

Site plan:

Attach a copy of the tax map and a copy of deed and/or survey map
Provide a sketch map showing location of any buildings/improvements, driveways, septic system and well locations, distances from adjacent structures, and setback distances of improvements from property lines and highways.

Mitigating measures:

Describe planned measures that will be taken to minimize the impacts of the conditional use to adjacent property owners and the environment, such as screening, landscaping, ditching etc. (attached additional sheets if needed)

Note: Prior to beginning construction, Applicant must obtain all state permits necessary including, but not limited to, water supply, septic disposal and storm water.

Applicant's signature _____

Date _____

Co-Applicant

Date _____

Helpful Suggestions:

1. A public hearing with the Development Review Board will be required and a site plan review may be required, so you should be prepared by obtaining a copy of the Waltham Zoning and Subdivision Bylaws from the Town Office.
2. Please review sections 341, 352 through 354 and 361 through 364 of the Waltham Zoning and Subdivision Bylaws and provide all required information necessary for the Development Review Board to make an informed decision.
3. Questions about the requirements can be answered by the Zoning Administrator, who can be reached at the town office (ph. 877-3641) on Tuesdays and Fridays, prior to submitting the application.
4. Notice of the Conditional Use Hearing must be posted in the newspaper at least 15 days prior to the hearing, and they need lead time. The DRB meets on the 3rd Tuesday of each month, so you should submit the application at least 25 days in advance of the regularly scheduled meeting.
5. Tax maps and deed copies are available at the town office. The office is open Tuesdays and Fridays from 9-3 except that during summer (Memorial Day to Labor Day) they close at 1:00pm on Fridays.
6. A good sketch map is necessary and may help you avoid having to do a survey. A survey may not be required unless requested by the DRB during the initial hearing or site plan review.
7. Please note the **Applicant's posting requirements** under section 341A section 1, part C, on page 24 of the Waltham Zoning Bylaws. You must notify all abutting landowners in writing. You also must demonstrate proof that you have done so by either, certified postal receipts documenting that the letters were mailed, or a receipt of notification document signed by each abutting landowner.