

MANSFIELD

Business Development & Permitting Guide

A user-friendly guide to permitting and development for business owners, residents, and others seeking to do business in the Town of Mansfield





ACKNOWLEDGEMENTS

This Business Development and Permitting Guide was created with the assistance of many individuals including:

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Nancy L. Griffin, Executive Assistant

Select Board

Michael A. Trowbridge, Sr., Chairman

Jess Aptowitz, Vice Chairman

Frank DelVecchino, Selectman

Neil Rhein, Selectman

Steve Schoonveld, Clerk

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TABLE OF CONTENTS

Doing Business in Mansfield..... 4

Key Contacts 5

Opening A Business 7

Business Certificate 8

Opening A Restaurant 9

Alcoholic Beverage License 11

Economic Development Incentive Program 14

Operating A Business From Home..... 15

Building Permit 16

Electric Service 19

Variance..... 20

Special Permit..... 22

Zoning Appeal..... 24

Site Plan Approval 26

Subdivision 28

 Overview 28

 ANR Plans 29

 Preliminary Plans..... 31

 Definitive Plans..... 33

Stormwater Management 35

Wetlands Protection..... 36

 Overview 36

Wetlands Protection..... 37

 Types of Permits 37

Departments and Permits 39



DOING BUSINESS IN MANSFIELD

A Letter from the Select Board & Town Manager

Thank you for your interest in Mansfield, Massachusetts. Mansfield is a thriving community in which to live, work and play. Centrally located at the intersection of Interstates 95 and 495, Mansfield is located 26 miles south of Boston and 19 miles northeast of Providence, Rhode Island. Mansfield's proximity to Interstates 90, 93, 195, 295, and Routes 24 and 128, make it accessible to more than 6.5 million people who live within an hour's drive of Mansfield.

Mansfield welcomes your business by offering competitive municipal services, such as town owned and operated electric service, fiber optics, ample water and sewer capacity, and an efficient permitting process. Mansfield's economy is anchored by the 850-acre master planned Cabot Business Park that is home to numerous local, national, and international companies. In addition, the 383,000 square foot Mansfield Crossing open air shopping center, its active downtown, as well as hundreds of recently constructed and renovated modern apartments make Mansfield attractive to all. Also, Mansfield is also home to an MBTA commuter rail station, which offers transportation to Boston, Providence, and many other communities.

Mansfield is also located near a number of major regional attractions, including the Xfinity Center, Gillette Stadium, Patriot Place, the TPC Boston Championship Golf Course, Plainridge Park Casino and the Great Woods Conservation Area.

To assist the town in promoting business development, the Town created the Mansfield Industrial Development Commission (IDC). The IDC is charged with promoting and advocating for industrial, commercial, and retail development that compliments the town's interests and goals, building a strong relationship between the business community and town government, and marketing the town to potential businesses and customers via its "Why Mansfield 02048?" campaign.

Thank you again for your interest in Mansfield. We look forward to helping you achieve your business goals.

Sincerely,

Michael A. Trowbridge, Sr., Chairman
Mansfield Select Board

Kevin J. Dumas
Mansfield Town Manager



KEY CONTACTS

Town Hall

6 Park Row
Mansfield, MA 02048
(508) 261-7466

Office Hours

Monday, Tuesday, Thursday- 8 a.m. - 4 p.m.
Wednesday- 8 a.m. - 8 p.m.
Friday- 8 a.m. - 12 p.m.
<http://www.mansfieldma.com>

Town Manager

Kevin J. Dumas, Town Manager
6 Park Row, 3rd Floor
Mansfield, MA 02048
P: (508) 261-7370
kdumas@mansfieldma.com

Town Clerk

Marianne E. Staples, Town Clerk
6 Park Row, 2nd Floor
Mansfield, MA 02048
P: (508) 261-7345
mstaples@mansfieldma.com

Planning & Zoning Department

Shaun Burke, Director of Planning & Development
6 Park Row, 1st Floor
Mansfield, MA 02048
P: (508) 261-7363
sburke@mansfieldma.com

Building Department

Robert "Bob" Blackman, Inspector of Buildings/Zoning Enforcement Officer
6 Park Row, 1st Floor
Mansfield, MA 02048
P: (508) 261-7360
rblackman@mansfieldma.com

Conservation Commission

Katelyn Gonyer, Conservation & Environmental Planner
6 Park Row, 1st Floor
Mansfield, MA 02048
P: (508) 261-7378
kgonyer@mansfieldma.com

Industrial Development Commission

Robert A. Krentzman, Chair
6 Park Row
Mansfield, MA 02048
P: (508) 261-7370

Health Department

Amy Donovan-Palmer, Health Agent
6 Park Row, 1st Floor
Mansfield, MA 02048
P: (508) 261-7366
adpalmer@mansfieldma.com

Fire Department

Neal A. Boldrighini, Fire Chief
10 Plymouth Street
Mansfield, MA 02048
P: (508) 261-7493
nboldrighini@mansfieldma.com

Department of Public Works

Lee Azinheira, Director
6 Park Row, 2nd Floor
Mansfield, MA 02048
P: (508) 261-7335 - Rubbish and Recycling
P: (508) 261-7336 - Highway Division
P: (508) 261-7376 - Water Division
lazinheira@mansfieldma.com



KEY CONTACTS

Electric Department

Joseph M. Sollecito, Esq., General Manager

125 High St. Unit #1

Mansfield, MA 02048

P: (508) 261- 7361

jsollecito@mansfieldma.com

Zoning Board of Appeals

Jennifer Crotty-Davis, Secretary

6 Park Row

Mansfield, MA 02048

P: (508) 261-7363

jdavis@mansfieldma.com



OPENING A BUSINESS

Getting Started

Congratulations on locating your business in the Town of Mansfield. We are here to help guide you through the process. You will need to register your business name by filing a **BUSINESS CERTIFICATE** with the Town Clerk. Businesses that file with the Secretary of State's Office do not need to file in the Town.

What other permits/requirements may be needed?

- Building Permit: Required if you construct, enlarge, alter, remodel, remove, demolish or change the occupancy of a building.
- Certificate of Occupancy: If a building permit is required, you will need a Certificate of Occupancy once the work is completed.
- Special Permit: Check to see if the use being planned requires a **SPECIAL PERMIT** in the zoning district where the property is located.
- Site Plan Approval: Is required in all instances specified in Article III: Schedule of Principal Regulations.

Other questions to consider:

Is my business permitted in the zoning district in which the property is located?

Check with the Department of Planning and Zoning to determine which zoning district your location is in and whether your proposed use is permitted. Restaurants, retail, office, and many other business uses are permitted by right in the Town's business zoning districts.

Will there be enough parking?

Each use has required parking based on factors such as retail square footage or the number of restaurant seats; these are detailed in the Off Street Parking and Loading Regulations in the Zoning Bylaw. The Zoning Board of Appeals may reduce the requirement by special permit.

Am I planning to put up a new sign?

Signs require a building permit from the Building Department and are subject to the requirements in the Zoning Bylaws (§230-4.7)

Am I planning to serve alcohol?

You will need an **ALCOHOLIC BEVERAGE LICENSE** approved at both the local and state level.

Contact

Town Clerk: (508) 261-7345

Building Department: (508) 261-7360

Department of Planning and Zoning: (508) 261-7363

References

Mansfield Building Department web page: <http://www.mansfieldma.com/town-government/departments/building-zoning-and-planning/building-department/>

Mansfield Zoning Bylaw: <https://ecode360.com/28866895>



BUSINESS CERTIFICATE

What is a Business Certificate?

