

TOWN OF CHARLTON

Permitting Guidebook

A Guide to the Review and Approval
Process for Development in the
Town of Charlton



JANUARY 2017

NOTES:

THIS PERMITTING GUIDEBOOK WAS CREATED AS A GUIDE TO ASSIST YOU IN THE PROCESS OF OBTAINING A LICENSE /PERMIT IN THE *TOWN OF CHARLTON* AND THEREFORE, PROVIDES SUMMARY INFORMATION ONLY. SPECIFIC TOWN AUTHORITIES SHOULD BE CONTACTED FOR MORE DETAILED INFORMATION AND VERIFICATION OF LICENSE/PERMIT PRICING.

THANK YOU FOR SELECTING THE *TOWN OF CHARLTON* FOR YOUR DEVELOPMENT PLANNING.

THIS GUIDEBOOK WAS COMPILED FROM THE EVALUATION OF THE WAY A NUMBER OF OTHER MASSACHUSETTS TOWNS PROVIDE THIS TYPE OF INFORMATION. THE PERMITTING GUIDEBOOK FOR THE TOWN OF CHARLTON WAS MODELED AFTER MUCH OF THE FORMAT USED IN THE DEVELOPMENT GUIDEBOOK FOR THE TOWN OF NORTHBOROUGH, MASSACHUSETTS.

PREPARED FOR
THE

TOWN OF CHARLTON

37 MAIN ST.
CHARLTON, MA. 01507

TELEPHONE: (508) 248-2237
FAX: (508) 248-2372

BY THE

ECONOMIC DEVELOPMENT COMMISSION
WITH ASSISTANCE FROM ALL
TOWN BOARDS, COMMISSIONS, AND DEPARTMENTS

JANUARY 2017
Amendments September 2020

TOWN OF CHARLTON

PERMITTING GUIDEBOOK TABLE OF CONTENTS

	<u>PAGE</u>		<u>SECTION</u>
		PLUMBING/GAS INSPECTOR	31
INTRODUCTION TO THE TOWN OF CHARLTON	2	POLICE DEPARTMENT	33
TOWN FACTS	3	RECREATION COMMITTEE	36
BOARDS/COMMISSIONS, DEPARTMENTS LIST	5	TOWN ADMINISTRATOR	37
CONTACT LIST	6	TOWN CLERK	38
MONTHLY MEETING SCHEDULE	7	HIGHWAY DEPARTMENT	40
TOWN FACILITIES LOCATION MAP	8	TREE WARDEN	42
BOARD OF ASSESSORS	9	WATER/SEWER COMMISSION	43
BOARD OF HEALTH	10	WIRE INSPECTOR	44
BOARD OF SELECTMEN	14	ZONING BOARD OF APPEALS	46
BUILDING COMMISSIONER	16	ZONING ENFORCEMENT OFFICER	48
CEMETERY COMMISSION	18	<u>APPENDIX</u>	50
CONSERVATION COMMISSION	19	INTENSITY OF USE SCHEDULE	51
ECONOMIC DEVELOPMENT COMMISSION	22	FEDERAL PERMITS AND APPROVALS	52
FIRE DEPARTMENT	23	STATE PERMITS, APPROVALS AND LICENSES	53
HISTORIC DISTRICTS COMMISSION	25	PROJECT MEETING CHECK LIST	54
PLANNING BOARD	27		

INTRODUCTION TO THE TOWN OF CHARLTON

Historically Charlton was a farming community, although textiles became an important industry in the 18th, 19th, and 20th centuries. Today remnants of those old textile mills stand not far from modern manufacturing facilities that are involved in production of fiber optics, plastics, a 300-megawatt gas powered electrical power plant, along with various supporting industries. These newer businesses are well positioned to carry the **Town of Charlton** into the 21st century.

There are new precision machine shops that have moved to **the Town of Charlton** to take advantage of our local pool of skilled workers and low tax rate, a by product of good fiscal management by Charlton town officials. Charlton is also covered by a well staffed and effective. **Police Department** and **Fire Department** that provides a safe place to raise a family, start, relocate and/or grow a business.

The Town of Charlton is proud of its excellent local school system along with logistically accessibility to twelve (12) community colleges, nationally known colleges and universities. In addition, Charlton is home to **the Bay Path Regional Vocational Technical High School**, which maintains close ties to local industry thereby enhancing the availability of well educated employees for all sectors of industry.

Charlton has eight (8) intrastate and interstate highways available, making it logistically accessible to seven (7) major cities, such as Worcester, MA. Springfield, MA., Boston, MA., Hartford, CT., New York, Providence, RI, and Manchester, NH. There are five (5) airports available, all within a one (1) hour drive:

Boston, MA. _____ Logan International Airport
Hartford, CT. _____ Bradley International Airport
Providence, RI. ____ Greene Airport
Worcester, MA. ____ Worcester Regional Airport
Southbridge, MA. ___ General Aviation Airport

Progress in industry is not built on stone and steel alone. Recreation and relaxation are an important element in the equation when deciding where to locate. From Charlton, there are mountains, rivers, lakes and ocean beaches close by in Connecticut, Maine, Massachusetts, New Hampshire, Vermont and Rhode Island where you will find year round recreational activities.

Please remember that this **Permitting Guidebook** is intended to be a quick introduction to the **Town of Charlton** and the area, but does not pretend to embody all of the knowledge or expertise available by direct contact with the appropriate Boards, Commissions, and/or Departments.

Thank you for considering the Town of Charlton as a possible location for your business.

TOWN OF CHARLTON

TOWN FACTS

(AS OF DECEMBER 2016)

WORCESTER COUNTY

INCORPORATED 1755

TOWN HALL
37 MAIN ST.
(508) 248- 2200

FIRE DEPARTMENT
POWER STATION RD.
(508) 248-2299

POLICE DEPARTMENT
MASONIC HOME RD.
(508) 248-2250

TYPE OF GOVERNMENT: OPEN TOWN MEETING
5-MEMBER ELECTED BOARD OF SELECTMEN

LAND AREA, (SQ. MI.)	44	MEDIAN HOUSEHOLD INCOME	\$91,287
POPULATION	12,824	MEDIAN HOUSE SALE	\$252,500
REGISTERED VOTERS	9,564	MUNICIPAL BUDGET (FY-17)	\$25,599,778
SINGLE FAMILY UNITS	3,943	PERCENT DEDICATED TO EDUCATION	53.4 %
TAX RATE (FY 2016)	\$13.78/\$1000		

DISTRIBUTION OF LAND IN CURRENT ZONING DISTRICTS: (2016)

ZONING DISTRICT	DESCRIPTION	NO. OF ACRES	% OF TOTAL LAND AREA
A	AGRICULTURE	23,141	83.0
CB	COMMUNITY BUSINESS	463	1.7
IG	INDUSTRIAL GENERAL	658	2.3
BEP	BUSINESS ENTERPRISE PARK	645	2.3
NB	NEIGHBORHOOD BUSINESS	33	0.1
R-40	RESIDENTIAL	2,096	7.5
R-SE	RES. SMALL ENTERPRISE	241	0.9
V	VILLAGE	747	2.5
	TOTAL	28,024	100.0

NOTE:

- Source: Mass GIS
- For a more detailed description of the principal uses of the above zoning districts, refer to the **Town of Charlton, Zoning Bylaw, Section 3 – Use and intensity regulations.**

SERVICES AND UTILITIES:

ELECTRIC	NATIONAL GRID	(800) 642-4272
WATER/SEWER	CHARLTON WATER/ SEWER COMMISSION	(508) 248-4953
REFUSE/RECYCLING	PRIVATE COLLECTION	
CABLE	CHARTER COMM.	(800) 634-1008

TOWN FACTS

(CONTINUED)

GUIDE TO CONTACTING YOUR GOVERNMENT REPRESENTATIVES:

STATE	FEDERAL
Governor Charlie Baker State House, Room 280 Boston, MA. 02133 1-617-725-4005	Senator Elizabeth Warren 1550 Main Street Suite 406 Springfield, MA 01103 Phone: (413) 788-2690
Senator Ann Gobi State House, Room 410 Boston, Ma 02133 (617) 722-1540	Senator Edward Markey 1550 Main Street 4th Floor Springfield, MA 01103 Phone: (413) 785-4610
Representative Peter Durant State House, Room 33 Boston, MA. 02133 (617) 722-2060 (Rep. for Precinct 1,2,&3)	Congressman Richard E. Neal Second Congressional Dist. MA 1550 Main Street, Suite 309 The Federal Building Springfield, MA 01103 1-413-785-0325
Representative Paul Frost 24 Beacon St., Room 542 Boston, MA 02133 (617) 722-2489 (Rep. for Precinct 4)	

TOWN OF CHARLTON

BOARDS / COMMISSIONS / DEPARTMENTS LIST

(AS OF DECEMBER 2016)

SECTION

- 1.0 BOARD OF ASSESSORS
- 2.0 BOARD OF HEALTH
- 3.0 BOARD OF SELECTMEN
- 4.0 BUILDING COMMISSIONER
- 5.0 CEMETERY COMMISSION
- 6.0 CONSERVATION COMMISSION
- 7.0 ECONOMIC DEVELOPMENT COMMISSION
- 8.0 FIRE DEPARTMENT
- 9.0 HISTORIC DISTRICTS COMMISSION
- 10.0 PLANNING BOARD
- 11.0 PLUMBING/GAS INSPECTOR
- 12.0 POLICE DEPARTMENT
- 13.0 RECREATION COMMISSION
- 14.0 TOWN ADMINISTRATOR
- 15.0 TOWN CLERK
- 16.0 HIGHWAY DEPARTMENT
- 17.0 TREE WARDEN
- 18.0 WATER/SEWER COMMISSION
- 19.0 WIRE INSPECTOR
- 20.0 ZONING BOARD OF APPEALS
- 21.0 ZONING ENFORCEMENT OFFICER

