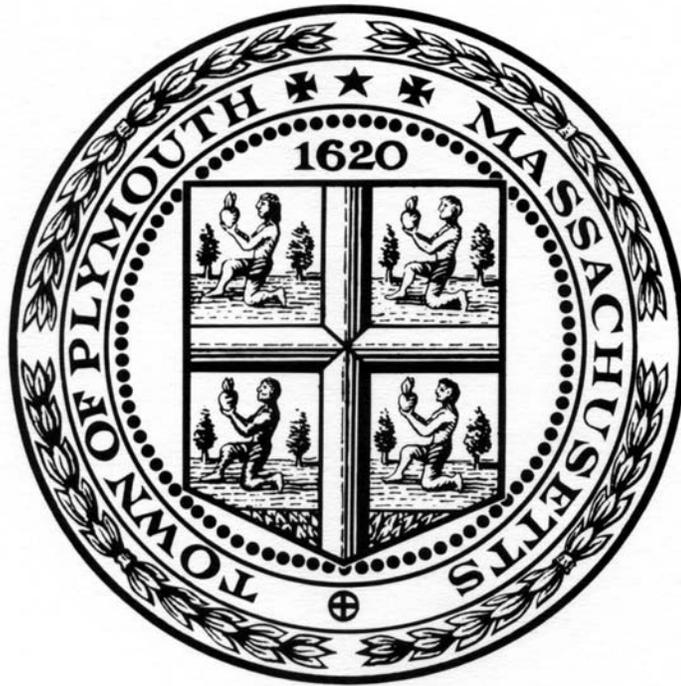


THE PLYMOUTH, MASSACHUSETTS
GUIDE to LOCAL PERMITTING for
DEVELOPMENT



A Permitting Guidebook and Resource.

Includes Board of Selectmen, Planning Board, Conservation Commission, Board of Appeals, Board of Health, Building Department and other Town Departments involved in the permitting of new projects.

*Prepared by the Plymouth Department of Planning & Development – February 23, 2011
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Introduction

The purpose of this guide is to provide individuals who intend to develop real estate in the Town of Plymouth with a general overview of the local permitting process. The guide presents the various types of permits that may be required for a development project and identifies which Town departments should be contacted to submit a permit or ask for help.

Please be aware that this guide is intended for use as a source of general guidance and does not carry the force of law. Also, this guide reviews the local permitting process; it does not describe permits that may be required by federal or state agencies. The guide is not intended to include an exhaustive list of all possible licensing and permitting situations – when in doubt, please ask!

Strict adherence to the Town's permitting requirements will prevent expensive project delays and reduce the risk of having to make costly plan revisions. In turn, Town officials will work closely with applicants to guide them through the development process to help achieve the successful completion of projects.

The Town of Plymouth seeks to foster safe, high quality development in the Town that will create jobs for our residents, broaden the Town's tax base and enhance Plymouth as a viable place to live and work. To achieve these goals, Town officials will strive to:

- streamline the permitting process when possible;
- respond in a timely manner to inquiries and requests for guidance;
- cooperate with officials from other departments to minimize conflicting requirements; and
- consistently administer the Town's regulations to ensure that the permitting process is fair and open.

These goals are part of Town government's overall commitment to be responsive to the residents and businesses of the Town of Plymouth.

Generally speaking, most of the permit applications, regulations, forms and fee schedules (which are the costs to file permit applications) **related to the various permits described in this guide can be obtained from the Town's website** <http://www.plymouth-ma.gov>. For more information, the individual department should be contacted directly. In addition to the links for various departments, commissions and boards on the left side of the home page, there is a tab for businesses and residents at the top of the page which will call up related links that may be of interest.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Advice from Town Departments

Often, the first step when considering a project is to contact the Building Department at Town Hall to discuss the project and obtain further information on any permitting that may be needed. Depending on location and scope of project, you may need to meet with the Historic District Commission (for sites located in downtown Plymouth), Design Review Board, Planning Board, Conservation Commission, Zoning Board of Appeals, Board of Health, and perhaps others.

Because they work with the process on a daily basis, Town officials can offer advice on what issues will have to be addressed, how long the permitting process might take, and what types of conditions may be required as part of an approval. By seeking advice in the initial development phases of a development proposal, proponents of a project can minimize the costs associated with changes.

As the development process proceeds, questions will inevitably arise. It is usually valuable to contact the applicable Town officials **before** a permit application is submitted or even before a proposal is fully developed, to get a reaction from Town officials to determine how a project may "fly." The Town encourages this approach.

Who's Who

To assist applicants in finding the right person to answer their questions, town commissions, boards, and departments that are involved in the development process are listed below. Unless otherwise noted, all offices are located at:

Plymouth Town Hall
11 Lincoln Street
Plymouth, MA 02360
(508) 747-1620

Are you starting a business in Plymouth? The Plymouth Regional Economic Foundation <http://www.plymouthbusiness.org/index.shtml> has a Local Business Guide <http://www.plymouthbusiness.org/images/Guidefinal.pdf> and can provide information regarding business incentives and opportunities in town.

Stickers for beach access, Long Beach 4x4s and solid waste can be obtained from the Collector's office, 1st Floor, Town Hall, 11 Lincoln Street, Plymouth.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

TOWN BOARDS AND COMMISSIONS

Board of Selectmen, 3rd Floor

Contact: Administrative Assistant
Phone: (508) 747-1620 x100 (*Licenses*)
(508) 747-1620 x106 (*43D*) Fax: (508) 830-4140

Description: The Board of Selectmen is responsible for issuing certain types of licenses under Massachusetts law and the applicable Plymouth Bylaws. The Board also makes determinations of completeness of applications for work within the 1820 Courthouse Priority Development Site under M.G.L. c. 43D, Expedited Permitting (for Municipal Liaison - see Planning & Development).

Planning Board, 2nd Floor

Contact: Administrative Assistant
Phone: (508) 747-1620 x141 Fax: (508) 830-4116

Description: The Planning Board is responsible for reviewing "Approval Not Required" plans, subdivision plans and various types of special permits.

Conservation Commission, 2nd Floor

Contact: Administrative Assistant
Phone: (508) 747-1620 x139 Fax: (508) 830-4116

Description: The principal role of the Conservation Commission is the administration of the Wetlands Protection Act and Plymouth's Local Wetlands Bylaw. Any work in or near a wetland, river, stream, ocean or "resource area" requires the approval of the Conservation Commission.

Board of Health, 1st Floor

Contact: Administrative Assistant
Phone: (508) 747-1620 x118 Fax: 508-830-4062

Description: The Health Department enforces a host of different health regulations and provides full time staff support to the Board of Health. For further information on health regulations please contact the Health Department.

Zoning Board of Appeals (ZBA), 2nd Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x138 Fax: (508) 830-4116

Description: The primary function of the Zoning Board of Appeals is to grant certain types of special permits and to review requests for variances from the Zoning Bylaw.

Historic District Commission, 2nd Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x144 Fax: (508) 830-4116

Description: The Historic District Commission reviews the appropriateness of any alterations to existing structures, demolition or new construction within the Historic District.