A Business Certificate is the public registration of the name and address of the owner(s) of a business, also known as “DBA” (“Doing Business As”) or “Sole Proprietorship”. Its purpose is primarily consumer protection and public information. Lenders typically request a copy of your business certificate.

Who must file a Business Certificate?

If you are conducting business in the Commonwealth under a title other than your real name, you must file a certificate in every community where an office of the business is located. A Business Certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Businesses that file with the Secretary of State’s Office do not need to file with the Town.

How do I file or renew a Business Certificate?

A Business Certificate can be filed or renewed at the Town Clerk’s office. When filing a Business Certificate, it is imperative that you also complete the Mansfield Fire Department’s Emergency Information Form. The information is only used by the Fire Department in response to emergencies at your businesses location. The link to the form is located in the reference below.

What if I am no longer a business or move out of town?

A form must be filed at the Town Clerk’s office. This should be done as soon as possible, as personal property taxes on your business cannot be adjusted until the Assessor receives your form. It is effective from the date you file the form, not the date you ended your business. You should file before the expiration date of your certificate.

Contact

Town Clerk’s Office: (508) 261-7345

References

Massachusetts General Law Chapter 110 §§5 and 6

Town Clerk’s web-page: <http://www.mansfieldma.com/town-government/departments/town-clerk/>

MA Secretary of State’s web-page: <http://www.sec.state.ma.us/>

Mansfield Fire Department Emergency Information Form: https://docs.google.com/forms/d/e/1FAIpQLScxC9zPvNi1dj7Lg0G0AE_fQn55Emd9wwwjXkbNkxMumXxV2Q/viewform?c=0&w=1



OPENING A RESTAURANT

Getting Started

Restaurants are allowed by-right in all four of Mansfield's business zoning districts, which include Business 1 (Central Business), Business 2 (Downtown Mixed Use), Business 3 (Highway Business), and Business 4 (Gateway Business), as well as in Industrial 3 (Mixed Use Industrial), Industrial A (Airport) and the TOD (Transit Oriented Development) district. It should be noted however, that fast-food restaurants are not allowed by-right and are only allowed by special permit in Industrial 1 (Higher Density Industrial) and the TOD district. To open a restaurant, you will need a **BUSINESS CERTIFICATE** from the Town Clerk's office as well as a Common Victualler's License. If you are serving alcohol, an Alcohol Beverage License will be needed as well. The Select Board issues Common Victualler's Licenses, Alcohol Beverage Licenses as well as Entertainment and Automatic Amusement Licenses.

What other permits/requirements may be needed?

Food Establishment Permit: To operate a business that sells prepackaged or prepared food items, you must obtain a Food Establishment Permit from the Board of Health.

Building Permit: To construct, enlarge, alter, repair, remodel, remove, demolish or change the occupancy or use of a building, a **BUILDING PERMIT** is required.

Certificate of Occupancy: If a building permit is required, you will need a Certificate of Occupancy once all the work has been completed.

Site Plan Approval: All restaurants need to obtain **SITE PLAN APPROVAL**.

Other questions to consider?

Will my restaurant have a drive-through window?

Restaurants with a drive through window require a **SPECIAL PERMIT** from the Planning Board.

How much parking do I need?

You must provide parking based on the total number of seats. One (1) parking space is required for every four (4) seats, except in Business 1 and Business 2, where one (1) parking space is required for every eight (8) seats.

Am I planning to serve alcohol?

If so, you will need an **ALCOHOLIC BEVERAGE LICENSE** from both the Town and State. There are a limited number of licenses that can be issued by the town – call the Select Board for availability before applying.

Am I planning to install a new sign?

If so, you will need a building permit from the Inspector of Buildings and must comply with the setback requirements of the zoning district.



OPENING A RESTAURANT

(Continued)

Contact

Department of Planning and Zoning: (508) 261-7363

Health Department: (508) 261-7366

Building Department: (508) 261-7360

Select Board: (508) 261-7372

References

Mansfield Zoning Bylaw: <https://ecode360.com/28866895>

Food Establishment Permit Application: <http://docs.mansfieldma.com/weblink/0/edoc/58159/Food%20Establishment%20Permit%20Application%20Package.pdf>

Mansfield Building Department web page: <http://www.mansfieldma.com/town-government/departments/building-zoning-and-planning/building-department/>



ALCOHOLIC BEVERAGE LICENSE

What is an Alcoholic Beverage License and who needs one?

An alcoholic beverage license is required for establishments handling alcoholic beverages, including retail pouring and package sales. Any business that sells, stores, distributes, serves or delivers alcohol must have an alcoholic beverage license.

Who oversees alcohol beverage licensing?

All alcoholic beverage licenses must be approved by both the Mansfield Select Board and the Massachusetts Alcoholic Beverages Control Commission (ABCC). The Select Board ultimately issues licenses for restaurants and package stores (retail licenses), while the ABCC has sole issuing authority for manufacturers, wholesalers, import/exporters, and caterers.

How do I get an alcoholic beverage license?

The application process varies for each type of license. You are strongly encouraged to consult the Select Board's Office to determine which forms and processes to complete. It is important to note that a limited number of licenses can be issued by the town – check for availability before applying. Both state application fees and local licensing fees apply. For example, applicants for a new retail alcoholic beverage license follow this process:

- 1. Application and public hearing:** Complete the appropriate online application on ABCC's website, print and sign it, and submit the fee. Then submit this application to the Select Board's office, who will post it as an agenda item for a public hearing. You will need to be present at the hearing to answer questions or concerns from the Board. When applying for an Alcoholic Beverage License, it is imperative that you also complete the Mansfield Fire Department's Emergency Information Form. The information is only (used by the Fire Department in response to emergencies at your businesses location.) The link to the form is located below.
- 2. Local and state review:** The Select Board will review your application and, if approved, forward it to the ABCC. Once approved by the ABCC, the Select Board will issue the alcoholic beverage license upon your submission of the licensing fee.

Time frame for a decision

Please contact the Select Board for scheduling a meeting. Once approved locally, the ABCC can take four to six weeks to approve an application.

Final Steps

Your permit must be renewed annually in November. Any changes to the license, including transferring it, appointing a new manager, or altering the premises, require a new application and review. If you stop operating the business, you must give up your license. If you plan to temporarily suspend your business operations, you must provide at least 10 days' notice to the Select Board's office.



ALCOHOLIC BEVERAGE LICENSE

(Continued)

Contact

Select Board: (508) 261-7372

References

Massachusetts General Law Chapter 138 (Alcoholic Liquors)

