| <input type="checkbox"/> 650-14: Single Family Residential              | <input type="checkbox"/> 650-38: Signs and Advertising Devices                  |
| <input type="checkbox"/> 650-15: Agricultural Single Family Residential | <input type="checkbox"/> 650-43: Common Driveways                               |
| <input type="checkbox"/> 650-16: Multiple-Family Residential            | <input type="checkbox"/> 650 - Article VI: Adult Uses                           |
| <input type="checkbox"/> 650-17: Business District with Sewer           | <input type="checkbox"/> 650 – Article VIII: Wireless Communications Facilities |
| <input type="checkbox"/> 650-18: Business District without Sewer        | <input type="checkbox"/> 650 – Article IX: 55 and Over Communities              |
| <input type="checkbox"/> 650-19: Gore Business District                 | <input type="checkbox"/> 650 – Article X: Medical Marijuana Facilities          |
| <input type="checkbox"/> 650-20: Industrial                             | <input type="checkbox"/> 650 - Article XI: Solar Use Facilities                 |
| <input type="checkbox"/> 650-21: Lake Residential                       | <input type="checkbox"/> OTHER: _____   |
| <input type="checkbox"/> 650-22: Floodplain                             | _____   |
| <input type="checkbox"/> 650-23: Conservation                           | _____   |
| <input type="checkbox"/> 650-24: Lake Watershed Protection              | _____   |
| <input type="checkbox"/> 650-24: Redevelopment Overlay District         | _____   |

Is the proposed use(s) allowed in accordance with the district regulations or other provisions of the Webster Zoning By-Law as identified above:

Yes       No (please refer to Section 650-12C for further guidance)

Does your Application require Site Plan Review (see Section 650 – Article VII: Site Plan Review):

Yes (if so, please submit Site Plan Approval application in conjunction with this application)  
 No

**WAIVER REQUEST(S)**

List all waivers requested (attach additional materials if needed):

Section \_\_\_\_\_

Section \_\_\_\_\_

Section \_\_\_\_\_

Section \_\_\_\_\_

Section \_\_\_\_\_





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**PLANNING BOARD**

**APPLICATION FOR SITE PLAN APPROVAL – or -  
 MODIFICATION OF A SITE PLAN APPROVAL**

DATE: \_\_\_\_\_

**APPLICATION TYPE:** Please indicate the type of permit you are seeking:

New Permit: \_\_\_\_\_ Modification: \_\_\_\_\_ Date of Original Permit: \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Deed recorded in the Worcester District Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

**SITE INFORMATION:**

Street Address of Property(s) \_\_\_\_\_

Assessor's Map / Lot(s) and lot size of each: \_\_\_\_\_

**PLAN INFORMATION:**

Plan Title \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date Prepared \_\_\_\_\_

Last Revision Date: \_\_\_\_\_

**ZONING INFORMATION**

**CURRENT USE(S)**

List all **current uses** on the site:

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Does your Application involve a change of use?

\_\_\_\_\_ Yes (if so, please submit review the Webster Zoning By-Law for further guidance.)

\_\_\_\_\_ No

**ZONING DISTRICT**

Which zoning district(s) and other types of districts is the property located in? See the Town of Webster Zoning Map. Check all that apply.

- |  |                                       |
|--|---------------------------------------|
| _____ Single Family Residential (SFR)        | _____ Industrial (IND)                |
| _____ Agricultural Single Family Res. (ASFR) | _____ Lake Residential (LR)           |
| _____ Multiple-Family Residential (MFR)      | _____ Floodplain                      |
| _____ Business District with Sewer (B4)      | _____ Conservation (CD)               |
| _____ Business District without Sewer (B5)   | _____ Lake Watershed Protection (LWP) |
| _____ Gore Business District (B5A)           | _____ Redevelopment Overlay District  |

**Applicable Zoning By-Law Requirements:** Please identify each section of the Zoning By-law that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

**Required: Section 650-53A: Applicability – please identify each section that applies:**

- |  |  |
|--|--|
| _____ A(1): Any development involving construction of two or more buildings or structures on a single lot.           | _____ A(4): Any change to an existing structure if the proposed use requires substantial alteration of an existing parking area or the creation of five or more additional parking spaces. |
| _____ A(2): Construction, reconstruction, exterior alteration, or addition to any commercial or industrial building. | _____ A(5): Any use requiring a special permit.  |
| _____ A(3): Construction of any new parking lot with five or more parking spaces.                                    |  |