TOWN DEPARTMENTS

Building/Zoning Department (aka *Inspectional Services*), 1st Floor

Contact: Administrative Secretary

Phone: (508) 747-1620 x110 Fax: 508-830-4028

Description: The goal of the Department is to ensure a safe public and private environment for the residents. The Building Commissioner interprets and enforces the State Building Code, the Plymouth Zoning Bylaw, and relevant portions of the Town Bylaw. The Building Department is responsible for ensuring that buildings are constructed and repaired safely and buildings, structures and land are used properly. The Department issues zoning, building, electrical, gas and plumbing permits that allow the construction, reconstruction, repair, alteration and demolition of buildings and structures as well as the installation of equipment. The Department annually inspects restaurants, lodgings and other places of assembly.

Planning & Development, 2nd Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x141 Fax: (508) 830-4116

Description: The Planning & Development Department is responsible for land use planning in the Town and provides staff support to the Planning Board, Conservation Commission, Zoning Board of Appeals, Historic District Commission and various committees. Information regarding the location of the flood plain and flood hazard areas can be obtained from this office. The Municipal Liaison for the 1820 Courthouse Priority Development Site (M.G.L. c. 43D, Expedited Permitting) is located in this office.

Economic Development, 2nd Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x144 Fax: (508) 830-4116

Description: The Plymouth Regional Economic Development Foundation, Inc. (PREDF) administers business incentives like Tax Improvement Financing (TIF) and can assist with business development planning. The PREDF has offices at Town Hall and at the *Plymouth Area Chamber of Commerce*, located at 134 Court Street (508) 830-1620. More information/links can be found at the website - <http://www.plymouthbusiness.org/>.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Community Development, 2nd Floor

Contact: Director

Phone: (508) 747-1620 x150 Fax: (508) 830-4116

Description: The Department administers the Community Development Block Grant Program and miscellaneous other state and federal grants concerning Community Development and Affordable Housing Programs, housing rehabilitation assistance and administrative support of the Affordable Housing Trust. This office also administers a microenterprise assistance loan program for local start-ups and existing local businesses.

Town Clerk, 1st Floor

Contact: Administrative Secretary

Phone: (508) 747-1620 x189 Fax: (508) 830-4053

Description: The Town Clerk maintains and produces the records of the Town of Plymouth. Certain licenses and permits must be provided to the Clerk in accordance with Massachusetts laws. A Business Certificate is required for any business operating in Plymouth.

Assessing, 1st Floor

Contact: Administrative Secretary

Phone: (508) 747-1620 x155 Fax: (508) 830-4062

Description: The Assessor's office provides certification of abutters lists required for various permit applications. Abutters request forms are available on the Town website, there is a fee for this service.

Conservation, 2nd Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x139 Fax: (508) 830-4116

Description: The principal role of the Conservation Commission is the administration of the Wetlands Protection Act and Plymouth's Local Wetlands Bylaw. Any work in or near a wetland, river, stream, ocean or "resource area" requires the approval of the Conservation Commission. To determine if a property is sited in the flood plain, see the Flood Insurance Rate Maps on file with the Planning Department or check the Town website under the Conservation or Planning Departments or DPW Engineering Division link.

Health, 1st Floor

Contact: Administrative Assistant

Phone: (508) 747-1620 x118 Fax: 508-830-4062

Description: The Health Department enforces a host of different health regulations and provides full time staff support to the Board of Health. For further information on health regulations please contact the Health Department.

Fire Prevention Office, Plymouth Fire Station, 114 Sandwich Street

Contact: Office Manager

Phone: (508) 830-4213 x106 Fax: (508) 830-4174

Description: The Plymouth Fire Prevention Office enforces all Fire safety laws and regulations of the Commonwealth of Massachusetts.

Department of Public Works (DPW), 159 Camelot Drive, Camelot Industrial Park

***Permitting is managed at the Division level, listed below.*

Contact: Administrative Assistant

Phone: (508) 830-4162 x105 Fax: (508) 830-4165

Description: The Director oversees the work of the various DPW Divisions. The DPW maintains the Town's infrastructure and issues permits for several activities.

• **DPW, Engineering Division, 2nd Floor**

Contact: Administrative Assistant

Phone: (508) 747-1620 x120 Fax: (508) 830-4081

Description: Besides maintaining the Town's infrastructure, the DPW issues permits related to work being performed in the public right-of-way, including permits for curb cuts, sewer connections, trenches on public property, and for excavating in public property.

• **DPW, Water Division, Basement level**

Contact: Utilities Superintendent

Phone: (508) 747-1620 x128 Fax: (508) 830-4133

Description: The Water Department is responsible for the Town's drinking water supplies and distribution and oversees water line connections. They require a system development charge and an inspection fee for water line connections. The Utilities Superintendent handles permitting for water and sewer.

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- **[DPW, Sewer Division](#), 131 Camelot Drive, Camelot Industrial Park**

Contact: Wastewater Manager

Phone: (508) 830-4159 Fax: (508) 732-0238

Description: The Wastewater Department is responsible for the Town's Wastewater Treatment Plant and collection system. They oversee sewer line connections and require a system connection charge under Title V regulations. [Permitting for connections to the sewer system is handled by the Utilities Superintendent within the Water Division](#) (subject to change when new utilities/water superintendent is hired.)

- **[DPW, Parks & Cemetery Division](#), 159 Camelot Drive, Camelot Industrial Park**

Contact: Administrative Assistant

Phone: (508) 830-4162 x6 Fax: (508) 830-4081

Description: The Parks Division aims to provide safe, aesthetic and functional public areas which enhance the community's current and future needs. To plant, maintain, and manage public shade trees along the Town's public ways and public areas while maintaining public safety, aesthetic quality, and value of the Town's urban forest. The Parks Division issues permits for weddings and photography at Brewster Gardens and Jenney Parks in Plymouth.

- **[DPW, Recreation Division](#), Basement Level**

Contact: Administrative Assistant

Phone: (508) 747-1620 x137 Fax: 508-830-4133

Description: Issues permits for use of the athletic fields on Town facilities, please use the hyperlink for the DPW, Recreation Division above or go to the Town website www.plymouth-ma.gov and find Recreation under Town Departments for forms and policies regarding field usage.

Permits That May Be Required

Generally speaking, most of the permit applications, forms and fee schedules for the various permits described below can be obtained from the Town's website, www.plymouth-ma.gov. For more information, the individual department should be contacted directly. Link here to the [Zoning Bylaw](#), located under the Town Clerk link on the website.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Permits Under the Jurisdiction of the [Town Clerk](#)

[Business Certificate](#). All persons who operate a business in Plymouth must register either with the Corporations Division of the Office of the Secretary of the Commonwealth or with the Town Clerk. Corporations operating in Plymouth under a name different from the corporate name must register with both entities.

To file a business certificate with the Town of Plymouth, an owner or his agent may come to the Inspectional Services (Building) Department to procure a zoning permit for a business certificate. This typically takes about ten business days.