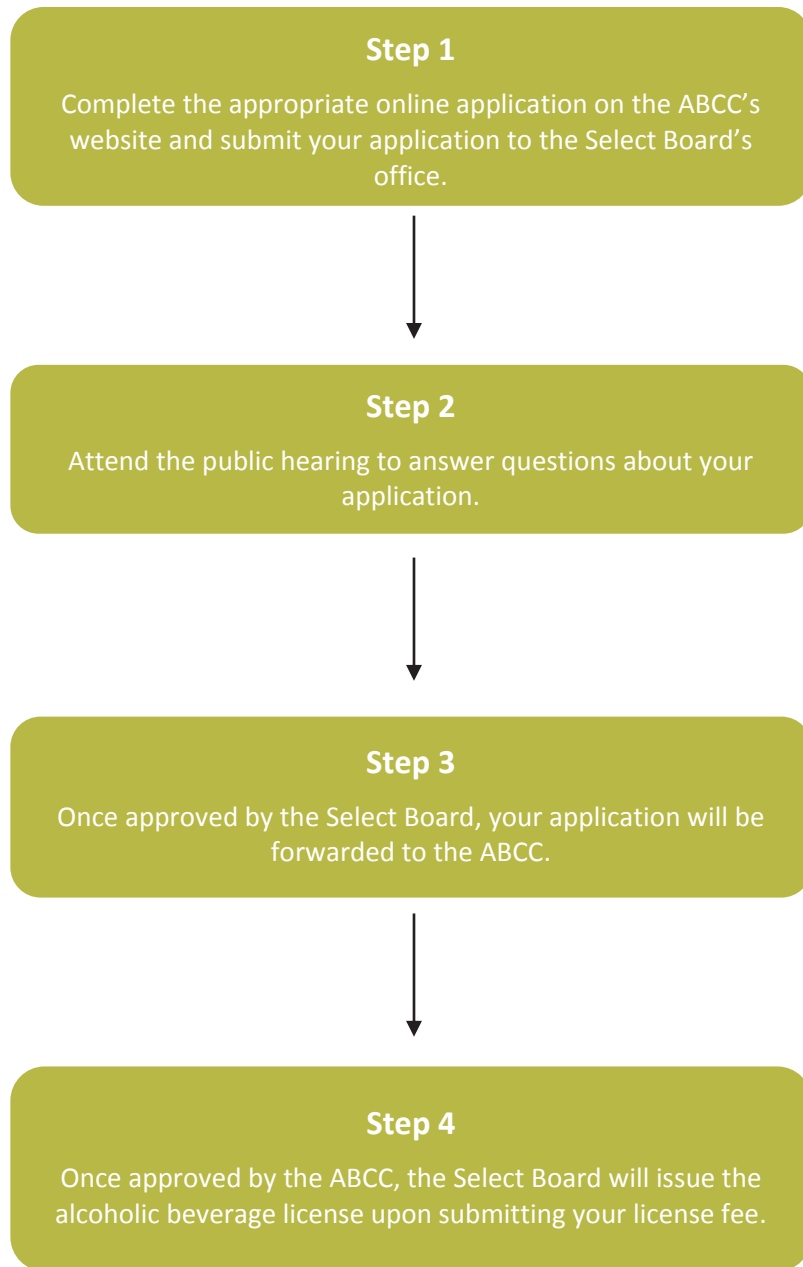
ABCC Application Forms: <https://www.mass.gov/abcc/forms.htm>

Mansfield Fire Department Emergency Information Form:

https://docs.google.com/forms/d/e/1FAIpQLScxC9zPvNi1dj7LgOG0AE_fQn55Emd9wwwjXkbNkxMumXxV2Q/viewform?c=0&w=1



Alcoholic Beverage License Process Flow Chart





ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

What is the Economic Development Incentive Program?

The Economic Development Incentive Program (EDIP) is a tax incentive program designed to foster job creation and stimulate business growth throughout the Town of Mansfield. To achieve these objectives, the EDIP allows companies to receive state tax credits and local property tax incentives in exchange for job creation, manufacturing job retention and private investment commitments.

What types of economic development incentives does the EDIP offer?

One type of local property tax abatement agreement available to businesses under the EDIP is the Tax Increment Financing (TIF) Agreement. TIF agreements allow the Town to negotiate a real estate tax abatement with a business. A TIF project involves development activities, such as new construction on vacant land or the expansion of an existing facility, that increase the tax value of the property. The Town may approve a complete or partial abatement of the incremental increase in value resulting from the project for a period between 5 and 20 years. Additionally, the Commonwealth offers additional incentives, such as an increase in the Investment Tax Credit and a 10% Abandoned Building Tax Deduction.

What is the process?

A business initiates the process by submitting a letter-of-intent to the Town Manager's Office. The EDIP Board and the Regional Office of the Massachusetts Office of Business Development work hand in hand with the business to develop the necessary documents for a TIF. These documents require ratification by the Select Board and state through its Economic Assistance Coordinating Council.

Contact

Town Manager's Office: (508) 261-7370

Department of Planning and Zoning: (508) 261-7363

References

Economic Development Incentive Program web-page:

<https://www.mass.gov/service-details/economic-development-incentive-program-edip>



OPERATING A BUSINESS FROM HOME

What is a home occupation?

A home occupation is a business conducted from a resident's home. The business is secondary to the use of the building for dwelling purposes.

What are the restrictions on the type of business I can operate out of my home?

While home-based businesses are allowed as-of-right in every zoning district, businesses that operate out of a home cannot be detrimental or objectionable to the residential character of the neighborhood. This includes, but is not limited to the following actions; altering the exterior appearance of the home, increasing vehicular traffic, causing the emission of odor, gas or smoke, causing glaring or unshaded lights, creating excessive dust or noise and creating electrical disturbances.

Home-based businesses are allowed to construct a sign, but it must not be illuminated and must not exceed three square feet. If a home-based business results in additional vehicles on the premises, an off-street parking plan is required. It is also important to note that home-based businesses cannot employ persons that live outside of the home. If you have questions about your home-based business, please call the Department of Planning and Zoning for additional information.

Contact

Department of Planning and Zoning: (508) 261-7363

References

Mansfield Zoning Bylaw: §230-3.5 (V) (Home Occupation)



BUILDING PERMITS

What is a building permit?

Building permits are issued to licensed contractors and property owners to allow construction work on a residential or business property.

Who needs a building permit?

Building permits are required whenever a project includes construction, addition, reconstruction, alteration, repair, removal, demolition or relocation of a building; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the State Building Code.

Below is a listing of projects that typically require a building permit:

- Windows – Doors – Roofing – Siding
- Burglar and Fire Alarm Systems
- Fireplaces and Wood Stoves
- HVAC Systems
- Parking Areas
- Prefabricated Structures
- Temporary Structures
- Sheds over 200 Square Feet
- Finished Basements and Attics
- Decks
- Electrical and Plumbing Systems
- Swimming Pools
- Signs
- Fences over 6' High
- Tents (call for verification)
- Retaining walls over 48" High

Who oversees the Building Permit process?

The Inspector of Buildings reviews and issues permits.

What is the difference between change of occupancy and change of use?

A change of occupancy permit is required when a change in the ownership of a business operating from a specific site, but not the type of business, occurs. A change of use permit is required when a change in the type of business operating from a specific site occurs.



BUILDING PERMITS

(Continued)

What type of work does NOT require a building permit?

- One story detached accessory structures on the property of single-family and two-family residences, such as tool or storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
- One story detached accessory structures on commercial property or residential property consisting of three or more units with a floor area 120 square feet or less.
- Retaining walls which retain less than four feet of unbalanced fill.
- Ordinary repairs which do not affect the structure, egress, fire protection systems, fire ratings, energy conservation provisions, plumbing, sanitary, electrical or other utilities.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- Swings and other playground equipment.

How do I obtain a building permit?

Submit a completed building permit application and plans to the Building Department. A building permit must be issued to begin construction. Elements such as foundation, plumbing, and electrical may be permitted under separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. After your work is completed and a final inspection and review is made, the project will receive a Certificate of Occupancy from the Building Department, which is required to occupy the building. Additionally, any building that requires a fire alarm or sprinkler system must be reviewed and approved by the Fire Department.

