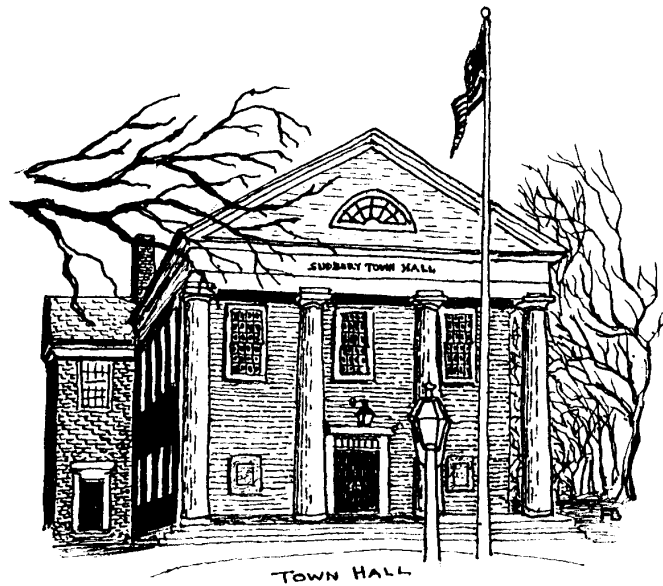


# TOWN OF SUDBURY

## PERMITTING PROCESSES



*Prepared by the League of Women Voters*

2003

Revised 2009

## Acknowledgements

The League of Women Voters thanks the members of Town boards and staff who reviewed and made corrections and suggestions for improvements in this booklet. Any remaining errors are our own. We also thank League member Dottie Briggs for permission to use the sketches of town landmarks drawn by her late husband Fred.

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# INTRODUCTION

In this booklet, the League of Women Voters provides a brief overview of the more complex processes for major projects, plus requirements for common individual homeowners' projects and activities, such as building permits and septic inspections. Miscellaneous permits and approvals for licenses, registration and special events are listed by permitting department in the table starting on page 23.

The complexities of New England town government, with its various autonomous elected boards and committees, are reflected in the permitting processes which regulate development, licensing, and other everyday and exceptional activities.

Residential subdivisions are the jurisdiction of the Planning Board, and commercial development plans are under the Board of Selectmen. The Conservation Commission also comes into play when wetlands are involved—virtually always, given Sudbury's geography and geology. For large projects, permits from more than one board are often or even usually required. For example, the change in use or expansion of a commercial activity requires Site Plan Approval from the Board of Selectmen, but will probably also have to be granted a Water Resource Protection District Special Permit by the Planning Board. This is because most of Sudbury's commercial districts are within the recharge area of the town's wells.

In Appendix B, Table 1, we show the permit-granting authority of the various town boards and departments, and indicate other permits and approvals that may be required for a given project.

For building activities of any scale, from development of raw land to adding a deck to your house, the Building Inspector is the gatekeeper. Any questions about which permits may be needed should be addressed to the Building Inspector at 978-443-2209, extension 1361.

For major development projects, a pre-application meeting with the staff of all the concerned boards is required. This will allow any problems to be addressed before

the formal application process begins, and can save the applicant time and money. Please call 978-639-3387 and speak to the Director of Planning to arrange a pre-application meeting.

Most of the approvals described in the following pages require a public hearing, with legal notice in the newspaper at least two weeks before the hearing, and notification of abutters to the affected property by mail. In the case of Special Permits and Site Plan Review, “parties in interest” within 300 feet of the property must be notified. Also, for most permits, a simple majority of the permit-granting board is needed for approval, but for Special Permits, Variances and Site Plan Review, a supermajority (4 members of a 5-member board, or unanimity for 3-member boards) is required.

The Boards act under authority of the Massachusetts General Laws, Sudbury’s Zoning Bylaw, and other local bylaws, as well as their own Rules and Regulations. They may waive their Rules and Regulations as appropriate, but relief from provisions of the Zoning Bylaw must be sought from the Zoning Board of Appeals. Copies of the bylaws and boards’ rules and regulations can be purchased from the Town Clerk, or are available for download on the Town’s website at [www.sudbury.ma.us](http://www.sudbury.ma.us).

We hope the information provided herein is helpful to those seeking permits or other approvals, and of interest as well to those who are curious about how the town works. However, the information is not intended to be all-inclusive, but merely an informal guide. Ultimate responsibility for ensuring that all necessary permits and licenses have been obtained lies with the applicant.

## PERMIT GRANTING BOARDS

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### **BUILDING DEPARTMENT**

The Building Inspector issues permits to build, repair, or alter structures, including separate permits for installation of electrical wiring, plumbing/gas, home occupation registration and entertainment/outdoor amusement.

The Inspector is also the Zoning Enforcement Agent for Sudbury, and as such serves as “gatekeeper” in the permitting process, and should be consulted about what permits may be required from which boards before a Building Permit is issued.

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### **BOARD OF SELECTMEN**

The Board of Selectmen as the executive body for Sudbury sets policy and strategic direction and hears specific appeals and resolves problems that have not been settled at lower levels. It is also the permit-granting authority for commercial site plans and has the legal responsibility and obligation as the issuer of licenses required by many businesses.

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### **PLANNING BOARD**

The Planning Board is responsible for carrying out the provisions of Massachusetts’ Subdivision Control Law regarding the subdivision of land, and the review of amendments to the Zoning Bylaw. The subdivision of land is any division of a parcel into two or more building lots. The Board is also the permit granting authority for Cluster Subdivisions, Flexible Development (subdivisions), Senior Residential Communities (SRCs), Incentive Senior Developments (ISDs), public way access permits (residential), Water Resource Protection District Special Permits, Scenic Road alterations, and wastewater treatment facilities special permits.