The owner should bring a copy of the Zoning Permit Application to the Town Clerk's Office. Owner(s) may procure the business certificate by signing it at the Town Clerk's Office with the appropriate fee, or an agent may procure an unsigned certificate, and the owner(s) may sign before a Notary. The completed form should be brought to the Town Clerk's Office with appropriate fee.

Permits Under the Jurisdiction of the [Board of Selectmen](#)

[Licenses](#). The Board of Selectmen is responsible for issuing certain types of commercial (such as a liquor license, auto dealer's license or inn holder) and other licenses, such as blocking of a street or sidewalk, and certain licenses/permits under 527 CMR (Massachusetts Fire Code). For a more complete listing of license requirements, please visit our website on licensing and to obtain license applications: www.plymouth-ma.gov under the Town Manager's office link - "[License Information](#)" and then click "How to get Licenses" or "License Applications".

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

1820 Courthouse Priority Development Site

(MGL c. 43D, Expedited Permitting – **NOT YET ADOPTED – language to be finalized at a later date**)

For projects that are within the 1820 Courthouse Priority Development Site (“1820 PDS”), the process for applying for permits is slightly different than for the same project elsewhere. The district was created in an area which is considered ideal for redevelopment, and the Town encourages redevelopment by creating a streamlined approval process.

The Plymouth Redevelopment Authority (PRA), with offices in Town Hall (2nd Floor), is overseeing the re-use of the 1820 Plymouth County Courthouse and Commissioners Building in the downtown. Potential uses of these buildings should include outreach to the Executive Director of the PRA, at redemption@townhall.plymouth.ma.us or by phone at 508-747-1620 X147. More information on these activities is available at the PRA website <http://www.plymouthredevelopment.org/>.

With respect to local permitting, the first step in the process should be a pre-application meeting between the applicant and the Municipal Liaison to discuss the project. Once requested, the Municipal Liaison will conduct a Pre-Application Technical Review Meeting with the Applicant and representatives of regulatory boards/departments involved in land use permitting to determine which permits, approval, determinations, etc. must be obtained. Also, the representatives will discuss and determine the coordination and sequence of required approvals.

<p>Municipal Liaison: Town Planner Planning & Development office (2nd Floor Town Hall) Phone: (508) 747-1620 x141 Fax: (508) 830-4116</p>

Once the applications for the necessary permits are completed, the Applicant submits the entire Application Package to the Town Clerk for a date/time stamp on the application cover sheet, and also submits the required number of copies to the Municipal Liaison for distribution to appropriate departments and boards for review.

The Municipal Liaison is responsible for coordinating the review process by the various boards and departments, and for being the primary contact person for the applicant. It is important to keep the Municipal Liaison informed throughout the process to ensure a smooth process.

Once the appropriate parties have determined the applications are complete (must be within 20 days of the date/time stamp on the cover sheet, and this is not the same as in compliance with the regulations), the Board of Selectmen issues a **Certificate of Completeness**, which is date/time stamped by the Town Clerk,

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and which starts the 180-day timeframe for issuance of approvals required under M.G.L. c. 43D. In the alternative, if the Application Package is determined to be incomplete, a **Determination of Incompleteness** shall be made by the Board of Selectmen, in which case the Municipal Liaison shall notify the Applicant, in writing, of the additional information the Applicant must submit in order for the Issuing Authorities to review and act upon the Application Package.

Each approval authority for the necessary permits will then follow their normal process *with the exception that they have only 180 days from the issuance of the Certificate of Completeness to finish their review and issue a decision*, unless extensions are needed as provided for in M.G.L. c. 43D for good cause. Please refer to the appropriate sections of this Development Guide for information on the specific applications that may be required for a specific development proposal.

The following is a list of the permits that are subject to the expedited permitting under c. 43D per 400 CMR 2.00 Expedited Permitting, Definitions **[listing to be confirmed upon preliminary review with state]**:

- Zoning Variance
- Special Permit (Board of Appeals, or Planning Board)
- Notice of Intent
- Local Wetlands
- Title V
- Flammable Materials

Note that building permits are not subject to c. 43D, nor are permits such as sewer, curb cut, trench, street opening, etc. Also, a development proposal in the 1820 PDS may require additional applications, such as an ANR or subdivision plan, which are not within the jurisdiction of c. 43D. Applicants may choose to submit such applications as part of the entire package, but need to be aware that the approval authority will not be bound by the 180 day timeframe for issuance of approval for such applications. However, the likelihood of expedited permit approvals will be greater when the Town is given the opportunity to review all requests concurrently.

Likewise, the applicant may choose to file applications for determination of dimensional variances prior to completing the engineering necessary for a site plan application, especially when significant and costly modifications to a proposed site plan could result from the approval process or the final decision on such application. This becomes a question of balancing time and engineering costs and is entirely the applicant's decision. Applicants must be aware that unless all applications are filed together, the total timeframe for approvals may exceed 180 days.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

There are some **additional considerations** that should be made in preparing a development project in this district:

- **Historic Significance.**
 - **Structures:** The 1820 PDS is within the Historic District of Plymouth which is recognized at the federal level with National Landmark status, and portions of the Courthouse and possibly portions of the Commissioner's building may be considered a contributing resource to the landmark status. A Historic Structures Report to federal specifications may be needed to make a final determination.¹ Portions of the existing structures may *also* be subject to a state Deed Restriction with respect to their historic relevance.
 - **Burial Hill:** Portions of the District are considered Burial Hill, which may also be a contributing resource to the landmark status, and notification to the Massachusetts Secretary of the Office of Energy and Environmental Affairs under the Massachusetts Environmental Policy Act (MEPA)² and also notification to the Massachusetts Historical Commission² (MHC) may be required relative to disturbance of, or proximity to, Burial Hill in addition to resources identified by the Historic Structures Report. Burial Hill is managed by the Plymouth DPW, Parks Division, which should be consulted prior to any work in or near the cemetery grounds.
- **War Memorial.** The site contains a memorial to Vietnam War veterans in front of the 1820 Courthouse. While permits are not required, the Town of Plymouth Veteran's Office recommends that any disturbance to the Memorial or its landscaping, or temporary restrictions of access to the Memorial, include prior notice to and review by the **Memorials Policy Committee** as well as the local **Veteran's Council**, and written courtesy notice to any **Families** that might be affected. Please contact the **Veterans' Office** in Town Hall (1st Floor) x172 for further information.
- **Public Utility Capacity.** Capacity in the Town's sewer and water systems is an important consideration for the site. Applicants are advised to coordinate early with the DPW regarding these issues, and to review MEPA thresholds which may be applicable, as well.
- **Parking.** The Town of Plymouth has a Memorandum of Understanding (MOU) with a private parking company regarding a parking management plan (for on and off-street Town-owned public parking spaces, as well as privately owned public parking spaces) within the Downtown Waterfront District (which includes the 1820 PDS).

¹ The Plymouth Redevelopment Authority is currently contracting for this report to be done by an outside consultant, and if completed, the report will be available for the proponent.

² The MHC is the State Historic Preservation Office (SHPO) with respect to federal guidelines.

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Coordination with respect to parking management with both the parking management company and the Plymouth Board of Selectmen will be required. For more information, please contact the Selectmen's office.