Contact

Building Department: (508) 261-7360

Fire Department: (508) 261-7492

References

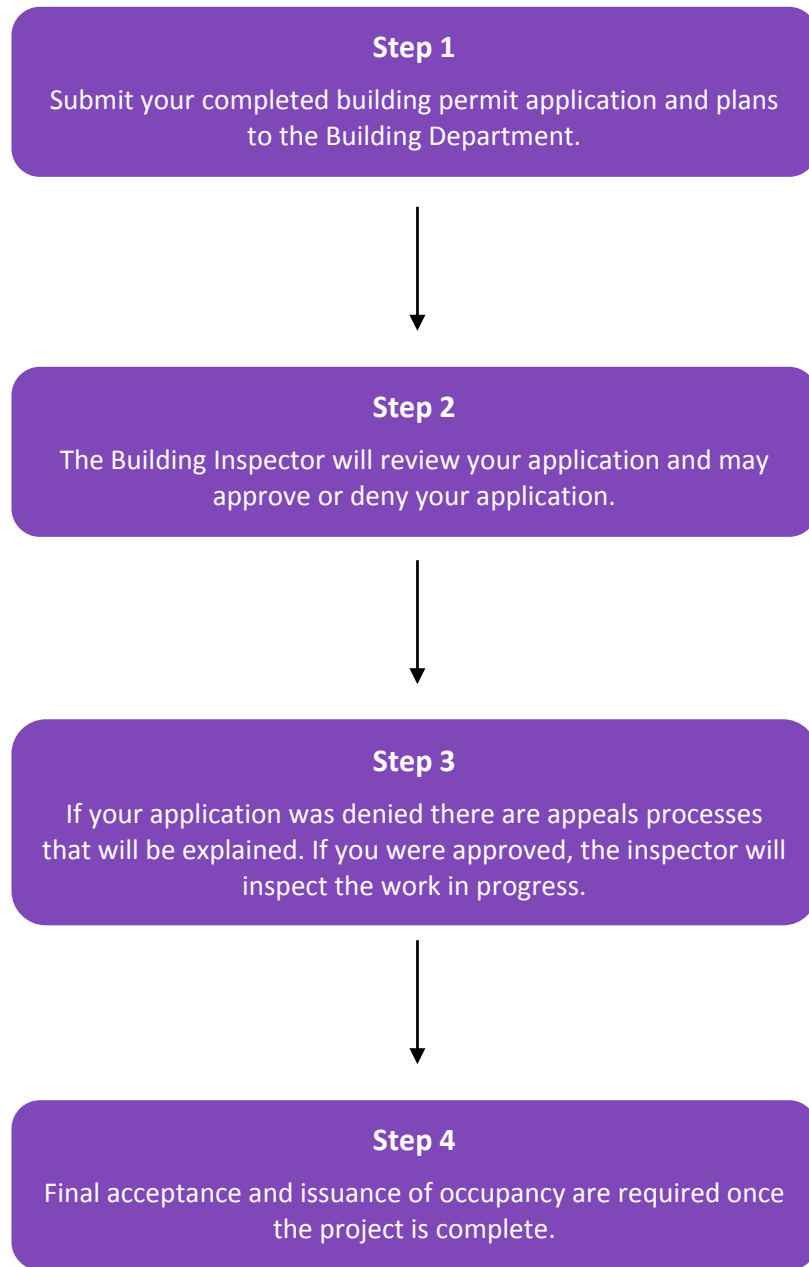
Massachusetts Building Code: <https://www.mass.gov/ma-state-building-code-780-cmr>

Mansfield Building Department web page:

<http://www.mansfieldma.com/town-government/departments/building-zoning-and-planning/building-department/>



Building Permit Process Flow Chart





ELECTRIC SERVICE

Getting Started

As a Municipally owned public power utility, Mansfield Municipal Electric Department (MMED) supplies all electricity within the Town of Mansfield. MMED is recognized nationally for exceptional service reliability, overall efficiency and having one of the most competitive rates in the Commonwealth for Commercial & Industrial customers.

To establish service, the following forms are required:

1. Commercial/Industrial Application for Service
2. Service Request
3. Business Emergency Contact Information

Customer deposits will be collected from all commercial customers. MMED's ability to collect deposits is defined in M.G.L. Chapter 164, Section 58A. Deposits will be collected at the time the account is established. The amount of the deposit will approximate 3 months of charges on the particular account based on an analysis of the projected load, as determined solely by MMED.

1. Deposits will be collected in the form of cash, check, irrevocable letter of credit, surety bond or credit card payment.
2. The deposit will be waived if the commercial customer enrolls in MMED's direct debit or recurring credit card programs, which allows MMED to initiate payment of the customer's monthly electric bill.

Contact

Mansfield Municipal Electric Department: (508) 261-7361

References

Mansfield Municipal Electric Department web page: <http://www.mansfielelectric.com/>

Commercial/Industrial Application for Electric Service: http://www.mansfielelectric.com/files/mainmenu/forms/Commercial_Service_Application_approved_12-12-16.pdf

Service Request: http://www.mansfielelectric.com/files/mainmenu/forms/Service_Request.pdf

Business Emergency Contact Information: <http://www.mansfielelectric.com/files/mainmenu/forms/Business%20Emergency%20Contacts.pdf>

Commercial Customer Deposit Policy: http://www.mansfielelectric.com/files/mainmenu/forms/Commercial_Deposit_Policy.pdf

Service Termination Policy for Commercial Accounts: http://www.mansfielelectric.com/files/mainmenu/forms/Commercial_Termination_Policy.pdf



VARIANCE

What is a variance?

A variance is a waiver of a zoning requirement(s), typically a dimensional standard such as lot area, lot frontage, building height, or property line setbacks.

Who needs a variance?

Variance applications are filed by property owners or developers whose proposed development does not satisfy one or more dimensional or density standards as prescribed in the Zoning Bylaw.

Who oversees the variance process?

The Zoning Board of Appeals (ZBA) reviews and acts on petitions for variances.

How do I file a variance application?

- 1. Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting information, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the ZBA and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the time frame for a decision?

The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the filing date. The time frame may be extended upon written mutual agreement between the petitioner and the Board. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Department of Planning and Zoning: (508) 261-7363