DEPARTMENT	CONTACTS	TELEPHONE/FAX
1. BOARD OF ASSESSORS	KATHLEEN STANLEY – DIRECTOR OF ASSESSING	TEL. (508) 248-2203 FAX (508) 248-2376
2. BOARD OF HEALTH	JIM PHILBROOK - HEALTH DIRECTOR	TEL. (508) 248-2210 FAX (508) 248-2375
3. BOARD OF SELECTMEN	ANDREW M. GOLAS TOWN ADMINISTRATOR	TEL. (508) 248-2206 FAX (508) 248-2374
4. BUILDING COMMISSIONER	BUILDING COMMISSIONER – CURTIS MESKUS	TEL. (508) 248-2241
5. CEMETERY COMMISSION	JAMES BURLINGAME – CEMETERY SUPT.	TEL. (508) 248-2208 FAX:(508) 248-2380
6. CONSERVATION COMMISSION	ANGELA PANACCIONE – CONSERVATION DIR. ROSE CONWAY - STORMWATER DIR. APPRENTICE	TEL. (508) 248-2247 TEL. (508) 248-2403
8. FIRE DEPARTMENT	EDWARD KNOFF – FIRE CHIEF	TEL. (508) 248-2299 FAX (508) 248-6190
10. PLANNING BOARD	RANDY BENSON PLANNING DIRECTOR	TEL. (508) 248-2237 FAX (508) 248-2372
9. HISTORIC DISTRICTS COMMISSION	WILLIAM HULTGREN HISTORIC DISTRICTS COMMISSIONER	TEL. (508) 248-2207
11. PLUMBING/GAS INSPECTOR	PETER STARKUS – PLUMBING/GAS INSPECTOR	TEL. (508) 248-2213
12. POLICE DEPARTMENT	POLICE DEPARTMENT-DISPATCH	TEL. (508) 248-2250 FAX (508) 248-1039
13. RECREATION COMMISSION	DIANE DOHERTY-COMMITTEE CHAIRMAN	TEL. (508) 248-2247
14. TOWN ADMINISTRATOR	ANDREW M. GOLAS TOWN ADMINISTRATOR	TEL. (508) 248-2206 FAX (508) 248-2374
15. TOWN CLERK	KAREN LACROIX – TOWN CLERK	TEL. (508) 248-2249 FAX (508) 248-2381
16.HIGHWAY DEPARTMENT	GERRY FOSKETT - SUPERINTENDENT	TEL. (508) 248-2212 FAX (508) 248-2380
18. WATER/SEWER COMMISSION	PETER BORIA-WATER/SEWER SUPERINTENDENT	TEL. (508) 248-2232 FAX (508) 248-0917
19. WIRE INSPECTOR	JOSEPH OSTROWSKI- WIRE INSPECTOR	TEL. (508) 248-2235
20. ZONING BOARD OF APPEALS	SUSAN GELB – ZBA CLERK	TEL. (508) 248-2214 FAX (508) 248-2370
21. ZONING ENFORCEMENT OFFICER	CURTIS MESKUS- ZONING ENFORCEMENT OFFICER	TEL. (508) 248-2241

MONTHLY MEETING SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK #1	*CEMETERY COMM. <u>@ 4:30 PM</u> *WATER COMMISSION <u>@ 6:30 PM-8:30 PM</u> @SELECTMEN'S MEETING ROOM *RECREATION COMM <u>@6:30 pm</u>	*BOARD OF ASSESSORS <u>@ 6:00 PM</u>	*CONSERVATION COMM. <u>@ 7:00 PM</u> *PLANNING BOARD <u>@ 7:00 PM</u>		
WEEK #2					
WEEK #3	*WATER COMMISSION <u>@ 6:30 PM-8:30 PM</u> @ TREATMENT PLANT	*BOARD OF ASSESSORS <u>@ 6:00 PM</u> RECREATION COMMISSIONER <u>@ 6:00 pm</u>	*CONSERVATION COMM. <u>@ 7:00 PM</u> *PLANNING BOARD <u>@ 7:00 PM</u>		
WEEK #4					

Note: BOARD OF HEALTH meetings are held at the discretion of the Chairman.

ECONOMIC DEVELOPMENT COMMISSION: meetings are held at the discretion of the Chairman.

BOARD OF SELECTMAN meetings are held every other Tuesday. Check the respective office for dates and times.

TOWN OF CHARLTON

BOARD OF ASSESSORS

CONTACT: Kathleen Stanley
TITLE: Principal Assessor

PHONE: (508) 248-2203
FAX: (508) 248-2376

OFFICE HOURS: Monday and Wednesday, 7:30 AM to 5:00 PM
Tuesday: 7:30 AM to 7:00 PM
Thursday: 7:30 AM to 5:00 PM

MEETING SCHEDULE: **DAY OF THE WEEK: 1ST AND 3RD TUESDAY OF THE MONTH**
TIME: 6:00 PM
LOCATION: Board of Assessors office

DESCRIPTION OF THE BOARD:

This board exists for taxation purposes. Responsible for the valuation of residential, industrial, commercial, and personal property in the Town of Charlton. Oversees maps and subdivisions. Records sales, deeds and wills, as well as land takings. Processes and approves exemptions and abatements on Real Estate Tax, Personal Property Tax, and Motor Vehicle Excise Tax.

NOTE: Map, Block and Lot Numbers must be obtained through the Assessor's office, initialed for accuracy, and used as the primary reference in every transaction!

PERMITS ISSUED:

One of the parties that signs the final Occupancy Permit.

PROCESS FOR OBTAINING:

Principal Assessor accompanies the **Building Inspector** on the final inspection for the Occupancy Permit for assessment of value for taxation.

SIGNED OFF BY:

The Principal Assessor, Administrative Assistant, or one Board Member.

TOWN OF CHARLTON

BOARD OF HEALTH

CONTACT: JAMES PHILBROOK
TITLE: HEALTH DIRECTOR

phone: (508) 248-2420
fax: (508) 248-2375

OFFICE HOURS: Monday 7:30 AM to 5:00 PM
Tuesday 7:30 AM to 7:00 PM
Wed. & Thurs. 7:30 AM to 5:00 PM

MEETING SCHEDULE: THE BOARD OF HEALTH MEETS AT THE DISCRETION OF THE CHAIRMAN.
LOCATION: Board of Health office.

DESCRIPTION OF BOARD:

The **Board of Health** is responsible for addressing and maintaining all health related environmental issues in the Town of Charlton, Massachusetts.

PERMITS ISSUED:

The **Board of Health** issues permits/licenses related to Food Establishments, Temporary Food service, and Food Manufacturing, Tobacco Licenses, Motels and Mobile Home Parks, Swimming Pool Operation, Semi Public Bathing Beaches, Portable Toilets, Housing Inspections-Section 8, Occupancy Permits, Massage Establishments, Well Permits, Perc Tests, Septic System Design, Installation and Inspection. Septic System Installers License, Septic Pumping and Hauling. Trash/Dumpster Compactors and Transportation of Garbage.

PROCESS FOR OBTAINING:

Applicants are encouraged to contact the **Board of Health** for assistance in obtaining the proper Permits(s)/Licenses(s) information.

SIGNED OFF BY:

Two Board of Health Members.

ADVERTISING REQUIREMENTS: N/A

PUBLIC HEARING:

After a determination by the Board, and after being served, an applicant may file a request in writing, with the Board of Health.

TIME FRAME FOR DECISION:

Within 45 days after submittal of Septic System Design Plans. MGL

APPEAL PROCESS:

Applicants are encouraged to contact the **Board of Health** for specific appeal details.

APPLICABLE STATUES:

LOCAL

Town of Charlton
Board of Health Regulations,
Private Wells

STATE

MGL Chapter 111
Section 31,
Private Well

FEDERAL

Department of Environmental Management,
310 CMR 22.00
313 CMR 3.00
National Sanitation Foundation No. 56,
Pitless Well Adapters

TOWN OF CHARLTON

BOARD OF HEALTH

FEE SCHEDULE

(AS OF December 2016)

<u>REQ'D</u>	<u>DESCRIPTION</u>		<u>FEE</u>	<u>COMPLETED</u>
_____	Food Establishments:	Includes Food Service, Retail Food, Mobile Food Service, Catering, Residential Kitchen, and Bakery.	\$100.00	_____
_____	Food Service –TEMPORARY:	1 – 4 DAYS OVER 4 DAYS REQUIRES BOARDS APPROVAL	\$ 35.00	_____
_____	Motel and Mobile Home Park.		\$ 30.00	_____
_____	PORTABLE TOILET.	Each Per Day	\$ 10.00	_____
_____	Bathing Beach.		\$ 75.00	_____
_____	SWIMMING POOL PERMIT.		\$ 75.00	_____
_____	Transportation of Garbage. Trash and Dumpster Compactors.		\$100.00 Per truck	_____
_____	Well Permit.		\$ 25.00	_____
_____	Decommission Well		\$ 75.00	_____
_____	Overnight Camps		\$100.00	_____
_____	Day Camps		\$100.00	_____
_____	Perc Test:	BOARD OF HEALTH FEE	\$ 75.00	_____
		CONSULTING ENGINEERING FEE	\$225.00	_____
		FOR SEPTIC SYSTEMS 2000 GALLONS OR OVER (SEPARATE CHECK)	\$325.00	_____
_____	Septic Installers Licence	BOARD OF HEALTH FEE	\$ 75.00	_____
			\$100.00	_____
_____	Septic Plumbing and Hauling		\$100.00 Per Truck	_____
_____	Septic System Design Plans (2 Checks required)	Plan Review-Board of Health	\$ 75.00	_____
		Plan Review-Consulting Engineer	\$125.00	_____
_____	Offal Permits	Per truck	\$100.00	_____

_____	Installation of Septic Systems:	<u>Inspection (4 Part) Residential</u> Bottom Inspection Component Inspection Grading Inspection Stabilization	\$250.00	_____
_____		Additional Site Visits(per visit)	\$ 75.00	_____
_____		Installer No Show	\$ 75.00	_____
_____		Tight Tank, D Box	\$ 75.00	_____
_____		Component Inspection only		_____
_____		Bottom and Final Inspection for Septic Tanks Over 2000 Gallons Commercial.	\$350.00	_____
_____	Occupancy Permit	Signed By The Board Of Health After Receipt Of The Following:		_____
		A) Signed Engineering As-Built Certified Form (5 Pages)		_____
		B) Signed Installers As-Built Certified Form (3 Pages)		_____
		C) Signed Certificate Of Compliance (3 Signatures Required)		_____
		D) Well Completion Report		_____
		E) Satisfactory Well Test Results (follow Well Regulations)		_____
		F) Occupancy Permit Must Be Signed Off By the <u>Plumbing Inspector.</u>		_____

NOTE: PAYMENT FOR ALL APPLICABLE FEES SHOULD BE MADE PAYABLE TO THE TOWN OF CHARLTON. ALL FEES ARE NON REFUNDABLE.

TOWN OF CHARLTON

BOARD OF SELECTMEN

CONTACT: Andrew M. Golas

PHONE: (508) 248-2206

TITLE: Town Administrator

F AX: (508) 248-2374

OFFICE HOURS: Monday, Wed, Thurs: 7:30 AM to 5:00 PM
Tuesdays: 7:30 AM to 7:00 PM

Email: Andrew.Golas@townofcharlton.net

MEETING SCHEDULE: **DAY OF THE WEEK:** 2nd & 4th Tuesday of the month
TIME: 6:30 PM
LOCATION: Selectmen's Meeting Room.