- **Traffic and Parking Capacity.** A traffic study will most likely be needed, according to the proposed use, and parking requirements must be satisfied under the Zoning Bylaw.

For additional information on the expedited permitting process, or the location of the 1820 Courthouse Priority Development Site, please contact the Planning & Development Department.

Permits Under the Jurisdiction of the Building Department

It's **recommended** that contact with the **Fire Prevention Office** be made *at the same time* for additional guidance on permitting. Building Permits are required for any work beyond "ordinary repairs". The general rule is if you are picking up a hammer, give the Building Department a call. Even if you are just putting up a new sign - or merely replacing an existing one - you must get a permit. There is additional information available on the web – use these quick links: [Zoning Bylaw](#); [Building Department](#); [Fire Department](#); [Town Website](#).

Zoning Determination/Permit - Any questions regarding the Plymouth Zoning Bylaw should be addressed to the Building Commissioner in the Building Department. The Building Commissioner is charged with the official responsibility of interpreting the Zoning Bylaw and Zoning Map. The Building Commissioner will provide written zoning determinations upon request – the process typically takes about ten (10) business days. Some projects are considered 'as of right' with respect to zoning, meaning no special permits or variances under zoning are needed, and the project can move to the Building Permit stage. A special permit requirement may emerge from this process. Depending on the issues, the special permit-granting authority is either the planning board or zoning board of appeals. If applying for a zoning permit, you'll need:

- **Location of the Property.** This includes the Assessor's Parcel Identification Number, and lot area. (Available on Town website – Assessors Department, [Property Values](#) search link.)
- **Info on the existing use & scope of planned project.**
- **Plans for the Building Department's and Fire Department's review.** If new construction is proposed, a site plan prepared by a professional engineer may be required. These site plans will show setbacks, utilities such as water, sewer, and stormwater improvements and in addition may show improvements such as parking, lighting,

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NOTE: The Town has *stormwater drainage [Design Guidelines](#)* which can be obtained from the DPW Engineering Division's website. Consulting with Jay Thomson (x125 jthomson@townhall.plymouth.ma.us) is advised *at the beginning stages of developing an engineered site plan* for Town input, before any detailed design work is undertaken, to avoid costs of re-designing plans based on Town input.

plantings and signage. Please consult with the Building Department and the website for further information on site plan requirements.

The Building Inspector may refer a Building Permit application for the erection or enlargement of any principal building or the construction of any new or remodeled exterior façade, if located in the Downtown/Harbor District or Historic District, to the [Historic District Commission](#) which has a separate permit process.

Limited Site Plan Review. Depending on the complexity of the project, the Planning Board, Fire Department, DPW Engineering Division and Health Department will offer advisory comment to the Building Inspector if requested prior to issuance of a Zoning Permit. Your attendance (or your representative) at the Planning Board meeting is generally required to answer questions. This additional advisory review may add time to process the permit application, usually up to an additional 14 days.

Building Permit - Required for the construction, reconstruction, alteration, repair, removal or demolition of a structure as defined by the Massachusetts Building Code. A Building Permit typically takes 14 business days to process.

If applying for a building permit, you'll need:

- An approved **Zoning Permit**. Copies from the County Registry of Deeds (or Land Court, if unregistered land) of recorded special permits or variance decisions, if applicable (and subdivision lot release from the Planning Board if a new subdivision lot) may be needed for the application at this stage.
- **Property Owner's** mailing address and phone number;
- **Location of the Property**. This includes the Assessor's Parcel Identification Number, lot area and street address. Every building applicant must obtain a "verification of street address" (from the DPW Engineering Division).
- **Applicant's information**. The project contact person, architect, engineer, contractor, etc. including phone number/address.
- **All projects** need signoffs from other town departments relative to required permits.
- **Info on existing use & scope of planned project.**

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

- **Plans for the Building Department's and Fire Department's review.** A scaled plot plan with location of proposed buildings and setbacks from the property lines for a new residential house is a minimum. If new construction is proposed, a site plan prepared by a professional engineer may be required. These site plans will show utilities such as water, sewer, and stormwater improvements and in addition may show improvements such as parking, lighting, plantings and signage. Please consult with the Building Department and the website for further information on site plan requirements.

NOTE: The Town has stormwater drainage Design Guidelines which can be obtained from the DPW Engineering Division's website. Consulting with Jay Thomson (x125 jthomson@townhall.plymouth.ma.us) is advised at the beginning stages of developing an engineered site plan for Town input, before any detailed design work is undertaken, to avoid costs of re-designing plans based on Town input.

Occupancy Permit - Required for occupancy of a structure for which a building permit has been issued. The occupancy permit certifies that construction complies with the Massachusetts Building, Plumbing and Electrical Codes, and with the requirements of the National Fire Protection Association. It also certifies that the intended use and number of occupants comply with the Massachusetts Building Code and the Zoning Bylaw. The Fire Prevention office signs off on the Building Permit.

Trench Permit – Required for any trench on private property deeper than 2'.

Wiring Permit - Required for the installation of wiring in a structure.

Plumbing Permit - Required for the installation of plumbing.

Sign Permit - Required under the Zoning Bylaw for all signs. Inquiries should be made to the Building Department.

Gas Permit - Required for the installation of propane gas, piping and appliances.

Work in the Flood Plain - Construction in the flood plain is restricted under the State Building Code and the Zoning Bylaw and is enforced by the Building Commissioner. Work within (or within 100 feet of) the flood plain is also regulated by the Conservation Commission in accordance with the Wetlands Protection Act and Local Wetlands Bylaw. To determine if a property is sited in the flood plain, see the Flood Insurance Rate Maps on file with the Planning Department or check the Town website under the Conservation Commission, Planning Department or DPW Engineering link. [Quick Flood Maps Link](#).

Permits Under the Jurisdiction of the Fire Prevention Office

Informal pre-application meetings with Fire Prevention staff are encouraged. Contact the Fire Prevention office for further information. Permit applications typically take 7-10 days to process if materials are complete when submitted. The following is not a comprehensive list of all permits required by the Fire Department – please contact the Department directly for further inquiries.

Quick links: [Fire Department](#); [Town Website](#).

Cutting and Welding Permit - Required for all cutting and welding operations.

Explosives Permit - Required for the use and handling of class A, B, and C explosives in accordance with 527 CMR 13.00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the Board of Selectmen.

Fire Protection System Installation Permit - Required for the installation, modification, repair or removal of any sprinkler system, water main, fire hydrant, fire alarm system or any device used for fire protection.

Flammable Fluids, Solids and Gases Permit - Required for the storage, use and handling of flammable fluids, solids and gases regulated by 527 CMR 14.00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the Board of Selectmen.

LP-Gas Storage Permit - Required for the keeping of LP-gas in one or more containers and the installation or connection of any LP-gas equipment in accordance with 527 CMR 6.00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the Board of Selectmen.

Oil Burning Equipment Permit - Required for the installation or alteration of an oil burner in accordance with 527 CMR 4.00.