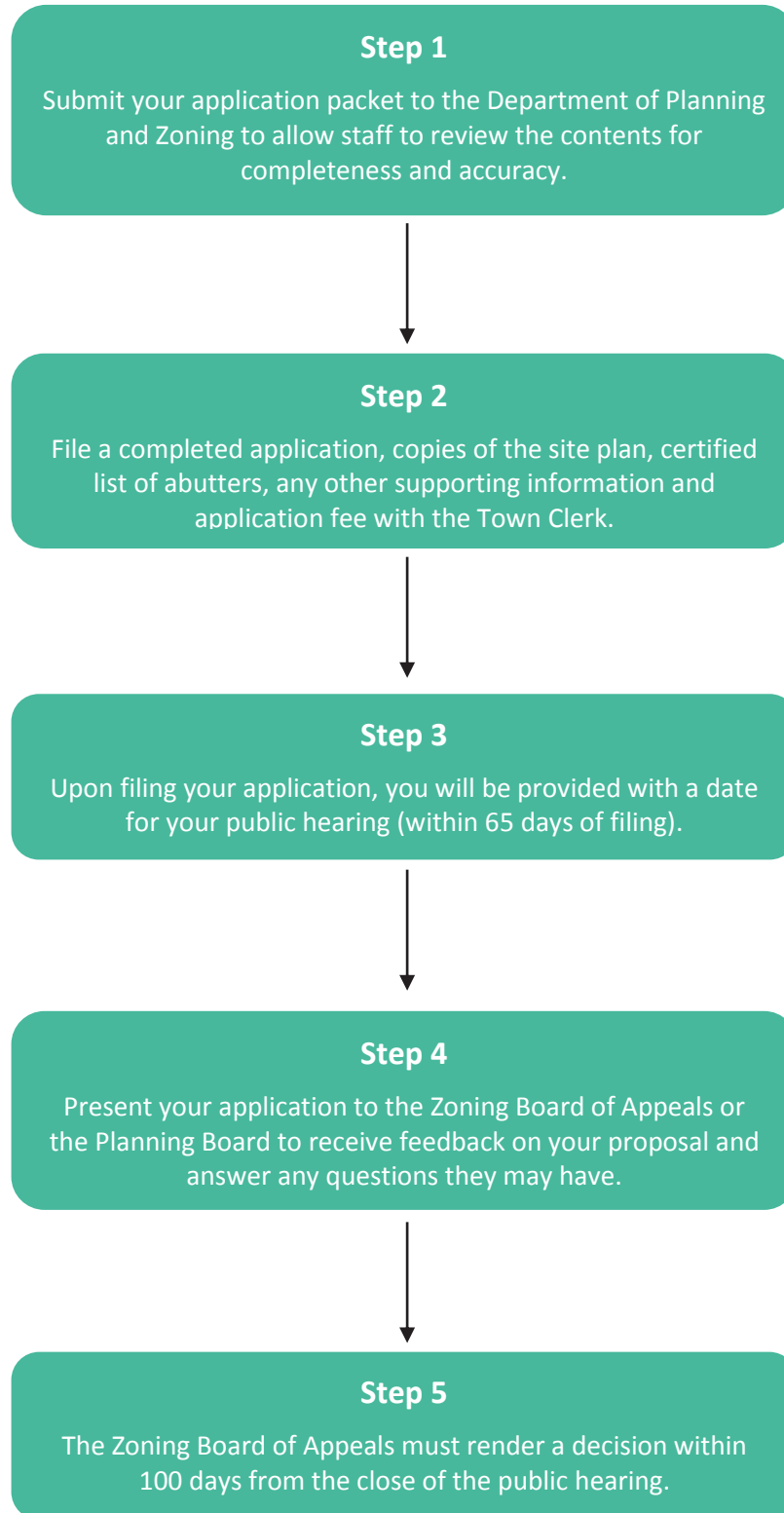
References

Mansfield Zoning Bylaw: §230-7.2B(3) (Variances)

Application Form: http://www.mansfieldma.com/wp-content/uploads/Application_ZBA.pdf



Variance Process Flow Chart





SPECIAL PERMITS

What is a Special Permit?

A Special Permit is a permit for a use or structure that is not allowed as a matter of right in a particular zoning district, but is permitted if certain special conditions defined in the zoning bylaw are met.

Who needs a Special Permit?

Special permit applications are filed by property owners or developers who wish to develop particular uses, such as accessory apartments, residential cluster developments, assisted living facilities, medical marijuana facilities, fast-food restaurants, hotels, veterinary hospitals, kennels, automotive and adult uses, among others. Special permit uses are noted in Section 230-5.5 of the Mansfield Zoning Bylaw.

Who oversees the Special Permit process?

The Zoning Board of Appeals (ZBA), the Planning Board (PB), and the Select Board are the special permit granting authorities in town. The special permit granting authority reviews, approves or denies special permit applications.

How do I file a Special Permit application?

- 1. Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting information, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Zoning Board of Appeals or Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the time frame for a decision?

The Special Permit Granting Authority must conduct the public hearing within 65 days of the filing date of the petition and must render a decision within 90 days from the close of the public hearing. The time frame may be extended upon written mutual agreement between the petitioner and the Board. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Department of Planning and Zoning: (508) 261-7363

References

Mansfield Zoning Bylaw: §230-5.5 Special Permits and §230-7.2B (2) (Special Permits)

Application Form: http://www.mansfieldma.com/wp-content/uploads/2016/07/Special_Permit_Application.pdf



Special Permit Process Flow Chart

Step 1

Submit your application packet to the Department of Planning and Zoning to allow staff to review the contents for completeness and accuracy.



Step 2

File your completed application, copies of the site plan, certified list of abutters, any supporting information, and application fee with the Town Clerk.



Step 3

Upon filing your application, you will be provided with a date for your public hearing.



Step 4

Present your application to the Zoning Board of Appeals or the Planning Board to receive feedback on your proposal and answer any questions they may have.



Step 5

The Special Permit Granting Authority must render a decision within 90 days from the close of the public hearing.



ZONING APPEAL

What is a Zoning Appeal?

Appeals are reviews of the decisions or orders of Town boards or officials relative to the town's zoning bylaws.

Who can file an appeal?

A zoning appeal can be made by any person aggrieved by an inability to obtain a permit from any administrative official, officer or board of the town or anyone aggrieved by an order of the Inspector of Buildings/Zoning Enforcement Officer.

Who oversees the appeal process?

The Zoning Board of Appeals (ZBA) is the administrative authority that reviews appeal applications and either upholds or overturns the decision in question.

How do I file an appeal?

- 1. Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting information, and application fee with the Town Clerk. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the ZBA and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the time frame for a decision?

An appeal must be filed within 30 days of the decision or order. The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the applicant's filing date with the Town Clerk. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Department of Planning and Zoning: (508) 261-7363

References

Massachusetts General Law Ch. 40A §17

Mansfield Zoning Bylaw: §230-7.2B(1) Appeals

Application Form: http://www.mansfieldma.com/wp-content/uploads/Application_ZBA.pdf



Zoning Appeal Process Flow Chart

Step 1

Bring your application packet to the Department of Planning and Zoning to allow staff to review the contents for completeness and accuracy.



Step 2

File your completed application, copies of the site plan, certified list of abutters, any supporting information, and application fee with the Town Clerk.



Step 3

Upon filing your application, you will be provided with a date for your public hearing.



Step 4

Present your application to the Zoning Board of Appeals to receive feedback on your proposal and answer any questions they may have.



Step 5

The Zoning Board of Appeals must render a decision within 100 days of the applicant's filing date with the Town Clerk.



SITE PLAN APPROVAL

What is Site Plan Approval?

Some development projects require site plan review and approval. The purpose of site plan approval is to ensure that new development is designed in a manner that maintains the character and integrity of the town and reduces any adverse impacts on the environment, abutters, and town services.

A site plan is a detailed, professionally prepared plan, along with supporting documentation, of how you plan to develop a site. Typically, it is prepared by an engineer and includes features like building footprints, parking, driveways and roads, drainage systems, sewer and water features, lighting, landscaping and signage.

Which projects require Site Plan Approval?

All uses that require Site Plan Approval are located in the “Schedule of Principal Use Regulations” in the Mansfield Zoning Bylaw.

Who conducts Site Plan Approval?

The Planning Board reviews site plans in consultation with other town departments, including but not limited to the Building Department, Police Department, Fire Department, Engineering Office, Conservation Commission, Electric Department, Water Department, Wastewater Department, Health Department, Planning and Zoning Department, and Public Works Department.

What are the steps of Site Plan Review and Approval?

- 1. Application:** File the completed application and eleven copies of the site plan, any other supporting information, and fee with the Town Clerk. The Town Clerk then transmits copies to Building Department for distribution and review to all other pertinent town departments.
- 2. Review:** The town boards will review the site plan, based on the criteria in Section 230-5.3(D) of the Mansfield Zoning Bylaw.