DESCRIPTION OF THE BOARD:

Selectmen are the Awarding and Licensing authority, as well as the Caretakers of all town owned properties.

PERMITS/LICENSES ISSUED:

The Board of Selectmen issues licenses and permits required for the opening and operating of some businesses, including the selling of its products and/or services. All premises must be properly zoned. See the *Fee Schedule* for more specifics.

PROCESS FOR OBTAINING:

Applicants are encouraged to contact the **Town Administrator's office** for instructions. All applications must be submitted in writing to the **Board of Selectmen**.

SIGNED OFF BY:

The **Board of Selectmen**

ADVERTISING REQUIREMENTS:

Varies depending on the permit or license.

TIME FRAME FOR PUBLIC HEARING:

Varies depending on the permit or license. See the *Fee Schedule* for more specifics.

TIME FRAME FOR DECISION:

Varies depending on the permit or license. See the *Fee Schedule* for more specifics.

APPEAL PROCESS: N/A

APPLICABLE STATUTES:

LOCAL

Town of Charlton
Town Bylaws

STATE

Massachusetts General Laws

FEDERAL

TOWN OF CHARLTON

BOARD OF SELECTMEN FEE SCHEDULE

1. ALL NEW BUSINESSES WILL BE APPROVED A VOTE OF THE SELECT BOARD.
2. ALL CHANGES ARE APPROVED IN WRITING BY THE BOARD OR TOWN ADMINISTRATOR.
3. ALL LIQUOR AND MOTOR VEHICLE LICENSES, CHANGES, AND TRANSFERS WILL REQUIRE A PUBLIC HEARING.
4. ALL ADVERTISING FOR THESE HEARINGS WILL BE DONE BY THE APPLICANT.
5. LICENSES AND FEES WILL BE ISSUED AND COLLECTED BY THE BOARD OF SELECTMEN OFFICE STAFF.
6. FEES WILL BE AS SHOWN:

GENERAL LICENSE FEES

CLASS I	\$ 100.00
CLASS II	\$ 100.00
CLASS III	\$ 100.00
JUNK & OLD METAL	\$ 75.00
AUTOMATED AMUSEMENT DEVICES	\$ 50.00
ALL ALCOHOLIC BEV. (ON PREMISE)	\$ 1,000.00
ALL ALCOHOLIC BEV. (NOT ON PREMISE)	\$ 1,000.00
WINE & MALT (ON PREMISE)	\$ 600.00
WINE & MALT (NOT ON PREMISE)	\$ 600.00
ALL ALCOHOLIC CLUB	\$ 1,000.00
DRUGGIST	\$ 1,000.00
SUNDAY ENTERTAINMENT, SPORT OR PUBLIC DIVERSION	\$ 400.00/YEAR
SUNDAY ENTERTAINMENT, SPORT OR PUBLIC DIVERSION	\$ 20.00/PER EVENT
SECOND HAND ARTICLES	\$ 50.00
MISCELLANEOUS	\$ 50.00
COMMON VICTUALLER (COFFEE)	\$ 25.00
ONE DAY SPECIAL LICENSE –ALL ALCOHOL	\$ 50.00
ONE DAY SPECIAL LICENSE-WINE/MALT	\$ 50.00
AUCTIONEER	\$ 50.00

TOWN OF CHARLTON

BUILDING COMMISSIONER

BUILDING COMMISSIONER: CURTIS J. MESKUS

EMAIL:CURTIS.MESKUS@TOWNOFCHARLTON.NET

phone: (508) 248-2241

fax: (508) 248-2373

OFFICE OPENED: MON, WED. & THURS. 7:30AM to 5:00 PM
TUESDAY 7:30AM TO 7:00 P.M.

MEETINGS: BY APPOINTMENT

DESCRIPTION OF COMMISSION:

To oversee the permitting and inspection of those issues related to all building construction and demolition including the installation of wood and coal burning stoves, chimneys and fireplaces, signs and swimming pools, and fencing.

PERMITS ISSUED:

The Building Inspector issues permits for new dwellings, additions, alterations, repairs, replacement and accessory structures, business, industrial, commercial, and institutional structures, garages, barns, swimming pools, siding/roofing, demolition, signs, wood and coal burning stoves, fireplaces, chimneys, and fencing.

PROCESS FOR OBTAINING:

Applicants need to acquire the necessary information and forms from the **Building Inspector**.

SIGNED OFF BY:

Wire Inspector, Plumbing/Gas Inspector, Fire Inspector, Highway Department, Board of Health, Sewer Department (if necessary), Assessors and Building Inspector.

TIME FRAME FOR DECISION:

Within 30 days from receipt of a proper filing. **(IN WRITING)**

APPEAL PROCESS:

Appeals related to zoning should be directed to the Zoning Enforcement Officer. Building code appeals should be made to the Massachusetts Building Board of Appeals.

APPLICABLE STATUTES:

<u>LOCAL</u>	<u>STATE</u>	
Town of Charlton	MGL 152 Sec. 25A	MGL 143
Zoning Bylaws	MGL 152 Sec. 52	
Building Regulations	MEC 527 CMR 12.00	
	MEC 780 8 th Edition	
	Appendix J	



Town of Charlton

www.townofcharlton.net

DEPARTMENT of BUILDING
INSPECTIONAL SERVICES

37 MAIN STREET
CHARLTON, MA 01507
508-248-2241

Building.ZEO@townofcharlton.net

Building Fee Schedule September 1, 2018

Type	Effective 09-01-18	Inspections
New homes - per dwelling unit	1300	7
Additions & alterations	250	3
Accessory structures & garages	250	3
Pool in ground	200	2
Deck, porches, shed	200	2
Pool above ground	100	1
Siding	100	1
Roofing	100	1
Replacement window	100	1
Combination	100 for first & 70 for each additional	2
Permit & plan amendment	75	
Chimneys & Fireplaces	200	2
Demolition	100	1
Wood or Coal Burning Stoves	50	1
Fences over 7 feet	40	1
Other than 1 or 2 family all types of work	200 min- 6 per \$1,000 cost*	2
Cell tower replacement arrays	300	2
Additional or Re-Inspections	75	1
Other not provided for	75	1
Plan amendment	75 plus 6 per \$1000	
Stop Work Orders	100	1
Signs	75 for first plus 25 each additional	1
Failure to obtain permit prior to start of work	Double the fee or add 500 whichever is less	
Zoning Review fee for shed under 200 SF	25	

*Permit fee less than \$1000 = \$100 per required inspection.
An inspection is any part up to one hour, including travel time.
Fee/Fine appeal in accordance with BOS Policy #31.

Curtis Meskus - Building Commissioner/Zoning Enforcement Officer
William LePage Local Inspector
Peter Starkus - Plumbing & Gas Inspector
James Jones - Inspector of Wires
Nancy Shields-Swindell - Administrative Assistant



Town of Charlton

www.townofcharlton.net

37 MAIN STREET
CHARLTON, MA 01507
508-248-2241

DEPARTMENT of BUILDING
INSPECTIONAL SERVICES

Building.ZEO@townofcharlton.net

Wiring Fee Schedule

September 1, 2018

Type	Effective 09-01-18	Inspections
New homes - per dwelling unit	225	3
New home with underground	300	4
Additions	150	2
Multifamily per unit	150	2
Garage	150	2
Temporary service	75	1
Service repair	75	2
Pool above ground	150	2
Pool in ground	225	3
Fire or security system	75	1
Generator	75	1
Residential solar	75	1
Other not provide for	75	1
Additional or reinspection	75	1
Commercial per inspection	75	1

Plumbing and Gas Fee Schedule

September 1, 2018

Type	Effective 09-01-18	Inspections
New homes - per dwelling unit	150	2
New home with underground	225	3
Additions	150	2
Multifamily per unit	150	2
Gas rough and final	150	2
Other not provide for	75	1
Additional or reinspection	75	1
Commercial per inspection	75	1

Electrical, plumbing and gas; technical meetings and plan reviews are charge as an inspection.
An inspection is any part up to one hour, including travel time.
Fee/Fine appeal in accordance with BOS Policy #31.

TOWN OF CHARLTON

CONSERVATION COMMISSION

CONTACT: Angela Panaccione
TITLE: Conservation Agent

PHONE: (508) 248-2247
FAX: (508) 248-2370

OFFICE HOURS: Monday 7:30 AM to 5:00 PM
Tuesday 7:30 AM to 7:00 PM
Wednesday 7:30 AM to 5:00 PM on non-meeting weeks,
7:30 AM to 8:00 PM on meeting weeks
Thursday 7:30 AM TO 5:00PM

MEETING SCHEDULE: **DAY OF THE WEEK: 1ST AND 3RD WEDNESDAY OF THE MONTH.**
TIME: 7:00 PM – Must be on the agenda.
LOCATION: Conservation Commission office.

DESCRIPTION OF COMMISSION:

Oversee any work that involves removing, filling, dredging, or altering an area within 100 feet of a wetland, or within 200 feet of any perennial rivers or streams, flood zones or other protected area. An application for a permit requires filing with the **Conservation Commission**.

PERMITS ISSUED:

Determination of Applicability, Notification of Non-Significance, Order of Conditions, and Order of Resource Area Delineation.
Emergency Certification.

PROCESS FOR OBTAINING:

Application Forms are available in the Conservation Commission office, or from the **Department of Environmental Protection (DEP)**. Filings are also available from the DEP web site: www.state.ma.us/dep

SIGNED OFF BY: A majority of the Commission Members.

ADVERTISING REQUIREMENTS:

Notice to be placed in a newspaper of general circulation in the locality, at least five days prior to a public hearing. Abutters within 100 feet of applicant's property lines will be notified by the applicant using certified mail.

TIME FRAME FOR PUBLIC HEARING:

Within 21 days of the receipt of a proper filing.

TIME FRAME FOR DECISION:

Within 21 days of the close of a public hearing.

APPEAL PROCESS:

Made through the **Department of Protection (DEP)**.

APPLICABLE STATUES;

LOCAL

STATE

MGL 131 Sec. 40

FEDERAL

Wetlands Protection Act
Regulations 310 C.M.R.10.00

*** Although not a part of the Charlton Zoning Bylaws or Subdivision Rules and Regulations, the Conservation Commission's "Orders of Conditions" are generally incorporated into the Planning Board's decisions and covenants.

TOWN OF CHARLTON

CONSERVATION COMMISSION

FEE SCHEDULE

(AS OF DECEMBER 2016)

NOTE: Fees vary depending on the type and complexities of work proposed, and are regulated by the Commonwealth of Massachusetts.

The following formula applies: **Local** = ½ total + \$12.50,

State = ½ total - \$12.50

Charlton = The applicant also pays for the Advertising Costs OF \$60.00.