Tanks and Container Permit - Required for the installation and removal of a storage tank for the storage of any fluid other than water, regulated by 527 CMR 9.00. In certain storage situations a license may be required from the Board of Selectmen.

Dumpster Permit - 527 CMR 34.03. Required for dumpsters of six (6) yard capacity or greater which are emptied by mechanical means. Provide description of dumpster location, name, and telephone number of company or responsible person.

You must contact the **Fire Prevention Office** to schedule a final inspection.

*Once you have completed repairs and passed the fire inspection, you most likely will be required to get a new **Certificate of Completion**. Again, contact the **Building Department**.*

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Special Permits are Under the Jurisdiction of the Planning Board or Zoning Board of Appeals

Informal pre-application meetings with Planning Staff and the Planning Board are encouraged, and may be required, for certain projects under the Bylaw. Contact the Planning & Development office for further information. Applications and forms are available on the Town website. Quick Links: [Town Website](#); [Planning Department](#); [Board of Appeals](#); [Zoning Bylaw](#). The Zoning Bylaw is located under the Town Clerk link on the web site.

Special Permits. The Zoning Bylaw identifies those uses requiring a special permit, and the entity responsible for the granting of the Special Permit: the Planning Board or the Zoning Board of Appeals. Regardless of who the special permit granting authority is, the process is basically the same, although the Planning Board will provide advisory comments to the Board of Appeals. Once an application for a special permit is submitted with the appropriate board, a public hearing will be held within 65 days. At the public hearing the applicant or a representative will present the development proposal to the board and public in attendance. The board must then make a decision on the application within 90 days of the close of the public hearing. For more specific information on special permits see Massachusetts General Laws, Chapter 40A, Section 9; the Plymouth Zoning Bylaw, and the Rules and Regulations adopted by the appropriate Special Permit Granting Authority.

Some special permits, if located in one of the five Village Service Areas (Manomet, West Plymouth, North Plymouth, Plymouth Center or Cedarville), may also require advisory review by the **Village Center Steering Committee**. Additionally, the Town has a **Design Review Board** which provides advisory comment to the Board of Appeals and Planning Board. Please see Section 205-12 of the Zoning Bylaw, and contact the Planning & Development Department for more information. Your attendance (or your representative) at the Planning Board, Steering Committee and Design Review Board meetings is generally required to answer questions.

This process requires notice to abutters under the regulations, and part of the application includes a **certified abutters list** from the [Abutter's List Request Form](#) from the [Assessor's office](#). Please allow up to fourteen (14) days to receive this list from the Assessor's office prior to the filing of the application.

Permits Under the Jurisdiction of the Planning Board

Informal pre-application meetings with [Planning Staff](#) and the Planning Board are encouraged, and may be required, for certain projects under the Bylaw. Contact the Planning & Development office for further information. The Planning Board meets on Monday evenings at Town Hall – the Planning & Development office has agendas and times. Applications and forms are available on the Town website. Quick Links: [Town Website](#); [Planning Department](#); [Board of Appeals](#); [Zoning Bylaw](#); [Subdivision Rules & Regulations](#); [Subdivision Plates](#); [Planning Board Filing Forms](#). [The Zoning Bylaw is also listed under the Town Clerk link on the Town's web site.]

Approval Not Required Plan (ANR). ANR plans are submitted to the Planning Board when lots are being created that have sufficient frontage on a way as defined in the Zoning Bylaw. If adequate frontage does not exist, a Subdivision Plan will have to be filed. "Approval Not Required" refers to approval under the Subdivision Control Law, M.G.L., Chapter 41, Sections 81K - 81GG. The procedures for filing an ANR plan can be found in the Plymouth Subdivision Rules and Regulations.

Subdivision Approval. A Subdivision Plan must be filed when new roads and new lots are being created. Preliminary Subdivision Plans are mandatory for nonresidential subdivisions, and, optional but strongly recommended for residential subdivisions. The Planning Board will render a decision on the application within 45 days after plan submittal. If a Preliminary Plan has been submitted, the Planning Board has 90 days to render a decision on a Definitive Plan. Otherwise, the Planning Board must render a decision within 135 days. For more information about subdivision approval please see the Plymouth Subdivision Rules and Regulations. This process requires notice to abutters under the regulations, and part of the application includes a **certified abutters list** from the [Assessor's office](#). Please allow up to fourteen (14) days to receive this list from the Assessor's office prior to the filing of the application.

Scenic Road Act - M.G.L. Chapter 40, Section 15C requires that any repair, maintenance, reconstruction or paving of a scenic road shall not involve the cutting of trees or the partial or complete destruction of stone walls without the prior written consent of the Planning Board and Tree Warden. Designated scenic roads in Plymouth are Strand Avenue, Manomet Avenue, Old Beach Road and Ellisville Road. Please refer to DPW, [Parks Division](#) permits for more information regarding this process.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Permits Under the Jurisdiction of the Zoning Board of Appeals

Informal pre-application meetings with Planning Staff and the Planning Board are encouraged, and may be required, for certain projects under the Bylaw. Contact the Planning & Development office for further information. The Board of Appeals meets on Wednesday evenings at Town Hall, the Planning & Development office has agendas and times. Applications and forms are available on the Town website. Quick Links: [Zoning Board of Appeals](#); [Zoning Bylaw](#).

Zoning Variances - Pursuant to M.G.L., Chapter 40A, Section 10, the Zoning Board of Appeals may grant variances from the Zoning Bylaw. If an application for a building permit from the Building Department results in a determination that a variance is required for a project, the next step is to get an application for a hearing before the Zoning Board of Appeals from the Board of Appeals. Once a completed application is filed with the Board of Appeals, a public hearing will be scheduled within 65 days after the filing of a variance petition; a decision will be made within 100 days from the filing of a variance petition. The Planning Board will meet to provide an advisory recommendation to the Board of Appeals prior to their public hearing. Your attendance (or your representative) at the Planning Board meeting is generally required to answer questions. This process requires notice to abutters under the regulations, and part of the application includes a **certified abutters list** from the [Assessor's](#) office. Please allow up to fourteen (14) days to receive this list from the Assessor's office prior to the filing of the application.

Permits Under the Jurisdiction of the Conservation Commission

Informal pre-application meetings with Conservation Staff are encouraged. Please contact the Planning & Development office for further information. Applications and forms are available on the [Town website](#) on the [Conservation Commission](#) link, and you are encouraged to consult with the Department on how to fill out the forms. Once a completed application is filed, a public hearing will be scheduled with the Conservation Commission within 21 days. The timeline for these permits is generally 6-8 weeks. This process requires notice to abutters under the regulations, and includes a **certified abutters list** from the [Assessor's office](#). Please allow up to fourteen (14) days to receive this list from the Assessor's office prior to the filing of the application. There are two bodies of law being handled in one simultaneous permitting process – both the state Wetlands Protection Act and the Town's local Wetlands Bylaw.