Time Frame for Decision

The Planning Board must take action within 45 days of the Town Clerk’s receipt of the application. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

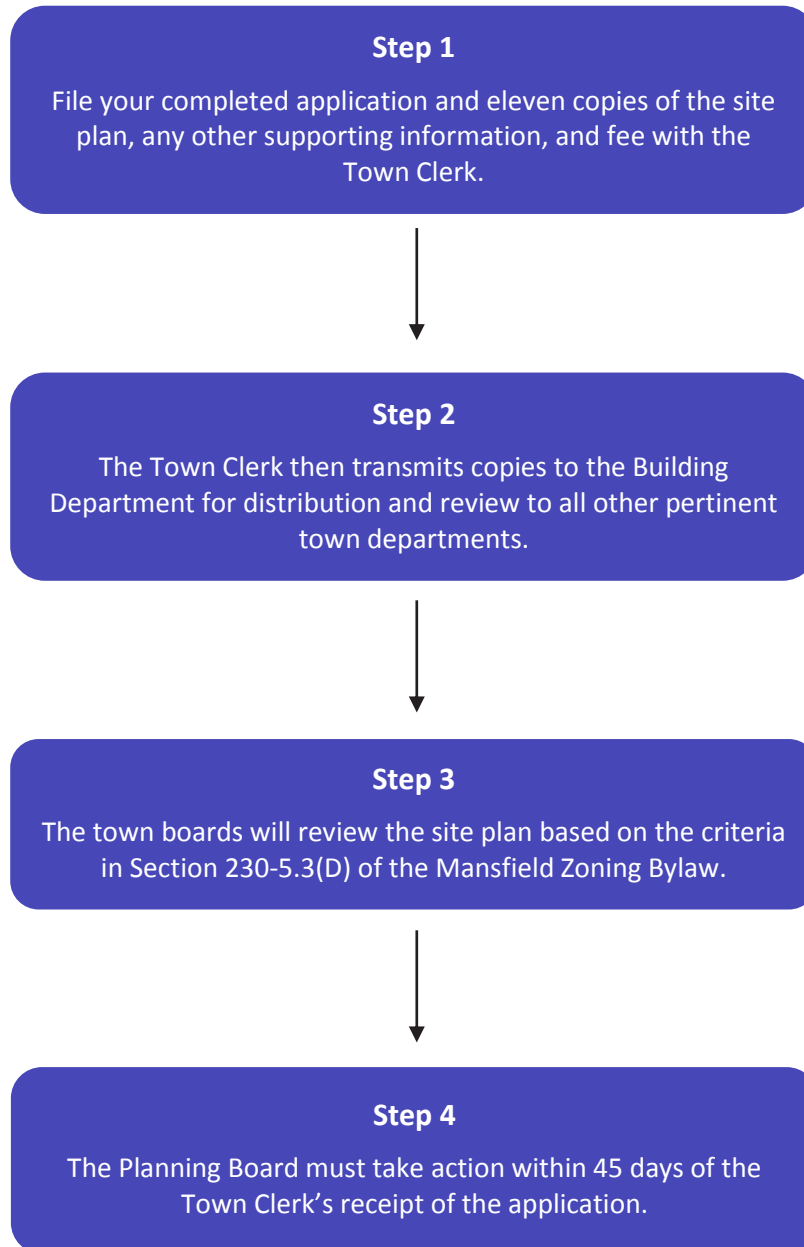
Department of Planning and Development: (508) 261-7363

References

Mansfield Zoning Bylaw: §230-5.3 (Site Plan Approval)



Site Plan Approval Process Flow Chart





SUBDIVISION

Overview

What is a subdivision?

A subdivision is generally the division of land into two or more building lots. The Planning Board reviews and approves applications for subdivisions. In its review, the Planning Board takes into consideration the Subdivision Control Law, the local Rules and Regulations Governing the Subdivision of Land and the Zoning Ordinance.

Which process do I follow to subdivide my property?

If each proposed new parcel has the required frontage under zoning on an existing street...



Approval Not Required (ANR)

Apply for an ANR endorsement of the new parcel plan. ANR is a streamlined process where the Planning Board may determine that the proposed subdivision of land is not subject to review under Massachusetts Subdivision Control Law. ANR can also be used to redraw existing parcel lines or to merge parcels together.

- 21 day review and approval.
- No public hearing.

OR

If a new road is needed to provide the required frontage to subdivide a larger parcel into multiple building lots...



If you want the Planning Board to review and comment on your preliminary drawings prior to producing a Definitive Subdivision Plan...



Preliminary Subdivision Plan

A Preliminary Subdivision Plan allows you, the town and abutters to discuss the proposed subdivision.

- 45 day review and approval.
- No public hearing.

If you want the Planning Board to approve your final plans for a subdivision so you can start construction...



Definitive Subdivision Plan

Apply for a Definitive Subdivision Plan. File a complete and detailed plan showing the proposed lots and roadways.

- 135 day review and approval if no Preliminary Plan; 90 day review if a Preliminary Plan is first acted upon.
- Public hearing required.

Contact

Department of Planning and Zoning: (508) 261-7363

References

Massachusetts General Law Ch. 41 (Subdivision Control Law)

Town of Mansfield Rules and Regulations Governing the Subdivision of Land



SUBDIVISION

ANR Plans

What is an Approval Not Required (ANR or Form A) Plan?

An ANR or Form A plan is a subdivision of land that creates a lot (or lots) having the required frontage under zoning on an existing way. This process allows the division of land without requiring review under the state Subdivision Control Law.

Who can file an Approval Not Required (ANR or Form A) application?

Any land owner who wishes to subdivide or change property lines to create new lots, all of which meet the applicable zoning requirements for frontage on an existing approved way, may submit such a plan for endorsement by the Planning Board.

Who oversees the Approval Not Required (ANR or Form A) Process?

The Planning Board is the administrative authority that reviews and endorses ANR plans.

How do I apply for an Approval Not Required (ANR) determination?

- 1. Application:** File the completed application, contact prints, fee, and copies of the site plan with the Planning Board. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Planning Board.
- 2. Public Meeting:** Upon filing your application, you will be provided with a date of the Planning Board meeting at which your Form A will be reviewed. Although it is not necessary for you to attend the meeting, you are encouraged to do so if your application is complicated.

What is the timeframe for a decision?

The Planning Board must render a decision within 21 days of the date you file your application. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Department of Planning and Zoning: (508) 261-7363

References

Massachusetts General Law Ch. 41 §81P

Town of Mansfield Rules and Regulations Governing the Subdivision of Land

Application Form: http://www.mansfieldma.com/wp-content/uploads/2016/07/Form_A_Application.pdf



Subdivision ANR Process Flow Chart

Step 1

Submit your application to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy prior to filing.



Step 2

File your completed application, contact prints, fee, and copies of the site plan with the Planning Board.



Step 3

Upon filing your application, you will be provided with a date of the Planning Board meeting at which your application will be reviewed. Although not required, you are encouraged to attend.



Step 4

The Planning Board must render a decision within 21 days of the date you filed your application.



SUBDIVISION

Preliminary Plans

What is a Preliminary Subdivision Plan? (Form B)

A Preliminary Subdivision Plan is an optional, but recommended, process during which an applicant can submit a plan of a proposed subdivision to the Planning Board for review, guidance and recommendations. The Preliminary Plan review process serves to resolve issues and determine the need for changes before proceeding to a Definitive Subdivision Plan (Form C).

Who can file for Preliminary Subdivision Plan approval?

Anyone may submit a Preliminary Subdivision Plan prior to submitting a definitive plan of a subdivision.

How do I file a Preliminary Subdivision Plan?

- 1. Application:** File the completed application, fee and copies of the site plan with the Town Clerk. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Meeting:** Upon filing your application, you will be provided with a date for your public meeting. This is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the timeframe for a decision?