**Required: OTHER - please check all that apply:**

- |  |  |
|--|--|
| _____ Chapter 570 – Article I: Stormwater Management and Erosion Control | _____ Section 650-23: Conservation District              |
| _____ Chapter 570 – Article II: Non-Stormwater Discharge                 | _____ Section 650-24: Lake Watershed Protection District |
| _____ Section 650-22 – Floodplain District                               | _____ Section 650-25: Redevelopment Overlay District     |

- |  |  |
|--|--|
| <p>_____ Section 650-32: Frontage</p> <p>_____ Section 650-33: Height</p> <p>_____ Section 650-34: Transition between districts</p> <p>_____ Section 650-35: Location of automobile uses</p> <p>_____ Section 650-37: Corner Visibility</p> <p>_____ Section 650-38: Signs and advertising devices</p> <p>_____ Section 650-39: Motor vehicle parking and loading</p> <p>_____ Section 650-42: Windmills and wind-powered generators</p> <p>_____ Section 650-43: Common Driveways</p> | <p>_____ Section 650, Article VIII: Wireless Communications Facilities</p> <p>_____ Section 650, Article IX: 55 and Over Communities</p> <p>_____ Section 650, Article X: Medical Marijuana Facilities</p> <p>_____ OTHER: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <b>NONE of the ABOVE</b></p> |
|--|--|

**WAIVER REQUEST(S)**

List all waivers requested (attach additional materials if needed):

Section \_\_\_\_\_

Section \_\_\_\_\_

Section \_\_\_\_\_

Section \_\_\_\_\_

**REQUIRED SIGNATURES**

- Please Note: Both required signatures #1 and #2 must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

**1. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:** Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT** and **OWNER(S)** named above, hereby applies for approval of a Site Plan by the Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Webster, MA.

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(If Not Applicant)

**REQUIRED SIGNATURES - Continued**

**2. REQUIRED SIGNATURE: TAX COLLECTOR**

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.  
Please make arrangements to pay all outstanding bills at the Tax Collector's Office.*

\_\_\_\_\_  
Tax Collector's Office – Name (Please Print)

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

-----  
*Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.  
Incomplete applications will cause delays in processing.*

\_\_\_\_\_  
Town Clerk Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Time Received





# TOWN OF WEBSTER

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## PLANNING BOARD

### FEE SCHEDULE

**All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.**

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

**Fees – Number of Checks Required:** Two checks are required at the time of submission as follows:

1. Application fee + Legal Advertising Fee (only if required) + Abutter Notification Fee (only if required). See attached worksheet to assist in calculating Abutter Notification fee which is based on current postage mailing rates.
2. Peer Review Fees

**Modifications:** Applications for modifications to previously approved permits must follow the same fee schedule.

**Peer Review Fees** – Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete.

**\*\* All Checks to be made payable to the “Town of Webster”\*\***

#### • **Approval Not Required (ANR)**

Application Fee .....	\$50.00
Lot Fee per each new lot.....	\$100.00 per lot / parcel modified or created

#### • **Special Permit & Site Plan Review**

Application Fee .....	\$200.00
Legal Advertising Fee.....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office
Peer Review Fees (MGL c54, §53G), separate check.....	\$2,500 minimum – if required

#### • **Site Plan Review Only**

Application Fee .....	\$100.00
Legal Advertising Fee.....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office
Peer Review Fees (MGL c54, §53G), separate check.....	\$2,500 minimum – if required

**Town of Webster Planning Board  
Fee Schedule - continued**

• **Special Permit Only**

Application Fees

- Standard – all uses except as noted below ..... \$100.00
- Common Driveway ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Lake Watershed Protection District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200 (minimum)
- Over 55 Community ..... \$250 base, plus \$50 per unit
- Redevelopment Overlay District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Sign Exception ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Telecommunications Tower \$2,000  
Peer Review Fees (MGL c54, §53G), separate check ..... To be Determined

Legal Advertising Fee ..... \$100.00

Abutter Notification Fee ..... based on current mailing rates; contact office

• **Scenic Road Hearing**

Application Fee ..... \$50.00

Legal Advertising Fee ..... \$100.00

Abutter Notification Fee ..... based on current mailing rates; contact office

• **Subdivisions**

Application Fees

- Preliminary Plan ..... \$250  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Definitive Subdivision Plan with Preliminary Plan ..... \$100 per lot  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Definitive Subdivision Plan without Preliminary Plan ..... \$1,000 plus \$100 per lot  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Waiver Request from Subdivision Rules & Regulations ..... \$20 per lot - maximum  
or \$500 per waiver request

Legal Advertising Fee ..... \$100.00

Abutter Notification Fee ..... based on current mailing rates; contact office

- Road Inspection Fee ..... \$50 per linear foot of centerline  
This fee to be paid in advance of inspection.