<u>REQ'D</u>	<u>DESCRIPTION</u>	<u>LOCAL</u>	<u>STATE</u>	<u>COMPLETED</u>
	<u>Notice of Intent:</u>			
_____	Site Work (Not a new building)	\$67.50	\$42.50	_____
_____	Covers all Construction not included in another category (Single Family Dwellings)	\$262.50	\$237.50	_____
_____	Commercial Developments	\$537.50	\$512.50	_____
_____	Limited Projects	\$737.50	\$712.50	_____
_____	Work Pertaining to Docks ** \$4.00 per linear foot (see above formula in the fee schedule)	_____	_____	_____
_____	Delineation of Bordering Vegetated Wetlands** \$2.00 per linear foot (see above formula in the fee schedule)	_____	_____	_____
_____	Request for Determination Of Applicability: No fee – <u>Advertising costs apply</u>	_____	_____	_____
_____	Extension Permit/Amendment: No fee – <u>Advertising costs apply</u>	_____	_____	_____

** See Wetlands Fee Transmittal Form
(Subject to Change)

NOTE:

- **PAYMENT FOR ALL APPLICABLE LOCAL FEES SHOULD BE MADE PAYABLE TO THE TOWN OF CHARLTON.**
- **PAYMENT FOR STATE FEES SHOULD BE MADE PAYABLE TO THE DEP LOCK BOX.**

TOWN OF CHARLTON

ECONOMIC DEVELOPMENT COMMISSION

CONTACT: RANDY BENSON
TITLE: PLANNING DIRECTOR

PHONE: (508) 248-2237
FAX: (508) 248-2372

OFFICE HOURS: 7:30 AM-5:00 PM MONDAY-THURSDAY

MEETING SCHEDULE: MEETINGS ARE HELD AT THE DISCRETION OF THE CHAIRMAN

LOCATION: PLANNING BOARD OFFICE

DESCRIPTION OF THE COMMISSION:

THE **ECONOMIC DEVELOPMENT COMMISSION** (EDC) IS CHARGED WITH ENCOURAGING AND FACILITATING PROPERLY-PLANNED ECONOMIC BASE GROWTH IN TOWN, IN ACCORDANCE WITH THE TOWN'S LONG-RANGE PLANNING GOALS AND OBJECTIVES, THE ANNUAL EDC GOALS AND THE TOWN MASTER PLAN. IN ADDITION, THE EDC CONSTANTLY BEARS IN MIND ITS OBLIGATION TO MAINTAIN THE INTEGRITY AND HERITAGE OF THE TOWN. THE COMMISSION WORKS TO ACHIEVE THE GOALS AND OBJECTIVES OF AN ADOPTED EDC ACTION PLAN, WHICH INCLUDES STRATEGIES FOR ECONOMIC SITE DEVELOPMENT, INTERAGENCY COOPERATION, ROUTE 20 DEVELOPMENT, MARKETING, AND BUSINESS ASSISTANCE FUNDING.

PERMITS ISSUED: N/A

PROCESS FOR OBTAINING:

AN APPLICANT CAN MEET WITH ECONOMIC DEVELOPMENT DIRECTOR ALAN GORDON TO OBTAIN ASSISTANCE IN BUSINESS DEVELOPMENT ISSUES.

SIGNED OFF BY: N/A

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION: N/A

APPEAL PROCESS: N/A

APPLICABLE PROCESS: N/A

APPLICABLE STATUTES:

LOCAL

STATE
MGL 40 SEC 8A

FEDERAL

TOWN OF CHARLTON

FIRE DEPARTMENT

CONTACT: EDWARD KNOPF
TITLE: FIRE CHIEF

PHONE: (508) 248-2299 X-2276

FAX: (508) 248-6190

EMAIL: EDWARD.KNOPF@TOWNOFCHARLTON.NET

OFFICE HOURS: 24 hours a day, 7 days a week

BUSINESS HOURS: 8:00 AM- 4:30PM Monday-Friday

MEETING SCHEDULE: N/A

DESCRIPTION OF DEPARTMENT:

The Fire Chief/Inspectors work with the **Building Inspector, Police, Highway Department, Hazardous Waste Committee,** and the **Board of Health.** Whenever the maintenance, operation or use of any land, building, structure, material or other object including vehicles used in the transport of hazardous materials, constitutes a fire or explosion hazard, which is dangerous or unsafe, or a menace to the public safety, (including, but not limited to fires, explosions, hazardous material incidents, motor vehicle accidents, structural collapses, mass casualty incidents and emergency extrications) the Fire Chief is authorized to take any action to eliminate such danger, including the evacuation of buildings and/or transportation of hazardous materials. House numbers (4" tall/on the right of the front door) are part of the inspection process.

PERMITS ISSUED:

Some permits are transferable. A permit shall remain in effect until revoked, suspended or for such a period specified. Permits are required to ensure follow-up inspections for fire safety.

- Blasting *
 - Bonfires/Christmas tree burning
 - Cannon/Mortar Firing
 - Cellulose Nitrate Film
 - Combustible Fibers
 - Compressed Natural Gas (CNG)
 - Crop Ripening/Color Processing
 - Cutting/Welding
 - Dust Explosion Prevention
 - Explosives
 - Fire Protection Equipment
 - Fire Protection Systems
 - Fireworks Displays
 - Fireworks Manufacturing, Storage, Handling
 - Flammable/Combustible Liquids
 - Flammable Gases/Solids
 - Fuel Transfer Operations
 - Fumigation/Insecticide Fogging
 - Hazardous Substances (unattended)
 - Limited Special Effects
 - LP-Gas
 - Lumber Yards
 - Matches
- 23
- Model Rockets

TOWN OF CHARLTON

HISTORIC DISTRICTS COMMISSION

CONTACT: MICHAEL CARON
TITLE: HISTORIC DISTRICT COMMISSIONER

PHONE: (508) 248-2207

OFFICE HOURS: N/A

MEETING SCHEDULE: MEETINGS ARE HELD AT THE DISCRETION OF THE CHAIRMAN.

LOCATION: SELECTMEN'S MEETING ROOM.

DESCRIPTION OF THE COMMISSION:

A five member committee that promotes the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Charlton, or their architecture and through the maintenance and improvement of settings for such buildings and places along with the encouragement of designs compatible therewith.

PERMITS ISSUED:

- A. Certificate of Appropriateness:** Must be approved prior to construct, alter, repair, move, demolish or otherwise change the exterior appearance of a natural or built feature within the District, must, before a Building Permit can be issued, acquire a Certificate of Appropriateness from the District. (Local Acts of 1975/ Charlton Historic Districts Commission) The Northside Historic District is composed of three segments; (1) Northside Historic District – Central, (2) Northside Historic District – East and (3) Northside Historic District – South, all located in North Charlton.
- B. Certificate of Non-Applicability:** Awarded to requests that do not require Commission approval.
- C. Certificate of Hardship:** Issued when conditions affecting the building or structure involved, but not affecting the Historic District generally, would make failure to approve an application involve a substantial hardship, financial or otherwise. May also be issued in the event the Historic District does not make a determination within the time specified in Section III 6. of the Charlton Historic Districts Bylaws.

PROCESS FOR OBTAINING:

Applications for certificates shall be made in triplicate, one copy filed with the (1) Historic Districts Commission, (2) Building Inspector, and (3) Town Clerk. Applications will include **PLANS AND ELEVATIONS SIGNED BY AN ARCHITECT OR DRAFTSMAN. PLOT AND SITE PLANS MAY ALSO BE** required. In the case of demolition or removal, a statement must accompany the application of the proposed condition and appearance of the property thereafter. A Certificate of Appropriateness shall be issued if this Commission determines that the proposed work will be compatible with the preservation or protection of the Historic District.

SIGNED OFF BY:

Commission Members.

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION:

Within 14 days of the filing, the Commission shall approve/disapprove. A public hearing may be held at the request of the applicant or, pending further review by this Commission, though this may be waived. Public notice of the time, date and location of the hearing must be made by mail. A decision shall be made within 60 days of filing, or within such time as the applicant may allow in writing.

APPEAL PROCESS:

An applicant may, within 20 days of the Commissions decision, appeal to a superior court sitting in equity.

APPLICABLE STATUES:

LOCAL

Charlton Historic Districts Commission
and District Bylaws.

STATE

MGL 40C
MGL 168 (Act of 1975)

FEDERAL

TOWN OF CHARLTON

PLANNING BOARD

CONTACT: RANDY BENSON
TITLE: Planning Director

PHONE: (508) 248-2237

FAX: (508) 248-2372

E-mail: randy.benson@townofcharlton.net

OFFICE HOURS: 7:30 AM – 5:00 PM Monday thru Thursday (Non Meeting Week)

MEETING SCHEDULE: DAY OF THE WEEK: 1st and 3rd Wednesday.

TIME: 7:00 PM

LOCATION: Planning Board Office.

DESCRIPTION OF THE BOARD:

The **Planning Board** is responsible for guiding and reviewing matters related to the physical growth and development of the Town of Charlton – being governed by Federal and State Statutes, local Zoning Bylaws, and Subdivision Rules and Regulation. The Board also administers the Scenic Roads Act. The Master Plan is the primary guide for managing the towns growth.

PERMITS ISSUED:

Approval Not Required (ANR), Multi-Dwelling Projects, Subdivision Plans, Flexible Development Subdivisions, Site Plan Review, Roadway Inspection, Sign Permits, and various Special Permits. (i.e., common driveway, cell towers, reduced large lot frontage)

PROCESS FOR OBTAINING:

Applicants are encouraged to contact the Planning Director for instructions and to set a time to present their application to the Board.

SIGNED OFF BY:

The Chairman on behalf of the **Planning Board** or a majority of the **Planning Board** as required.

ADVERTISING REQUIREMENTS:

Massachusetts; MGL 40A Section 11 – Twice in successive weeks, the first no less than 14 days before a hearing. Charlton: Town Bylaws – Twice, 8 and 15 days before a hearing.

TIME FRAME FOR PUBLIC HEARING:

1. Flexible Residential Development Special Permit; Within 65 days of filing an application with the **Town Clerk**. Copy submitted to the **Planning Board**. Hearing may be combined with a hearing for a Definitive Subdivision Plan.
2. Scenic Roads: Public hearing is required only when construction involves removal of trees or stone walls.
3. Site Plan Review: Determined by the **Planning Board**. If required, it will be within 45 days of the application.
4. Special Permit; Within 65 days of filing an application with the **Town Clerk**. Copy to be submitted to the **Planning Board**.
5. Subdivision – Preliminary: recommended but not required.
6. Subdivision – Definitive; Typically four (4) weeks after submittal of an application.