The Planning Board must render a decision within 45 days of the filing of the application with the Town Clerk. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Town Clerk's Office: (508) 261-7345

Department of Planning and Zoning: (508) 261-7363

References

Massachusetts General Law Ch. 41

Town of Mansfield Rules and Regulations Governing the Subdivision of Land

Application Form:

http://www.mansfieldma.com/wp-content/uploads/2016/07/Preliminary_Subdivision_Application.pdf



Preliminary Subdivision Plans Process Flow Chart

Step 1

Submit your application to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy prior to filing.



Step 2

File your application, fee and copies of the site plan with the Town Clerk.



Step 3

Upon filing your application, you will be provided with a date for your public meeting. This is your opportunity to present your application to the Planning Board and receive feedback on your proposal and answer any questions.



Step 4

The Planning Board must render a decision within 45 days of the filing of the application with the Town Clerk.



SUBDIVISION

Definitive Plans

What is a Definitive Subdivision Plan (Form C)?

A Definitive Subdivision Plan shows a complete and detailed plan of a subdivision of land and roadways.

Who can file for Definitive Subdivision Plan approval?

Any person or developer wishing to subdivide land to create multiple building lots having frontage on a new roadway may file a Definitive Subdivision Plan application.

How do I file a Definitive Subdivision Plan?

- 1. Application:** File the completed application, fee, certified list of abutters, and copies of the site plan with the Town Clerk. You are encouraged to bring your application packets to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the time frame for a decision?

The Planning Board must render a decision within 135 days of the filing date of the application with the Town Clerk. If the applicant submits the definitive plan within seven (7) months from the date on which the approved Preliminary Subdivision Plan was submitted, the Planning Board must act on the Plan within 90 days. Please note that the Town of Mansfield will make every effort to expedite the permitting process ahead of these timelines.

Contact

Town Clerk's Office: (508) 261-7345

Department of Planning and Zoning: (508) 261-7363

References

Massachusetts General Law Ch. 41

Town of Mansfield Rules and Regulations Governing the Subdivision of Land

Application Form: http://www.mansfieldma.com/wp-content/uploads/2016/07/Definitive_Subdivision_Application.pdf



Definitive Subdivision Plans Process Flow Chart

Step 1

Submit your application to the Department of Planning and Zoning to allow staff to review the contents of your application for completeness and accuracy prior to filing.



Step 2

File your completed application, fee, certified list of abutters, and copies of the site plan with the Town Clerk.



Step 3

Upon filing your application, you will be provided with a date for your public meeting. This is your opportunity to present your application to the Planning Board and receive feedback on your proposal and answer any questions.



Step 4

The Planning Board must render a decision within 135 days of the filing of the application with the Town Clerk.



STORMWATER MANAGEMENT

What is stormwater?

The term “stormwater” refers to any water that originates from precipitation events such as rain, snow, or ice melt.

Why is managing stormwater important?

Development alters the ability of soil to absorb water, which can then have adverse impacts on public health, safety and the environment. Stormwater that does not soak into the ground becomes runoff that flows along the surface until it reaches a lake, pond, river, wetland, or catch basin. Depending upon the timing and volume of runoff, flooding can result. Runoff can also carry contaminants into bodies of water, resulting in water pollution.

Do I need a Stormwater Management Permit?

Stormwater Management Permit applications are required for projects that result in the disturbance of one (1) acre or more. The Conservation Commission may waive strict compliance of this bylaw if an action is allowed by federal, state and local regulations; it is in the public interest; and is not consistent with the purpose and intent of this bylaw.

Who oversees the Stormwater Management Permit process?

The Conservation Commission is the permit granting authority.

How do I file a Stormwater Management application?

- 1. Application:** File the completed application, submittal documents, certified list of abutters, any other supporting documentation and fee with the Town Clerk’s office. You are encouraged to bring your application packets to the Department of Planning & Zoning to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Town Clerk.
- 2. Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Conservation Commission and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.

What is the timeframe for a decision?

The Conservation Commission must conduct a public hearing within 60 days of receipt of your application and must render a decision within 60 days of the close of the hearing. The town of Mansfield makes every effort to expedite the permitting process ahead of these timelines.

Contact

Conservation & Environmental Planner: (508) 261-7378

References

Mansfield Zoning Bylaw: §185 (Stormwater Management)

Town of Mansfield Rules and Regulations Governing the Subdivision of Land



WETLANDS PROTECTION

Overview

What are wetlands?

Wetlands are areas where water covers the soil, or is present either at or near the surface of the soil all year or for varying periods of time during the year. Examples of wetlands includes swamps, marshes, wet meadows, and bogs. The primary factor that differentiates wetlands from other land forms is the characteristic vegetation that is adapted to its unique soil conditions. Wetlands consist primarily of hydric soil, which supports aquatic plants.

Why do we protect wetlands?

Wetlands, rivers, brooks, ponds, reservoirs, and the underground aquifers in Mansfield are all part of a natural system that provides water for use by residents. Wetlands provide habitat and food for aquatic and terrestrial wildlife, serve as temporary storage areas for water, filter out pollution, provide containment for floodwaters, and allow filtered water to recharge to the groundwater table.

Who needs a wetlands permit?

A permit from the Conservation Commission is required for any proposed activity or project that proposes to fill or alter any of the following:

- a wetland resource area
- the two hundred (200') foot riverfront protection area
- the one hundred (100') foot buffer associated with a wetland resource area
- the one hundred (100') foot buffer zone associated with a vernal pool

Who oversees the wetlands permitting?

The Conservation Commission is responsible for administering both the Massachusetts Wetlands Protection Act (MWPA) and the Mansfield Wetland Protection Bylaw. Proposed projects are reviewed based upon their proximity to a resource area and its design to minimize potential impacts.

Contact

Conservation & Environmental Planner: (508) 261-7378

References

Massachusetts General Law Ch. 131, §40

Mansfield Local Wetlands Protection By-law

http://www.mansfieldma.com/wp-content/uploads/2016/07/MansfieldWetlandProtection_Bylaw.pdf

Application forms: <http://www.mansfieldma.com/town-government/departments/building-zoning-and-planning/conservation/>



WETLANDS PROTECTION

Types of Permits

Abbreviated Notice of Resource Area Delineation (ANRAD)

What is an ANRAD?

An ANRAD is a procedure to confirm the location of Bordering Vegetated Wetlands (BVW) and other resources on a site. This process is commonly utilized prior to the development of detailed engineering plans to assist in sound project planning.

How do I file an ANRAD?

File copies of your application, fee, site plan and certified list of abutters to the Conservation Commission. Once completed, the Conservation Agent will perform a site visit to confirm your proposed BVW line. You will also be provided with the date of your public hearing to discuss the application.

What is the timeframe?

A decision will be made within 21 days of the close of the public hearing. If approved, the Conservation Commission will issue an Order of Resource Area Delineation (ORAD). The ORAD is valid for three years from the date of issuance.

Request for Determination of Applicability (RDA)

What is an RDA?

An RDA is a procedure to determine whether the work you are proposing will affect any adjacent wetland resource areas and allows the Conservation Commission to determine whether your proposed work is subject to the Local Wetlands Protection Ordinance (LWPO) or the MWPA (and thus requires further permitting).

How do I file an RDA?

File copies of your application, fee, site plan and, if filing under the LWPO, the certified list of abutters to the Conservation Commission. At this time, you will be provided with the date of your public hearing to discuss the application.

What is the timeframe?

A decision will be made within 21 days of the initial application filing. The Conservation Commission will issue a Determination of Applicability (DOA) stating that the work is either not subject to the LWPO or the MWPA and may proceed without further permitting (a negative determination), or that further permitting is required (a positive determination).