Local Wetlands Bylaw - A permit under Plymouth's Wetlands Protection Bylaw is required for work in areas under the Conservation Commission's jurisdiction. The timeline for this process is the same as that for a Notice of Intent under the

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

State Wetlands Protection Act, and filings are processed simultaneously with the local bylaw filings. *The local bylaw includes any work proposed on land within 100 feet of a wetland resource area or 200 feet of a river (as with the State Wetlands Protection Act, see below paragraph) and also land within 200 feet of a certified vernal pool and land within 100 feet of land subject to flooding. (Please see the [Rules and Regulations for Plymouth Wetlands Protection Bylaw](#) and the Plymouth Wetlands Bylaw on the Town of Plymouth [Conservation Commission's website link](#)).*

Request for Determination of Applicability - Any alteration of land within 100 feet of a wetland resource area (includes bordering vegetated wetlands, ponds, land subject to flooding, coastal, or within the 200 feet of a river or perennial stream, requires a permit under the Wetlands Protection Act, M.G.L., Chapter 131, Section 40. A "Request for Determination of Applicability" should be submitted when there is a question of whether proposed work is under the jurisdiction of the Conservation Commission where the impacts to a wetland resource area are extremely minor and no work is being performed in the wetland itself. If the Commission determines that the proposed work will alter an area subject to protection under the Act, then a "Notice of Intent" must be filed.

Notice of Intent – Also under the Wetlands Protection Act, unless the Conservation Commission issues a "Negative Determination under the Determination of Availability (above)," a Notice of Intent must be filed whenever land is altered within 100 feet of a wetland resource area or within the 200 foot riverfront area. Within 21 days of receiving a Notice of Intent the Conservation Commission will hold a public hearing. The Commission will then issue a decision, called an "Order of Conditions" within 21 days of the public hearing.

Permits Under the Jurisdiction of the Department of Public Works

DPW, Engineering Division:

Permits from the DPW Engineering Division under MGL C. 82A and 520 CMR 14.00, if applications are complete when submitted, can usually be processed in 2-3 days; however, please allow up to five (5) business days for processing. Applications and forms are available on the [Town website](#) – quick link: [DPW Engineering](#).

Trench Permit – Required for any trench on public property deeper than 2'. (Trenches on private property require a permit from the Building Department.)

Street Opening/Excavation Permit - If any work is done within the street layout, including driveways, requiring digging to occur on a public way, a Street Opening

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Permit is required - See Town Website for further information regarding Street Opening Permits.

Lot Number Verification - Every building applicant must obtain a "verification of street address" form from the Engineering Division. The applicant needs to know the Parcel ID when they request the form. This is done to insure that the address is correct for 911 purposes.

Curb Cut Permit - Required when creating a new curb cut on a public street. A curb cut on a state road (such as State Road and Plympton Road – contact DPW Engineering Division for specifics) requires the permission of the Massachusetts Department of Public Works (<http://www.massdot.state.ma.us/Highway/> access permit).

Utility Contractor's License – as needed under applicable regulations.

DPW, Water Division:

When applying for a permit listed below, the Applicant will need to have a copy of their Building Permit Application and plans filed with the Building Permit Application, and a copy of the Assessor's 'field card' (available from the [Assessing](#) Department. Please allow 1-2 business days for processing.

Water Permit - Required for system development and for water line connections/service. Please consult with the [Water Division](#) and information on the Town website regarding fees.

Sewer Permit – Sewer connections are handled by the [Water Division](#) (Utilities Director). If the property is located abutting a public or private way where there is a common sewer, connection to the public sewer may be required (please refer to the Town Bylaws Chapter 149, Sewers). Also see 310 CMR 15.00 for state regulations under Title V. A sewer permit is required for the installation or repair of a sewer line. Depending on the quality and quantity of the process waste discharge, an industrial pretreatment permit may be required. Please consult with the Water Division and information on the Town website regarding fees.

DPW, Parks Division:

Public hearings for shade trees under the Public Shade Tree Act and Scenic Road Act (described below) take 4-6 weeks for the required public notice and permitting. There is no formal application to be filled out; however, permitting is handled by the [Parks Division](#).

Tree Removal Permit - Required by the Public Shade Tree Act (M.G.L., Chapter 87, Section 3) for the cutting of trees in the public road layout. Where the public way is designated a Scenic Way (see next paragraph, also), permission from the

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Planning Board is also required. Designated scenic roads in Plymouth are Strand Avenue, Manomet Avenue, Old Beach Road and Ellisville Road.

Scenic Road Act - M.G.L. Chapter 40, Section 15C requires that any repair, maintenance, reconstruction or paving of a scenic road shall not involve the cutting of trees or the partial or complete destruction of stone walls without the prior written consent of the Planning Board and Tree Warden. Designated scenic roads in Plymouth are Strand Avenue, Manomet Avenue, Old Beach Road and Ellisville Road.

Permits Under the Jurisdiction of the Board of Health

Pre-application meetings are required, and permitting timelines vary – it depends on the nature of the project. This process requires notice to abutters under the regulations, and part of the application includes a **certified abutters list** from the [Assessor's office](#). Please allow up to fourteen (14) days to receive this list from the Assessor's office prior to the filing of the application. Once a completed application is received, a public hearing will be scheduled. Please check with the [Health Department](#) regarding timelines for your project.

Private Subsurface Sewage Disposal Permit - Required for the installation of a private subsurface sewage disposal system. The permit is regulated under 310 CMR 15.00 for state regulations under Title V of the State Sanitary Code.

Private Water Supply Permit - Required for the installation of a private well.

Licenses and Inspections are required for certain uses. Please contact the Health Department for further information.

Permits Under the Jurisdiction of the Historic District Commission

A map of the Historic District is located in the Appendix of this Guide. No building or structures (including signs, fences, walks, terraces and driveways) within the Historic District may be constructed or altered in any way that affects the exterior architectural features unless a Certificate has been issued by the Historic District Commission. If a developer or applicant attends a meeting (depending on the nature of the project), photographs, a site plan, architectural drawings, paint chips with specific colors, and samples of materials are recommended. The [Historic District Commission](#) prefers very specific and detailed plans. A public hearing is required, along with an informal meeting. The public hearing requires 2-3 weeks public notice, and generally a permit will require approximately 3-4 weeks to process. [Design Guidelines](#) and [applications](#)

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

are available on the website. The Historic District Commission can consider applications for three types of certificates to approve work proposed in the District:

1. Certificate of Appropriateness

A Certificate of Appropriateness is issued when the construction or alteration for which the application is made will be appropriate for or compatible with the preservation or protection of the Historic District.

2. Certificate of Non-Applicability

A Certificate of Non-Applicability is issued when the work does not involve any exterior architectural feature, the proposed work is not visible from a public way, or involves an exterior architectural feature which is not subject to review by the Commission because the Commission has previously decided to exclude the feature, building or structure from its review.

3. Certificate of Hardship

An applicant may apply directly for a Certificate of Hardship or the Commission may determine in evaluating an application for a Certificate of Appropriateness that a Hardship certificate is in order. For Certificates of Hardship, the commission must determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant; and whether such application may be approved without substantial detriment to public welfare and without substantial derogation from the intent and purposes of the District.