TIME FRAME FOR DECISION:

1. Approval Not Required (ANR); Within 21 days of submission.
2. Subdivisions – Preliminary; Within 45 days of submission.
3. Subdivisions – Definitive: Within 90 days of submission.
 - Subdivisions not submitting preliminary plans, 135 days from submission. (Must be after approved report from the **Board of Health** or after 45 days has elapsed since filing with the **Board of Health**.)
4. Site Plan Review: Within 21 days of public hearing. Failure to act within 66 days of the application, or within an agreed upon and approved extension.
5. Special Permits: Within 90 days after a public hearing.

APPEAL PROCESS:

Special Permits and Definitive Subdivision decisions: Appealed to the Superior Court within 20 days after the decision is filed with the **Town Clerk**. Other Board decisions/permits: Appealed to the **Zoning Board of Appeals (ZBA)** – Must be filed with the **Town Clerk** within 30 days of the date of order or decision.

APPLICABLE STATUTES:

LOCAL

- CHARLTON ZONING BYLAWS.
- RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND IN CHARLTON.

STATE

- MGL 40A (The zoning Act)
- MGL 41 (SUBDIVISION CONTROL LAW)
- MGL 41 SEC. 15C (SCENIC ROADS)

FEDERAL

- Telecommunications Act of 1996

Special Notes:

1. Engineers Review:

The **Planning Board** has the authority to require a supplemental professional engineering peer review. This will be at the applicant's expense.

2. Notification of Abutters:

In cases where abutters must be notified, this will be done by certified mail at the applicant's expense.

3. Traffic Studies:

It is required by Charlton Zoning Bylaws that an applicant of a major residential development with five (5) or more dwelling units, submit a traffic study to demonstrate the projects impacts on local roads.

4. Performance Bonds:

The **Planning Board** will require the applicant to post a suitable Performance Bond for approved plans.

TOWN OF CHARLTON

PLANNING BOARD

FEE SCHEDULE (as of DECEMBER 2016)

<u>REOD</u>	<u>DESCRIPTION</u>	<u>DURATION</u>	<u>FEE</u>	<u>COMPLETED</u>
_____	APPROVAL NOT REQUIRED PLANS (ANR)		\$100 PLUS \$50.00/LOT	_____
_____	MULTI-DWELLING PROJECTS – SITE PLAN REVIEW ADDITIONAL CHARGES FOR APPLICABLE SUBDIVISION PLANS.	2 YEARS	\$750	_____
_____	PRELIMINARY SUBDIVISION PLANS	7 MONTHS	\$150.00 PLUS \$30.00/LOT	_____
_____	DEFINITIVE SUBDIVISION PLANS: WITH PRELIMINARY PLANS	2 YEARS	\$375.00 PLUS \$100.00/LOT	_____
_____	WITHOUT PRELIMINARY PLANS	2 YEARS	\$625.00 PLUS \$200.00/LOT	_____
_____	FLEXIBLE DEVELOPMENT SUBDIVISION:		Same as Prelimin. & Definitive Subdivision Plans	_____
_____	WITH PRELIMINARY PLANS			_____
_____	WITHOUT PRELIMINARY PLANS			_____
_____	SITE PLAN REVIEW	2 YEARS	\$750.00	_____
_____	ROADWAY INSPECTION		Per engineer charge	_____
_____	SIGN PERMIT (CONTACT THE BUILDING INSPECTOR FOR REGULAR SIGN PERMITS)			_____
_____	SIGN, SPECIAL PERMIT		\$750.00	_____
_____	ADVERTISING/NOTIFICATION FEE: (COST OF LEGAL AD AND CERTIFIED MAILING)			_____
_____	ZONING BY-LAWS		\$15.00	_____
_____	SUBDIVISION RULES AND REGULATIONS		\$10.00	_____
_____	SPECIAL PERMITS THAT REQUIRE A SITE PLAN REVIEW (INCLUDED WITH SITE PLAN REVIEW)			_____
_____	SENIOR LIVING DEVELOPMENT SPECIAL PERMIT		\$750.000 plus \$160.00 /unit	_____
_____	WIRELESS COMMUNICATION FACILITY	2 YEARS	\$2500.00 plus \$375.00 annual fee	_____
_____	ADULT ENTERTAINMENT	2 YEARS	\$750.00	_____

<u>REQD</u>	<u>DESCRIPTION</u>	<u>DURATION</u>	<u>FEE</u>	<u>COMPLETED</u>
_____	COMMON DRIVEWAY SPECIAL PERMIT		\$ 750.00	_____
_____	REDUCED FRONTAGE SPECIAL PERMIT		\$ 750.00	_____
_____	VILLAGE DISTRICT SPECIAL PERMIT		\$ 750.00	_____
_____	BUSINESS ENTERPRISE PARK SPECIAL PERMIT		\$1250.00 PLUS \$500.00 PER STRUCTURE	_____
_____	SCENIC ROAD SPECIAL PERMIT		\$750.00	_____

PAYMENT FOR ALL APPLICABLE FEES SHOULD BE MADE PAYABLE TO THE TOWN OF CHARLTON.

Peer Review \$2,000 Escrow Payment at submittal for all Residential site plans/special permits.
 \$4,000 Escrow Payment at submittal for all Commercial/Industrial site plans/special permits.

Inspection Fee Depending upon actual amount per inspection based upon Graves Engineering actual cost.

TIME FRAME FOR PUBLIC HEARING: None, ordinarily.

TIME FRAME FOR DECISION: Generally within 24 hours.

APPEAL PROCESS:

In the event of a disagreement, the applicant has the right to go before the **Massachusetts Board of Examiners for Plumbing and Gas (M.B.E.P.G.)**. This may be done by telephone. In the event that a formal application is submitted to the M.B.E.P.G., the decision is generally given within 30 days, but usually a telephone call will readily resolve disputes regarding Interpretation of the State Code.

APPLICABLE STATUES:

LOCAL

None

STATE

MGL Chapter 142
Section 204-A

FEDERAL

TOWN OF CHARLTON

POLICE DEPARTMENT

CONTACT: POLICE DEPARTMENT

PHONE: (508) 248-2250

FAX: (508) 248-1039

OFFICE HOURS: Monday thru Friday – 8:00 AM to 4:00 PM

MEETING SCHEDULE: N/A

PERMITS/LICENSES ISSUED:

	<u>FEE</u>
1. License to Carry (L.T.C.):	\$100.00
Class A	\$ 25.00*
MGL Chapter 140 Sec. 131	
2. Firearms Identification Card (F.I.D.):	
Class C License	\$100.00*
MGL Chapter 140 Sec. 129B	
Effective 7/1/11 F.I.D. cards for persons under age 18	\$ 25.00*
3. F.I.D Mace for persons 15, but less than 18 of age.	\$ 25.00*
Class D License	
4. Solicitor's License:	\$ 10.00
5. Sunday & Holiday Work Permits:	\$ 5.00
6. Parades and/or Street Closings: -----No Charge	

PROCESS FOR OBTAINING:

F.I.D./L.T.C./Mace:

These applications can be obtained 24 hours a day at the station. Once the application has been completed and returned to the **Police Department** in person, the applicant must schedule an appointment with the dispatcher for a processing date. Processing takes about 30 days. Final permits will not be mailed, and must be obtained in person at the Police Department. Application status can be checked periodically through the dispatcher (508) 248-2250.

Licenses are valid for not more than six (6) years with expiration on licensees date of birth.

Certain large capacity firearms and feeding devices are excluded from possession with the F.I.D. card. Contact the **Police Department** by telephone or email for further details.

Note: The following must be submitted at the time of this scheduled appointment:

- One hundred dollar (\$100.00) filing fee paid by money order, or bank check. **Made out to: The Town Of Charlton**
(No personal checks or credit cards accepted)
The application fee will not be refunded, prorated or transferred if the application is denied for legal reasons.
Filing Fee Exemption: Any person over age 70 shall be exempt from the requirement of paying for a F.I.D./L.T.C.

- A COPY OF A CERTIFICATE SHOWING SUCCESSFUL COMPLETION OF A "BASIC FIREARMS SAFETY COURSE" (FOR ALL LICENSES), OR "HUNTER SAFETY COURSE" (F.I.D.). REQUIRED ONLY IF NOT LICENSED PRIOR TO JUNE 1, 1998, FOR THE CLASS LICENSE ON THIS APPLICATION, OR IF THE LICENSE/CARD HAS EXPIRED MORE THAN ONE YEAR.
- APPLICANTS UNDER 18 YEARS OF AGE, BUT NOT LESS THAN 15 YEARS OF AGE WHO APPLY FOR A CLASS C LICENSE (F.I.D.) OR A CLASS D-F.I.D. MACE LICENSE ONLY MUST PROVIDE WRITTEN PERMISSION (PARENT/LEGAL GUARDIAN) ON A FORM OBTAINED FROM THE FIREARMS LICENSING OFFICER. THIS FORM MUST BE NOTARIZED IF IT IS NOT SIGNED IN THE PRESENCE OF THE FIREARMS LICENSING OFFICER.
- FINGERPRINTS WILL BE TAKEN AND SUBMITTED TO THE DEPARTMENT OF PUBLIC SAFETY. IF THE HOLDER OF A VALID LICENSE TO CARRY OR FIREARMS IDENTIFICATION CARD APPLIES FOR RENEWAL BEFORE THE EXPIRATION DATE, AND IF THE APPLICATION IS NOT DENIED, THE CARD SHALL REMAIN VALID FOR A PERIOD OF 90 DAYS AFTER THE START OF THE EXPIRATION DATE OF THE CARD.

CHANGE OF ADDRESS:

Written notices must be sent by certified mail within 30 days to the following:

1. The **Police Department** where the license was awarded.
2. The **Firearms Record Bureau.**
3. THE CHARLTON POLICE DEPARTMENT.

Failure to do so may result in revocation of card.

F.I.D./MACE Only: Only required for persons 15 to 17 years of age.

(Class D License) Valid only for the purpose of purchasing or possessing chemical mace, pepper spray, or other similarly propelled liquid, gas or powder designed to temporarily incapacitate. *(The Same Fee/Application/Appeal Process as F.I.D./L.T.C.)*

Solicitor's License:

Solicitor's, or Canvassers are individuals who travel from place to place taking contributions for any purpose, including the selling, distributing, exposing for sale or soliciting orders for articles of a commercial nature, and the contracting of all home improvements, or for services to be performed with or without retail samples or, the collection of advanced payments. Applicants need to file a written application with the Chief of Police, signed under the penalty of perjury. The Chief of Police will notify the applicant of his decision. Each licensee is required to possess an individual license and badge (There is a five dollar (\$5.00) refundable fee upon return of each badge). *This license continues in force for six (6) months from the issue date unless revoked.* Further restrictions may apply. Licenses may be renewed, by applying in person to the Chief of Police with the required information. Violation of any provision of this Bylaw is a misdemeanor and shall be fined not more than fifty dollars (\$50.00). Each separate offence shall be subject to this penalty for every day such violation continues. (Charlton Bylaws – 1998 – Chapter XXXIII, Section 1-7).

