



Marion Planning Board

Procedure for a Special Permit

Pursuant to M.G.L 40A §9 and 11

Filing Requirements:

- 2 copies** of completed [Form 3A](#)
- \$175 fee** (Check preferred; cash accepted)
- 16 copies of Business Plan or Letter to the Planning Board**
- 16 set of plans or drawings** related to the project, which the applicant believes will best explain and describe the project. Plans must be a minimum of **8.5” x 14”** and a maximum of **24” x 36”**. (The Planning Board will adhere to D.E.P. guidelines for docks and piers as standard practice. Engineered plans are preferred, but sketches are acceptable.)
- Certified List of Abutters** within 300’ of the boundary line. NOTE: The Applicant is responsible for obtaining the list from the Assessors’ office. The Planning Office will mail notifications to abutters from the list by certified mail.
- Abutters’ mailing address labels** in **triplicate** for abutter notification
- Electronic copy** of application and all supporting documents emailed to the Planning Office

Note: The applicant will be billed for the advertisement fee and abutter notification after processing.

Public Hearing

Once your complete application is submitted, a public hearing will be scheduled to open within 65 days from the certified filing date by the Town Clerk.

- Within 5 days of receiving the completed application, the Planning Board will request comments from the following departments:
 - Board of Selectmen
 - Board of Health
 - Conservation Commission
 - Board of Appeals
 - Other relevant boards or officials
- The Planning Board will prepare a public hearing notice, which will be published in two consecutive issues of *The Wanderer* or another local newspaper. The notice will be published no less than 14 days prior to the hearing and posted at Town Hall.
- The Planning Office will send out notices of the public hearing to the abutters via certified mail.

Decision

- The Planning Board will vote on the application **within 90 days** of the public hearing's closure (unless an extension is agreed upon in writing).
- The final decision to approve or deny the Special Permit will be filed with the **Town Clerk** within **14 days** of the vote.
- The applicant will receive a copy of the decision, and notices will be sent to abutters and interested parties. The notice will include the decision status (approval or denial) and inform recipients that a copy of the decision is available at the Planning Office and Town Clerk's office.

Permit Recording

- After **20 days** from the filing date with the Town Clerk, if no appeal has been filed, the Town Clerk will certify the decision as a true copy of the Special Permit and confirm that the appeal period has passed without objection.
- The applicant is responsible for recording the Special Permit at the **Plymouth County Registry of Deeds**. After recording, the applicant must return a copy of the first page of the decision or the receipt from the Registry, which identifies the **Book and Page number** of the recorded decision.

*Important Note: The Special Permit **does not become effective** until it is recorded at the Plymouth Registry of Deeds.*