APPENDICES

Permitting Contact Table

Department or Commission	Website hotlink	Phone Number	Location	Permits (partial listing)
Assessing	Assessor	508-747-1620 x155	1 st Floor, Town Hall - 11 Lincoln Street	Provides certified abutters lists for a fee for certain permit applications
Board of Health	See Health Dept.	508-747-1620 x118	1 st Floor, Town Hall - 11 Lincoln Street	See Health Dept.
Board of Selectmen	Selectmen Link	508-747-1620 <i>Licenses: x100 43D: x106</i>	3 rd Floor, Town Hall - 11 Lincoln Street	Licenses, 1820 Courthouse Priority Development Site (43D)
Building/Zoning Department	Building & Zoning Dept. link	508-747-1620 x110	1 st Floor, Town Hall - 11 Lincoln Street	Zoning Determination, Zoning Permit, Building Permit, Occupancy Permit, trench, wiring, plumbing, sign, gas permits, work in the Floodplain
Community Development	Community Dvpt. link	508-747-1620 x150	2nd Floor, Town Hall - 11 Lincoln Street	Business assistance and community development projects.
Conservation	Conservation link	508-747-1620 x139	2nd Floor, Town Hall - 11 Lincoln Street	See Conservation Commission.
Conservation Commission	Conservation Commission link	508-747-1620 x139	2nd Floor, Town Hall - 11 Lincoln Street	local wetlands bylaw, request for determination of applicability, notice of intent
DPW Director	DPW Director link	508-830-4162 x105	159 Camelot Drive, Camelot Industrial Park	None. See other DPW Divisions for permits.
DPW Engineering	DPW Engineering link	508-747-1620 x120	2nd Floor, Town Hall - 11 Lincoln Street	Trench, street opening & excavation, lot number verification, curb cut permit, utility contractor's license, street name approval

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Department or Commission	Website hotlink	Phone Number	Location	Permits (partial listing)
DPW Parks/Cemetery	DPW Parks link	508-830-4162 x6	159 Camelot Drive, Camelot Industrial Park	Tree removal – public shade trees, Scenic Road Act, also weddings and photos in Brewster Gardens & Jenney Park
DPW Recreation	DPW Recreation link	508-747-1620 x137	Basement, Town Hall - 11 Lincoln Street	Permits to use recreational fields
DPW Sewer	DPW Sewer link	508-830-4159	131 Camelot Drive, Camelot Industrial Park	See Water for permitting.
DPW Water	DPW Water link	508-747-1620 x128	Basement, Town Hall - 11 Lincoln Street	Water and sewer connections
Economic Development	Economic Development link	508-747-1620 x144	2nd Floor, Town Hall - 11 Lincoln Street	Assistance with business start-ups and incentives, Event permits
Fire Prevention	Fire link	508-830-4213 x106	114 Sandwich Street, Fire Station	Cutting & welding, explosives, fire protection system installation, flammable fluids, solids & gases, LP-Gas storage, oil burning eqpt., tanks & container, dumpster permits, street name approval
Health	Health Dept. link	508-747-1620 x118	1 st Floor, Town Hall - 11 Lincoln Street	Private subsurface sewage disposal, private water supply, licenses and inspections for various uses.
Historic District Commission	Historic District Commission link	508-747-1620 x144	2nd Floor, Town Hall - 11 Lincoln Street	Certificate of Appropriateness, Certificate of Non-Applicability, Certificate of Hardship

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Department or Commission	Website hotlink	Phone Number	Location	Permits (partial listing)
Planning & Development	Planning & Dvpt. link	508-747-1620 x141	2nd Floor, Town Hall - 11 Lincoln Street	See Planning Board, Zoning Board of Appeals, Community Development, Economic Development, Conservation Commission
Planning Board	Planning Board link	508-747-1620 x141	2nd Floor, Town Hall - 11 Lincoln Street	Special Permit, Subdivision plan, Approval Not Required (ANR) plan, Scenic Road Act
Plymouth Redevelopment Authority	Redevelopment link	508-747-1620 X147	2nd Floor, Town Hall - 11 Lincoln Street	1820 Courthouse (43D Priority Development Site)
Plymouth Regional Economic Development Foundation	Economic Dvpt. Fdtn. link	508-747-1620 x144	2nd Floor, Town Hall - 11 Lincoln Street	Assistance with business start-ups and incentives
Town Clerk	Town Clerk link	508-747-1620 x189	1 st Floor, Town Hall - 11 Lincoln Street	Business Certificate
Zoning Board of Appeals	Zoning Board of Appeals link	508-747-1620 x138	2nd Floor, Town Hall - 11 Lincoln Street	Special permit, zoning variance

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Permitting Timelines

Timeline for the Special Permit Process	
Day 0	Board of Appeals or Planning Board (special permit granting authority) receives completed application and forwards to Town Clerk date who stamps it.
Prior to the public hearing	Notices of the public hearing are sent to the applicant, abutters & neighboring towns
At least 14 days before the public hearing	The 1 st notice is published in the Old Colony Memorial and posted in Town Hall
One week before the public hearing	The 2 nd notice is published in the Old Colony Memorial and posted in Town Hall
No later than 65 days after receipt of a complete application	Public hearing is held – any later than 65 days requires a signed agreement between the applicant and the permit granting authority
90 days after the public hearing is closed	Last day for the permit granting authority to vote. The written decision must be filed with the Town Clerk within 14 days of the vote. If no decision is made, the applicant may obtain a constructive grant by applying to the Town Clerk.
20 days after a decision is published by the permit granting authority	The appeal period for interested parties ends. Appeals are filed with both the Town Clerk and the applicable court. If no appeal is filed and the permit was granted, it takes effect at the end of the 20 day period.

NOTE: “Day 0” to the date a decision is published cannot exceed 155 days unless there is written agreement between the applicant and the permit granting authority, filed with the Town Clerk.

NOTE: The Special Permit lapses two years from the date of the decision if work is not substantially underway, unless for good cause.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Timeline for the Zoning Board of Appeals Variance	
Day 0	Board of Appeals receives completed application and forwards to Town Clerk date who stamps it.
Prior to the public hearing	Notices of the public hearing are sent to the applicant, abutters & neighboring towns
At least 14 days before the public hearing	The 1 st notice is published in the Old Colony Memorial and posted in Town Hall
One week before the public hearing	The 2 nd notice is published in the Old Colony Memorial and posted in Town Hall
No later than 65 days after receipt of a complete application	Public hearing is held – any later than 65 days requires a signed agreement between the applicant and the Board of Appeals
100 days after the filing of the variance application	Last day for the Board of Appeals to vote. The written decision must be filed with the Town Clerk within 14 days of the vote. If no decision is made, the applicant may obtain a constructive grant by applying to the Town Clerk.
20 days after a decision is published by the Board of Appeals	The appeal period for interested parties ends. Appeals are filed with both the Town Clerk and the applicable court. If no appeal is filed and the variance was granted, it takes effect at the end of the 20 day period.

NOTE: “Day 0” to the date a decision is published cannot exceed 100 days unless there is written agreement between the applicant and the Board of Appeals, filed with the Town Clerk.