APPEALS: Request for a hearing on denied permits can be made in writing to the **Board of Selectmen**.

Note:

This license does not apply to residents of the Town of Charlton who are engaged in the pursuit of soliciting for charitable, benevolent, fraternal, religious or political activities. It does not apply to persons with established customers receiving periodic deliveries, or to solicit any order for future deliveries.

Sunday & Holiday Work Permits:

For the performance of necessary work on Sundays, or Holidays, or labor which could not be performed on any other day without suffering serious loss, damage, or public inconvenience, or which could not be performed on any other day without delay to military defense work. Work on Holidays may be permitted due to special circumstances if serious production inconvenience can be shown. This permit may also apply to clerical and office personnel in corporate or branch offices of interstate manufacturers working in other states on this holiday. Sunday work in stores is granted only through the **Department of Labor**. *This permit covers no more than one day*). Applicants must complete an application with the Chief of Police sixty, (60) days prior to the day requested and a permit shall be issued/denied, within fifteen (15) days after receipt of an application.

Appeals: A request for a hearing on denied permits can be made in writing to the **Board of Selectmen**. (MGL Chapter 136 Section 7-16).

SIGNED OFF BY: The Chief of Police

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: See above license and permit text.

TIME FRAME FOR DECISION: See above license and permit text.

APPEAL PROCESS: See above license and permit text.

APPLICABLE STATUTES:

LOCAL

-Town of Charlton Bylaws
(1998) Article XXXIII

STATE

-Massachusetts Gun
Control Act 1998
-MGL Chapter 94C
-MGL Chapter 140
Sections 121, 129, &
131

FEDERAL

-Federal Public Safety and
Recreational Firearms Use
Protection Act,
18 U.S.C. Section 921 (a)(31)

R. .7 MGL Chapter 209A

- License to Carry Fee MGL Chapter 140 Sec. 131 \$25.00 Police officers ONLY.
- Permit/Licenses issued: Licensed to carry, Firearms identification card(class C license) FREE age 70.Firearms Identification Card/Mace only \$25 First Issue ONLY, Renewals Free. Free age 70

NOTE: Pricing for all **Police Department** fees are as of July 2004. FREE Age 70.

Effective 7/1/11 F.I.D. card for persons under 18 years of age is \$25.00.

Residential FALSE alarm registration:

As of 11/7/05, residential security alarm systems must be registered with the police department at no cost to the homeowner. A \$25.00 fine will be levied for police department response to any residential false alarm system for which the alarm system was not registered. For further information on residential alarm registration, please call the police department or go to www.charltonpd.org on the internet

PLEASE NOTE: A NEW CIVIL FINGERPRINTING LICENSE BY-LAW WAS ADOPTED AT THE MAY 2012 ANNUAL TOWN MEETING UNDER WHICH, THE POLICE DEPARTMENT SHALL, AS AUTHORIZED BY MASSACHUSETTS GENERAL LAWS CHAPTER 6, SECTION 172 B 1/2, CONDUCT STATE AND FEDERAL FINGERPRINT BASED CRIMINAL HISTORY CHECKS FOR INDIVIDUALS APPLYING FOR THE FOLLOWING LICENSES:

- HAWKING AND PEDDLING OR OTHER DOOR-TO- DOOR SALESPEOPLE (LICENSING AUTHORITY: CHARLTON POLICE DEPARTMENT)
- MANAGER OF ALCOHOLIC BEVERAGE LICENSE (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- OWNER OR OPERATOR OF PUBLIC CONVEYANCE (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- DEALER OF SECOND-HAND ARTICLES (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- PAWN DEALERS (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- SCRAP METAL DEALERS (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- HACKNEY DRIVERS, AND (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)
- ICE CREAM TRUCK VENDORS (LICENSING AUTHORITY: CHARLTON BOARD OF SELECTMEN)

FINAL APPROVAL IS CURRENTLY PENDING AS OF JULY 2012 FROM THE MASSACHUSETTS ATTORNEY GENERALS' OFFICE.

PLEASE CONTACT THE CHARLTON POLICE DEPARTMENT AT 508-248-2250 FOR FURTHER INFORMATION REGARDING THIS NEW LICENSING PROCESS.

TOWN OF CHARLTON

TOWN ADMINISTRATOR

CONTACT: Andrew M. Golas

TITLE: Town Administrator and Chief Procurement Officer

phone: (508) 248-2206

Fax: (508) 248-2374

OFFICE HOURS: Mon, Wed, Thurs: 7:30AM – 5:00PM

Tuesday: 7:30 AM TO 7:00 PM

Friday: CLOSED

MEETING SCHEDULE:

Every other Tuesday at 6:30 PM during a regularly scheduled **Board of Selectmen's** meeting or by arrangement. Meetings are held in the Selectmen's Meeting room.

DESCRIPTION OF THE OFFICE:

The Town Administrator sees that the order and policies of the Board of Selectmen are carried out. He/she shall act by and for the Board of Selectmen in any matter which they may assign to the Town Administrator relating to the administration of the affairs of the Town or of any Town office or department under the Board of Selectmen's supervision and control, or, with the approval of the Board of Selectmen, may perform such duties as may be requested of the Town Administrator by any other Town officer, board, committee or commission. The Town Administrator shall act as the agent of the Board of Selectmen in supervising and directing other boards, committees, department heads and commissions of the Town as the Chief Procurement Officer. All other Town Administrator duties are followed by the Town of Charlton Bylaws, Article IV.

APPOINTMENTS: Town Treasurer/Collector

APPLICABLE STATUTES:

LOCAL

STATE

FEDERAL

TOWN CLERK

CONTACT: Karen LaCroix

PHONE: (508) 248-2249

TITLE: Town Clerk

FAX: (508) 248-2381

OFFICE HOURS: Monday 7:30 AM to 5:00 PM
Tuesday 7:30 AM to 7:00 PM
Wednesday 7:30 AM to 4:00 PM
Thursday 7:30 AM to 5:00 PM

MEETING SCHEDULE: DAY OF THE WEEK: N/A

DESCRIPTION OF DEPARTMENT :

Town Clerk oversees matters related to voter registration, and town election issues. Business related issues, marriage certificates, Birth and death certificates, dog licenses.

PERMITS ISSUED:

BUSINESS CERTIFICATES, GAS STORAGE PERMITS, RAFFLE PERMITS, DOG LICENSES, MARRIAGE LICENSES, BIRTH AND DEATH CERTIFICATES.

PROCESS FOR OBTAINING:

Applicants acquire the pertinent certificate/license/permit from the **Town Clerk**. Some certificates/licenses/permits may be accomplished by mail. Some start with Other town departments and are finalized at the **Town Clerks** office. Some start with the **Town Clerk** and after approval by the pertinent department are finalized with the **Town Clerk**.

SIGNED OFF BY:

The **Town Clerk** or the responsible Board, Commission or Department.

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION:

Varies based on the type of certificate/license/permit applied for.

APPEAL PROCESS: N/A

APPLICABLE STATUES:

LOCAL

STATE

FEDERAL

TOWN OF CHARLTON

HIGHWAY DEPARTMENT

CONTACT: GERRY FOSKETT	TITLE: SUPERINTENDENT	LOCATION: HIGHWAY DEPT. 100 FLINT RD.	PHONE/FAX: (508) 248-2212 (508) 248-2380
CHERYL A. SERVIVAS	ADMINISTRATIVE ASSISTANT		

OFFICE HOURS:

Highway Department: Monday thru Friday 7:00 AM to 3:30 PM

DESCRIPTION OF THE DEPARTMENT: This department is responsible for town owned properties, maintenance and repair of streets and roads including repaving, drainage snow and ice removal, sanding, streets sweeping, roadside and right-of-way brush clearing, town parking lots, storm sewers, town sidewalks, and the reviewing of complete work. This department is also responsible for all town highway work scheduling and coordinating with other town departments and local public utilities.

PERMITS ISSUED:

HOUSE NUMBER/ DRIVEWAY PERMITS: APPLICATIONS MUST BE OBTAINED FROM THE HIGHWAY DEPARTMENT OFFICE. APPLICANTS MUST FIRST STAKE OUT THE LOCATION OF THE DRIVEWAY, USING A 12" X 12" SIGN WITH THE MAP, BLOCK, LOT NUMBERS AND NAME ON THE STAKES. THE HIGHWAY DEPARTMENT WILL VISIT THE SITE TO VIEW THE PROPOSED DRIVEWAY AND WILL PROVIDE THE OWNER WITH A LIST OF ANY FURTHER WORK REQUIRED, I.E. DRAINAGE, CULVERTS, SLOPE REQUIREMENTS, ETC. THE FEE FOR HOUSE NUMBERS IS \$10.00, PAID AT THE HIGHWAY DEPARTMENT OFFICE.

Driveway Bonds: ARE ISSUED BY THE HIGHWAY DEPARTMENT OFFICE AFTER THE APPLICANT POSTS A \$500.00 BOND WHICH IS PAID AT THE CHARLTON HIGHWAY DEPARTMENT.

ROAD OPENING PERMITS: APPLICATIONS MUST BE OBTAINED FROM THE HIGHWAY DEPARTMENT OFFICE. APPLICANTS ARE REQUIRED TO PROVIDE A MINIMUM OF \$5,000.00 SURETY PERMIT BOND, UNLESS OTHERWISE DETERMINED BY THE HIGHWAY DEPARTMENT.

THE HIGHWAY DEPARTMENT IS ONE OF MANY TOWN FUNCTIONS TO SIGN OFF PRIOR TO HOMEOWNER'S OCCUPANCY, OF A NEWLY CONSTRUCTED RESIDENCE. **(NO CHARGE)**

UTILITY POLE LOCATIONS AND TOWN PROPERTY: APPLICANTS MUST CONTACT EITHER VERIZON OR MASSACHUSETTS ELECTRIC. THE UTILITY COMPANY WILL CONTACT THE **BOARD OF SELECTMEN** TO SCHEDULE A PUBLIC HEARING REGARDING ANY POLE LOCATIONS.

INFORMATION OR REQUESTS: REGARDING ROAD REPAIRS MAY BE MADE BY TELEPHONE (508) 248-2212. RESIDENTS SHOULD CONTACT THE POLICE DEPARTMENT FOR POTENTIALLY HAZARDOUS OR EMERGENCY SITUATIONS.