WETLANDS PROTECTION

Types of Permits (Continued)

Notice of Intent (NOI)

What is an NOI?

An NOI is the procedure to allow proposed work within the 100-foot buffer area or within a wetland resource area itself.

How do I file an NOI?

File copies of your application, fee, site plan, stormwater management plans, required map(s) and certified list of abutters to the Conservation Commission. At this time, you will be provided with the date of your public hearing to discuss your application.

What is the timeframe?

A decision will be made within 21 days of the close of the public hearing. If the work is found not to incur significant, adverse impacts to a wetland resource area, the Conservation Commission will issue an Order of Conditions (OOC), allowing the work with any conditions deemed necessary by the Conservation Commission. The permit is valid for three years from the date of issuance.

What are the Final Steps?

Once the work is completed, you must close out your permit by applying for a Certificate of Compliance (COC), which will allow the Conservation Commission to verify that all of the work was performed in compliance with the MWPA and the LWPO. This process requires an application, a statement from the project's professional engineer and a site visit from the Conservation Agent.

Contact

Conservation & Environmental Planner: (508) 261-7378

References

Massachusetts General Law Ch. 131, §40

Mansfield Local Wetlands Protection By-law

http://www.mansfieldma.com/wp-content/uploads/2016/07/MansfieldWetlandProtection_Bylaw.pdf

Application forms: <http://www.mansfieldma.com/town-government/departments/building-zoning-and-planning/conservation/>



DEPARTMENTS AND PERMITS

Office	Role/Responsibility	Services	Contact
Assessor's Office	The Assessor's Office is responsible for the fair and equitable valuation of all real and personal property in the town according to the laws of the Commonwealth.	<ul style="list-style-type: none"> •Establish property valuations •Process abatement requests for all property and excise tax •Process exemptions for real estate •Certify a butter's list 	Nancy L. Hinote, Assistant Assessor and Office Manager Donna Linfield, Clerk Town Hall Second Floor (508) 261-7350
Office of the Town Clerk	The Office of the Town Clerk serves as a central point for information in the Town.	<ul style="list-style-type: none"> •Parking, Mansfield Green and compost licenses •Business Certificates 	Marianne E. Staples, Town Clerk Karen A. Ludwig, Assistant Town Clerk Sandra A. Mandile, Office Assistant Town Hall, Second Floor (508) 261-7345
Conservation Commission	The Conservation Commission is responsible for preserving and protecting the natural resources of the town.	<ul style="list-style-type: none"> •Stormwater Management Permits •Notices of Intent •Abbreviated Notice of Resource Area Delineation (ANRAD) •Request for Determination of Applicability(RDA) 	Katelyn Gonyer, Conservation & Environmental Planner Jane Doucette, Secretary Town Hall, First Floor (508) 261-7378
Electric Service	The Mansfield Municipal Electric Department (MMED) is a municipally owned public power utility that supplies all electricity within the Town of Mansfield.	<ul style="list-style-type: none"> •Provides electricity for Mansfield 	Joseph M. Sollecito, Esq. General Manager 125 High St. Unit #1 Mansfield, MA 02048 (508) 261-7361
Building Department	The Building Department provides zoning enforcement in the Town and enforces the Massachusetts State Building Code.	<ul style="list-style-type: none"> •Building Permits •Electric Permits •Plumbing/Gas Permits •Mechanical Permits 	Robert "Bob" Blackman, Inspector of Buildings/ Zoning Enforcement Office Michelle Proulx, Administrative Assistant Town Hall, First Floor (508) 261-7360



DEPARTMENTS AND PERMITS

(Continued)

Office	Role/Responsibility	Services	Contact
Public Health Department	The Public Health Department is charged with protecting the public from unhealthy personal behavior, communicable diseases, poor housing, and other unsanitary and unsafe conditions.	<ul style="list-style-type: none"> •Septic System Permit •Food Establishment Permit •Body Art Establishment Permit •Public and Semi-Public Pool Permit •Tobacco and Nicotine Delivery Product Sales Permit •Recreational Day Camp Permit •Well Permit 	Amy Donovan-Palmer, Health Agent Jane Doucette, Administrative Secretary Town Hall, First Floor (508) 261-7366
Town Manager	The Town Manager addresses residential concerns, questions, and comments on a host of topics and issues.	•Economic Development Incentive Program	Kevin J. Dumas, Town Manager Nancy L. Griffin, Executive Assistant (508) 261-7370
Select Board	The Select Board is the chief policy-making body for the town of Mansfield	<ul style="list-style-type: none"> •Common Victualler License •Alcoholic Beverage Licenses •Entertainment License 	Carrie Champagne, Select Board Executive Secretary (508) 261-7372 Town Hall, Third Floor (508) 261-7370
Department of Planning and Zoning	The Department of Planning and Development works with community leaders and the public to guide, foster, and support the growth of the town.	•Technical and administrative support (Planning Board and Zoning Board of Appeals)	Shaun Burke, Director of Planning and Development Jennifer Crotty Davis, Administrative Secretary Town Hall, First Floor (508) 261-7363
Department of Public Works	The Department of Public Works is composed of several divisions, including Highway, Water, Waste Water Treatment and Public Buildings.	<ul style="list-style-type: none"> •Road Opening Permits •Trench Permits •Water and Sewer Permits •Road and Sidewalk Maintenance •Tree Removal •Administration of Solid Waste and Recycling Contracts •Operations and Maintenance of Water and Wastewater Facilities 	Lee Azinheira, DPW Director or Richard "Rick" Alves, Town Engineer/Assistant DPW Director (508) 261-7335 Kurt Gaffney, Water Operations Manager (508) 261-7376 Chris Rositer, Water Pollution Control Operations Manager (508) 285-5746



DEPARTMENTS AND PERMITS

(Continued)

Office	Role/Responsibility	Services	Contact
Planning Board	The Planning Board administers local and state subdivision regulations, site plan review, land development special permit applications (including the town's two water resource protection overlay districts), updates the comprehensive plan, and makes decisions and recommendations in regards to zoning amendments and rezoning petitions.	<ul style="list-style-type: none"> •Form A •Preliminary Subdivision •Definitive Subdivision •Special Permits 	Donald Cleary, Chair Richard LeBlanc, Clerk Jennifer Crotty Davis, Administrative Secretary (508) 261-7363
Fire Department	The mission of the Mansfield Fire Department is to provide a range of programs designed to protect the lives and property of the inhabitants of the Town of Mansfield.	<ul style="list-style-type: none"> •Smoke and Carbon Monoxide Detector Inspections •Fire Alarm and Sprinkler (plan review, permit and inspection) •Above Ground/ Underground Storage Tank Inspections •Oil and Transfer Tank Permit and Inspection •Oil Burner Permit and Inspection •Storage of Flammable Liquid/Gas Permit and Inspection •Welding and Hot Work Permits •Blasting Permits •Pyrotechnic Permits and Inspections 	Captain Marc Goyette Captain Kevin Fontes Plymouth Street Fire Station, 10 Plymouth Street (508) 261-7492
Zoning Board of Appeals	The Zoning Board of Appeals was established to administer the zoning ordinance and the state zoning act in regard to special permits, variances, and appeals from the rulings of the Building Commissioner.	<ul style="list-style-type: none"> •Variances •Finding •Special Permits •Appeal of a Local Decision 	Elizabeth Garber-Miller, Chairperson Darlene Pruitt, Clerk Jennifer Crotty Davis, Administrative Secretary (508) 261-7363