NOTE: The variance lapses one year from the date of the decision.

Timeline for the Subdivision Approval Process	
Preliminary Plan	
Day 0	Town Clerk receives completed Form B application and preliminary plan and date stamps it. Planning Board receives completed Form B and preliminary plan, and Board of Health is also notified by the Applicant.
Within 45 days	Planning Board acts on preliminary plan with notice to Applicant and Town Clerk
Definitive Plan	
Within 7 months to preserve zoning and subdivision exemptions, although the Definitive Plan can be filed at a later date without preserving the zoning and subdivision exemptions.	Applicant submits definitive Plan with Notice to Planning Board with notice to the Town Clerk and copy to the Board of Health
Prior to the public hearing	Notices of the public hearing are sent to the applicant and abutters
At least 14 days before the public hearing	The 1 st notice is published in the Old Colony Memorial and posted in Town Hall
One week before the public hearing	The 2 nd notice is published in the Old Colony Memorial and posted in Town Hall
Within 90 days of submittal of Definitive Plan that had a Preliminary Plan, or within 135 days where no Preliminary Plan was submitted	Planning Board acts on the plan. The written decision must be filed with the Town Clerk within 14 days of the vote. If no decision is made, the applicant may obtain a constructive grant by applying to the Town Clerk.
20 days after a decision is published by the Planning Board	The appeal period for interested parties ends. Appeals are filed with both the Town Clerk and the applicable court. If no appeal is filed and the plan was approved, the Clerk issues a certificate which takes effect at the end of the 20 day period.
Within 6 months of plan endorsement	Applicant must record Definitive Plan at Land Court or Registry of Deeds

NOTE: “Day 0” to the date a decision is published cannot exceed the timeline above unless there is written agreement between the applicant and the Planning Board, filed with the Town Clerk.

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Timeline for the Wetlands Development Review Process	
Day 0	Notice of Intent (NOI) or Request for Determination of Applicability (RDA) is filed with the Conservation Office
Prior to the public hearing	Notices of the public hearing are sent to the applicant and abutters
At least 5 business days before the public hearing	The 1 st notice is published in the Old Colony Memorial and posted in Town Hall
Within 30 days of filing of NOI or RDA	Public hearing is held
Within 30 days of public hearing for RDA	Written Determination of Applicability is issued (Negative or Positive). Negative Determination: work is determined not to have impacts on the wetland resource. Positive Determination: work is determined to have an impact and applicant must file Notice of Intent to move forward.
Within 30 days of public hearing for NOI	Commission issues Order of Conditions (OOC) for approval or denial
After 10 days of Issuance of an Order of Conditions	Applicant records Order of Conditions at the Plymouth Registry of Deeds and provides proof of recording to Commission
Upon expiration of 10 day appeal period and proper notification to Commission, including proof of recording	Applicant may start work. NOTE: Applicant may work at their own risk for the first 60 days of OOC issuance if appealed, under the Local Bylaw.
At least 30 days prior to expiration of permit	Applicant may apply for extension of permit
3 years from date of permit issuance	Permit expires

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

Historic District Map



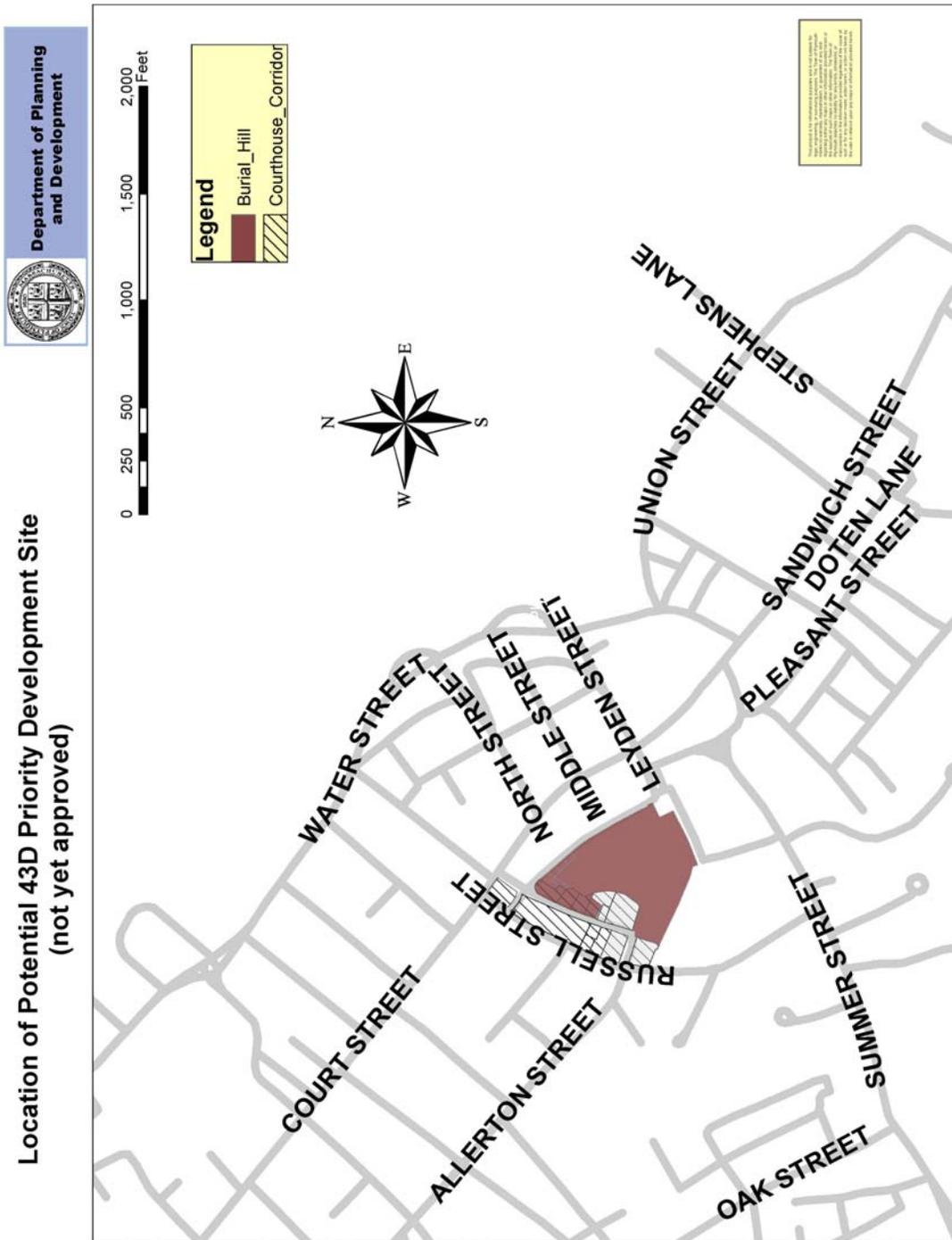
Historic District 2010



Department of Planning
and Development

Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.

43D Priority Development Site Map



Please note that individual permits may be subject to appeal periods once granted, and filing fees, which can vary by project size, usually also apply. Please contact individual departments for further information or look at the town website.