SIGNED OFF BY: GERRY FOSKETT, SUPERINTENDENT

TIME FRAME FOR PUBLIC HEARING: A PUBLIC HEARING IS ONLY APPLICABLE WHEN THE DRIVEWAY SITE IS LOCATED IN WETLANDS AREAS. THE CONSERVATION COMMISSION MUST SIGN OFF UNDER THESE CONDITIONS.

TIME FRAME FOR DECISION TEN (10) BUSINESS DAYS FOR A DRIVEWAY PERMIT.
TEN (10) BUSINESS DAYS FOR A ROAD OPENING PERMIT.

APPEAL PROCESS: N/A

APPLICABLE STATUES:

LOCAL

STATE
MGL CHAPTER 90

FEDERAL

NOTES: PAYMENT FOR ALL APPLICATION FEES SHOULD BE MADE PAYABLE TO THE TOWN OF CHARLTON. THE TOWN HIGHWAY DEPARTMENT IS CONTINUALLY REVIEWING ITS PERMITTING PROCESS AND ADVISES ALL APPLICANTS TO CHECK WITH THIS DEPARTMENT'S OFFICE FOR CLARIFICATION AND THE MOST CURRENT REGULATIONS. (508) 248-2212.

PROCESS FOR OBTAINING:

Information or requests regarding road repairs may be made by telephone (508) 248-2212. Residents should contact the **Police Department** for potentially hazardous or emergency situations.

A *Town Highway Representative* will visit the site to view the proposed driveway. The **Driveway Bond** (\$500.00) is paid in the HIGHWAY DEPARTMENT office. The House Number/Driveway Permit fee (\$10.00) is paid in the HIGHWAY DEPARTMENT office as a separate fee.

SIGNED OFF BY:

Gerry Foskett – Superintendent, Mark Oliver- Foreman

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING:

A Public Hearing is only applicable when the driveway site is located in Wetlands areas. The Conservation Commission must sign off under these conditions.

TIME FRAME FOR DECISION:

Ten (10) business days for a Driveway Permit.
Twenty-four (24) hours for a Road Opening Permit.

APPEAL PROCESS: N/A

APPLICABLE STATUES:

LOCAL

STATE
MGL CHAPTER 90

FEDERAL

NOTES:

Payment for all applicable fees should be made payable to the **TOWN OF CHARLTON**. The **Highway Department** is continually reviewing its Permitting Process and advises all applicants to check with this department's office for clarification and the most current regulations. TEL. (508) 248-2212

TOWN OF CHARLTON

WATER/SEWER COMMISSION

CONTACT : WATER/SEWER COMMISSION

PHONE: WATER/SEWER (508) 248-4953
FAX: (508) 248-0917

OFFICE HOURS: Monday thru Thursday- 7:30 AM to 3:30 PM
Friday – 7:30 AM to 12:00 PM

MEETING SCHEDULES: **DAY OF THE WEEK:**
WATER/SEWER COMMISSION: EVERY OTHER MONDAY OF THE MONTH.
TIME: 6:00 PM (Town Hall-Selectmen's Meeting Room)
4:30 PM (Treatment Plant)
Five-Member Committee

MEETING LOCATION: Currently every other Monday on the Month (6:00 PM) meets at the Town Hall Selectmen's Meeting Room and 4:30 PM meets at the Treatment Plant.

DESCRIPTION OF THE COMMISSIONS:

Responsible for overseeing all matters related to public Water and *Sewer* in the Town of Charlton.

PERMITS ISSUED:

Tie-in Permit – Permit obtained and approved for contractors only. The contractor will then file for a permit. There is a one-hundred dollar (\$100.00) inspection fee.

Drain Layers Permit \$ 75.00

PROCESS FOR OBTAINING:

All inquires should be directed to the **Water/Sewer Commission** office.

SIGNED OFF BY:

Water/Sewer Commission or their designated representatives.

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION:

APPEAL PROCESS: N/A

TOWN OF CHARLTON

WIRE INSPECTOR

CONTACT: Joe Ostrowski
TITLE: Wire Inspector

PHONE: (508) 248-2235

OFFICE HOURS: By appointment

MEETING SCHEDULE: **DAY OF THE WEEK:** N/A

DESCRIPTION OF THE DEPARTMENT:

To issue permits to applicants planning to perform electrical work, and to perform follow-up inspections.

PERMITS ISSUED:

For any and all electrical work.

PROCESS FOR OBTAINING:

A licensed electrician can obtain the required Application for Permit from the **Building Inspectors** office. After the application has been filled out, it can be brought or mailed to 37 Main St.

SIGNED OFF BY:

Wire Inspector

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION: N/A

APPEAL PROCESS: N/A

APPLICABLE STATUTES:

LOCAL

STATE
MEC, 527 CMR 12.00
MEC, RULE 10

FEDERAL

TOWN OF CHARLTON

ZONING BOARD OF APPEALS

CONTACT: Susan Gelb
TITLE: Z.B.A. Clerk

PHONE: (508) 248-2214
FAX: (508) 248-2370

OFFICE HOURS: Tuesday 5:00 PM to 7:00 PM and by appointment

MEETING SCHEDULE: AS NEEDED

DESCRIPTION OF THE BOARD:

To hear/decide on petitions for variances in accordance with MGL Chapter 40A; To hear/decide applications for expansion of nonconforming uses in accordance with provisions of Section 3.4.3.5, application for Special Permits in accordance with Section 7.2, and Special Permits for development of flood plain zones as specified in the Charlton Zoning Bylaws, Section 6.4. This board has the authority to issue Special Permits for altering the number of mobile homes in an existing park as specified in Section 5.2.3 of the Charlton Zoning Bylaws. They may grant Special Permits if the applicant can show a condition unique to the particular case, but not generally true for similar permitted uses on other sites in the same zoning district. The **Z.B.A.** shall deny a Special Permit when in its judgment, a nuisance, hazard or congestion will be created, or for some other reason there will be substantial harm to the neighborhood, or derogation from general purposes, and the intent of the Zoning Bylaw, or the stated district objective applicable use criteria, will not be satisfied.

PERMITS ISSUED:

Flood Plain Zones (Section 6.4)

Altering the Number of Mobile Homes in an Existing Park (Section 5.2.3)

NOTE:

- There is a fee of \$300.00 per permit, or as specified in the Town of Charlton Zoning Bylaws.
- **Payment** for all applicable fees should be made payable to the **Town of Charlton.**

PROCESS FOR OBTAINING:

Applications are obtained from the **Town Clerk**; All applications must be certified by, and filed with the **Town Clerk**.

SIGNED OFF BY:

Frontage Issues: 4/5 Majority.
Otherwise 4/5 Majority of Board Members.

ADVERTISING REQUIREMENTS:

In a newspaper of general circulation in the locality, once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing.

TIME FRAME FOR PUBLIC HEARING:

The **Planning Board** or the **Building Inspector** must first deny applicant's permit. A public hearing must be held within 65 days from the date of filing with the **Town Clerk's** office.

TIME FRAME FOR DECISION:

Final action must be taken by the **Z.B.A.** within 90 days of the close of a public hearing for a Special Permit, and within 100 days of an application for a Variance of Appeal. Failure to take final action within 90 or 100 days (whichever applies) shall be deemed granting of the Special Permit, Variance or Appeal. A detailed record of the hearing proceedings indicating the vote of each **Z.B.A.** member, as well as the reasons for the decision, must be filed with the **Town Clerk** within 14 days of said decision. After 20 days from the decision's filing have elapsed, the **Town Clerk** must certify whether an appeal has been filed, dismissed or denied, and file such certification with the **Registry of Deeds** prior to any **Special Permit**, Variance or other decision taking effect.

APPEAL PROCESS:

Appeals must be filed within 20 days for Special/Subdivision Permits and 30 days for Administrative Appeals. Any person aggrieved by a decision of the **Z.B.A.** may appeal To the **Superior Court**, or to the **Land Court**, (See MGL Chapter 240, Section 14A) By bringing an action within 20 days after a the decision of the **Z.B.A.** has been filed with the **Town Clerk**.

APPLICABLE STATUES:

<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
CHARLTON ZONING BYLAWS	MGL CHAPTER 40A	

NOTE:

- See copies of Charlton Zoning Bylaws, Sections:
 - 1) 3.9.5 (Special Permit Process).
 - 2) 3.10.4 (Variance Process).
 - 3) 3.15.3 (Appeals Process).

TOWN OF CHARLTON

ZONING ENFORCEMENT OFFICER

ZONING ENFORCEMENT OFFICER: CURTIS MESKUS

PHONE: (508) 248-2241

EMAIL: Building.zeo@townofcharlton.net

OFFICE HOURS: Mon. Wed. & Thurs. 7:30AM -5:00 PM
Tuesday 7:30AM to 7:00PM

MEETING SCHEDULE: BY APPOINTMENT

DESCRIPTION OF THE DEPARTMENT:

The Z.E.O. reviews all zoning matters related to land, buildings or structures, to ensure that there are no zoning violations. Written notification is provided on each violation to the owner(s), ordering that the activity be stopped immediately and giving reasons for the order. The Z.E.O. is responsible for the enforcement of Charlton's Zoning Bylaws by the issuance of fines, Certificates of Compliance, and Zoning Determinations. The Z.E.O. may withhold permits for the construction, alteration or moving of any building, sign, or structure, if the building, sign, or structure as constructed, altered, or moved is in violation of Charlton's Zoning Bylaws.

PERMITS ISSUED:

Certificate of Compliance is issued once any construction is in compliance with Charlton's Zoning Bylaws – issue date only. There is no expiration date or fee. Zoning Determination certifies that the property meets the requirements of a pre-existing non-conforming lot – issue date only. There is no expiration date or fee.

Compliant/Information Request Forms:

1. Complaint Forms: regarding existing situation.
2. Information Request/Business Request: must meet the requirements of zoning, or Home Occupation criteria. This format also covers any other zoning questions.

PROCESS FOR OBTAINING:

Contact the **Zoning Enforcement Officer**.

SIGNED OFF BY:

Zoning Enforcement Officer.

ADVERTISING REQUIREMENTS: N/A

TIME FRAME FOR PUBLIC HEARING: N/A

TIME FRAME FOR DECISION:

Zoning Enforcement Officer: usually replies within 14 days.

APPEAL PROCESS:

Apply to the **Town Clerk**, who forwards the appeal to the **Zoning Board of Appeals** for:

1. Complaint regarding the decision of the **Z.E.O.** pertaining to an existing situation.
(i.e. complaint against a neighbor)
2. Denial of Request/Determination: Apply for a "Variance".

APPLICABLE STATUES:

LOCAL

Charlton Zoning Bylaws
Section 7

STATE

MGL 40A

FEDERAL

TOWN OF CHARLTON

PERMITTING GUIDEBOOK

APPENDIX



TOWN OF CHARLTON

3.2.4 INTENSITY OF USE SCHEDULE

DIMENSIONAL REQUIREMENTS

ZONING DIST.	MINIMUM LOT		MINIMUM SETBACK			MAXIMUM	
	SIZE	WIDTH & CONTIGUOUS STREET FRONTAGE	FRONT	SIDE	REAR	LOT COVERAGE	HEIGHT
	SQ. FT.	FEET	FEET			PERCENT	FEET
A	60,000	175	30	15	30	25	36
R-40	40,000 ¹	150	30	15	15	30	36
R-SE	40,000 ^{1,3}	150	30	15	15	30 ⁴	36
NB	20,000 ¹	100	40	15	15	30	36
V	10,000	75	10	10	10	60	36
CB	40,000 ¹	150	40	15	15	30	36
IG	40,000	150	40	35 ²	35 ²	30	36
BEP	80,000	260	50 ⁵	35 ⁵	35 ⁵	33	36

NOTES:

1. THE ABOVE INFORMATION IS BASED ON THE TOWN OF CHARLTON ZONING BYLAWS DATED OCTOBER 2011.
2. PLEASE REFER TO THE TOWN OF CHARLTON ZONING BYLAWS FOR *FOOTNOTE* EXPLANATIONS OR CONTACT THE PLANNING BOARD FOR MORE RECENT AND COMPLETE INFORMATION.
3. ZONING BYLAW 2.2 FLOOD PLAIN, SHOULD BE REFERRED TO FOR THE DEFINITION OF THOSE CATEGORIES COVERED UNDER FLOOD PLAINS.
4. ADDITIONAL SUPPLEMENTARY DIMENSIONAL REQUIREMENTS ARE DEFINED UNDER SECTION 3.3.2.
5. SPECIAL NOTE: SECTION 3.3.2.5 – REQUIRES TWO-THIRDS (2/3) OF THE TOTAL LAND AREA OF EVERY BUILDING LOT TO BE FREE FROM WETLANDS. REFER TO THIS SECTION FOR A MORE COMPLETE EXPLANATION

FEDERAL AND STATE PERMITS AND/OR APPROVALS

THE FOLLOWING LIST WAS ADAPTED FROM THE TOWN OF NORTHBOROUGH, MASSACHUSETTS DEVELOPMENT GUIDEBOOK. THE LIST IS

BY NO MEANS EXHAUSTIVE, AND IF ANY QUESTIONS EXIST, YOU ARE ENCOURAGED TO SEEK LEGAL COUNSEL. THE MAJORITY OF SMALL DEVELOPMENT PROJECTS WILL NOT HAVE NEED FOR ANY FEDERAL OR STATE PERMITS OR APPROVALS, BUT AS PROJECTS INCREASE IN SIZE AND COMPLEXITY, THE APPLICANT SHOULD BE AWARE OF THE POTENTIAL APPLICABILITY OF ANY ONE OR MORE OF THE FOLLOWING:

FEDERAL PERMITS AND APPROVALS

1. **NATIONAL ENVIRONMENTAL POLICY ACT, OR "NEPA"** requires the preparation of an environmental impact statement (EIS) to assess the impact of major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are defined by statute or determined by agency officials
2. **CLEAN WATER ACT, SECTION 404 PERMIT** requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain a permit from the Army Corps of Engineers. The permit may be a Programmatic general permit, an individual permit or an official letter of permission.
3. **CLEAN WATER ACT, WATER QUALITY CERTIFICATION APPROVAL** requires the state to determine whether certain activities meet water quality standards; if they don't, the Corps of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. **RIVERS AND HARBORS ACT OF 1899, SECTION 10 PERMIT** requires a federal permit from the Army Corps of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit.
5. **NATIONAL FLOOD INSURANCE ACT AND FLOOD DISASTER PROTECTION ACT CERTIFICATION** requires that banks not make, extend or review any loan by improved real estate located in an area having flood hazards, and in which flood insurance is available, unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. **CLEAN AIR ACT PERMITS OR APPROVALS** may be required directly from the Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan, or SIP (see State Clean Air Act).
7. **NATIONAL HISTORIC PRESERVATION ACT SECTION 106 REVIEW** requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historic Commission.
8. **ENVIRONMENTAL PROTECTION AGENCY STORMWATER NOTICES OF INTENT AND/OR NPDES PERMITS** are required for stormwater discharges associated with certain activities. Industrial activity was recently redefined to include "construction activity including clearing, grading and excavation activities except operations that result in the disturbance of less than five (5) acres of total land area, which is part of a larger common plan of development or sale". The project owner and operator is required to file a Notice of Intent and pollution abatement plan with the Environmental Protection Agency.

STATE PERMITS, APPROVALS AND LICENSES

1. MASSACHUSETTS ENVIRONMENTAL POLICY ACT, OR "MEPA" requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be filed if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.

2. MASSACHUSETTS CLEAN WATER ACT, SEWER EXTENSION/CONNECTION PERMITS are required for the connection of a project to a sewer unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Charlton Wastewater Treatment Plant.

3. MASSACHUSETTS CLEAN WATER ACT, SURFACE WATER AND/OR GROUNDWATER DISCHARGE PERMITS Surface Water Discharge Permits administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharge to U.S. Waters and application should be made simultaneously to both agencies. A permit may also be required for stormwater discharges where runoff is substantially contaminated or if contamination exists because the discharge is located within an industrial area or is associated with industrial activity. If the project is in an unsewered area, a disposal Works Construction Permit must be obtained from the local Board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed; a groundwater discharge permit must also be obtained.

4. WATERWAYS, GREAT PONDS AND TIDELANDS CONSTRUCTION LICENSE must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over ten (10) acres in their natural state) and tidelands.

5. MASSACHUSETTS CLEAN AIR ACT APPROVAL must be obtained in writing from the Department of Environmental Protection for the plans, specifications, and proposed operating procedures for the Construction, substantial reconstruction or alteration of any stationary source of air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, Must notify DEP at least ten (10) working days prior to starting work, if it will create emissions that cause or Contribute to a condition of air pollution.

6. MASSACHUSETTS ENDANGERED SPECIES ACT prohibits taking possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species from the Division of Fisheries and Wildlife, and habitat maps available for inspection at the Town of Charlton Conservation Commission office.

7. HAZARDOUS WASTE MANAGEMENT PERMITS may be required from the federal Environmental Protection Agency or state Department of Environmental Protection if any waste generated by the project is hazardous, depending on the types or quantities generated; contact the Town of Charlton Fire Department for information.

8. MASSACHUSETTS HISTORICAL COMMISSION APPROVAL must be obtained if a designated historical or archeological landmark will be altered by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.

9. STATE HIGHWAY ACCESS PERMIT must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.

10. PERMIT FOR CONSTRUCTION ON RAILROAD RIGHT-OF-WAYS: Massachusetts General Laws, Chapter 40, Section 54A provides that a city or town must obtain the consent of the Secretary of Transportation and Construction prior to the issuance of a building permit for any railroad right-of-way or lands appurtenant. There to formerly used by any railroad company in the Commonwealth.

TOWN OF CHARLTON

Project Meeting Checklist

MEETING DATE: _____
 APPLICANT: BUILDER/COMPANY: _____
 PROJECT: LOCATION: _____
 ZONING DISTRICT: _____
 PROPOSED DEVELOPMENT AND USE: _____
 MEETING ATTENDEES: APPLICANT: _____

THIS PROJECT MEETING CHECKLIST IS DESIGNED AS A GUIDE IN OUTLINING THE PROCESS (S) FOR OBTAINING THE REQUIRED LICENSE(S)/PERMIT(S) FOR PROJECT DEVELOPMENT AND CONSTRUCTION IN THE TOWN OF CHARLTON, MASSACHUSETTS.

WE HOPE THIS WILL SERVE YOU AS A VALUABLE GUIDE. PLEASE UNDERSTAND THAT IT IS INTENDED TO CONTAIN SUMMARY INFORMATION ONLY. THIS CHECKLIST DOES NOT INTEND TO ADDRESS ALL THE POTENTIAL DEVELOPMENT ISSUES. IT WILL GUIDE YOU TO THE PROPER TOWN AUTHORITIES WHERE MORE DETAILED INFORMATION IS AVAILABLE.

BOARD OF HEALTH:	HIGHWAY DEPARTMENT:	PLUMBING/GAS INSPECTOR:
➤ PERC TEST	➤ DRIVEWAYS	➤ RESIDENTIAL:
➤ WELL PERMIT	➤ HOUSE NUMBERS	-PLUMBING
➤ SEPTIC SYSTEM	➤ UTILITY POLE LOCATION	-GAS
➤ PORTABLE TOILETS	HISTORIC DISTRICT:	➤ COMMERCIAL:
➤ OCCUPANCY PERMIT	➤ CERTIFICATE OF APPROPRIATENESS	-PLUMBING
BUILDING INSPECTOR:	MASSACHUSETTS HIGHWAY DEPT.:	-GAS
➤ BUILDING PERMIT	➤ STATE NUMBERED ROADS	WATER/SEWER COMMISSION:
➤ SIDING/ROOFING	➤ ROAD CUTS ON NUMBERED ROADS	➤ PUBLIC WATER
➤ WOOD/COAL STOVES	PLANNING BOARD:	➤ PUBLIC SEWER
➤ CHIMENEYS/FIREPLACES	➤ SITE PLAN REVIEW	WIRE INSPECTOR:
➤ SWIMMING POOLS	➤ APPROVAL NOT REQUIRED (ANR)	➤ ALL ELICTRICAL WORK
➤ DEMOLITION	➤ SUBDIVISION PLANS:	ZONING BOARD OF APPEALS:
➤ SIGNS	-PRELIMINARY	➤ VARIANCES
CONSERVATION COMMISSION	-DEFINITIVE	➤ SPECIAL PERMITS
➤ CONSTRUCTION	➤ FLEXIBLE DEVELOPMENT SUBDIVISION	FLOOD PLANE ZONES
➤ SITE WORK	➤ ROAD INSPECTIONS	
➤ COMMERCIAL DEVELOPMENT	➤ MULTI DWELLING PROJECTS	OTHER:
➤ DELINEATION OF WETLANDS	➤ SIGNS (SPECIAL PERMIT)	
➤ DOCKS	➤ WIRELESS COMMUNICATION	
FIRE DEPARTMENT:	➤ SCENIC ROADS	
➤ FIRE/SMOKE ALARMS	POLICE:	
➤ SPRINKLER SYSTEMS	➤ STREET CLOSURES	
➤ OIL BURNER EQUIPMENT	➤ SUNDAY/HOLIDAY WORK PERMIT	
➤ LP GAS		
➤ EXPLOSIVES		
➤ BLASTING		