## **CONSERVATION COMMISSION**

The Conservation Commission has permitting authority for administration of the Massachusetts Wetlands Protection Act and the Sudbury Wetlands Administration Bylaw. A permit is required for any project that may impact wetlands, land within the 100-foot wetlands buffer zone (the adjacent upland resource area), and the 200-foot riverfront area. Permits from the Conservation Commission are also required for camping or special use of conservation lands.

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## **ZONING BOARD OF APPEALS**

The duties of the Zoning Board of Appeals include ruling on petitions for Special Permits as required by the Zoning Bylaw and on variances from zoning. The Board of Appeals is not a policy-making board, but a quasi-judicial one. It must interpret the zoning bylaws and determine if the use proposed in a particular petition is in the spirit of the Bylaw. The ZBA is also the permit granting authority for Comprehensive Permits under MGL chapter 40B.

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## **BOARD OF HEALTH**

The Board of Health enforces state minimum standards of fitness for human habitation and state lead poisoning prevention regulations. Food services establishments are inspected regularly. But most importantly, the primary business of the Board of Health is the enforcement of the State Environmental Code (Title V). This means, as authorized under state law, the Board issues permits for construction or upgrade of sewage or waste disposal systems (septic systems) and must approve variances to Title V. In addition, the Board of Health issues permits for soil testing, wells and animal/livestock.



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## **HISTORIC DISTRICTS COMMISSION**

The Historic Districts Commission is responsible for issuing Certificates of Appropriateness for exterior changes visible from the main street to any building within one of the three Historic Districts in Town. This would include any changes to the exterior architecture, color features of buildings, landscaping, stone walls, signs, etc. The purpose of this Commission is to help preserve and protect buildings, places and districts of historic or architectural significance. The four districts are:

- ❑ Wayside Inn
- ❑ Old Sudbury/Hudson Road
- ❑ King Philip
- ❑ George Pitts Tavern (Maple Ave.)

These districts are shown on Maps 1, 2, 3, and 4 in Appendix A.

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## **DESIGN REVIEW BOARD**

The Design Review Board makes advisory recommendations on all applications for Building Permits, Site Plan Review, Special Permits or Variances for non-residential uses involving new construction, exterior alterations and signs.

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## **DEPARTMENT OF PUBLIC WORKS** ***(Engineering & Highway Departments)***

The Engineering Department issues permits for new driveways or additional curb cuts in local roads (curb cuts along state highways require state approval as well). The Highway Department issues permits to open pavement in order to reroute or repair water, gas, or utility lines. The Highway Department also issues permits for cemetery grave openings and sells Transfer Station stickers.

## **FIRE DEPARTMENT**

In addition to its primary public safety duties, the Fire Department issues permits for and inspects fire alarms, sprinkler systems, and the transport, storage or use of fuel and other flammable materials including decorations in public assembly areas. Additionally, the Fire Department oversees above ground/underground storage tank removal. The Sudbury Fire Department also issues permits for entertainment or outside amusement events and open air burning.

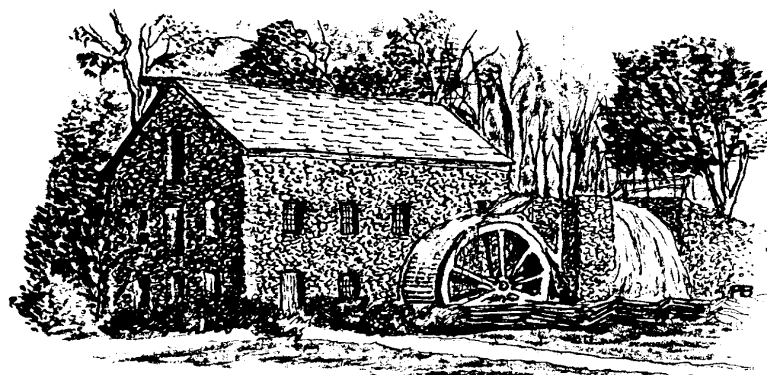


## **TOWN CLERK**

The Town Clerk's office is responsible for "D/B/A" – registration of business name, marriage intention/licensing, burial permits and dog licensing.

For a complete list of required permits, please refer to the table on pages 23 - 26.

In the next section we will describe the process for obtaining permits.



THE GRIST MILL

## THE PROCESS

### SITE PLAN APPROVAL

For any municipal, institutional, exempt, commercial or industrial structure or purpose, Site Plan approval must be obtained from the Board of Selectmen for:

Construction or exterior expansion of, or change of use, involving more than 500 square feet;

Construction or expansion of a parking lot;

Construction or expansion of loading or vehicular service including driveways giving access thereto;

Substantial alteration to areas for parking, loading or vehicular access, including a change in the layout or location of parking spaces, an increase in pavement area or any relocation, addition or change in driveways; and

Grading or clearing more than ten percent (10%) of a lot, with certain exceptions.

Particular attention is paid to environmental impacts, public safety and convenience.

Because of the location of the main commercial district, permits from more than one board are likely to be necessary. The typical commercial development permitting process for most of the approvals needed is shown in Figure 1 on the following page. For more detail, refer to the Town's Zoning Bylaw, Section 6300, and the Rules and Regulations adopted by the Board of Selectmen.

Public Hearing must be held and decision made within 120 days of receipt of application. A typical, non-controversial proposal typically takes about 90 days total.

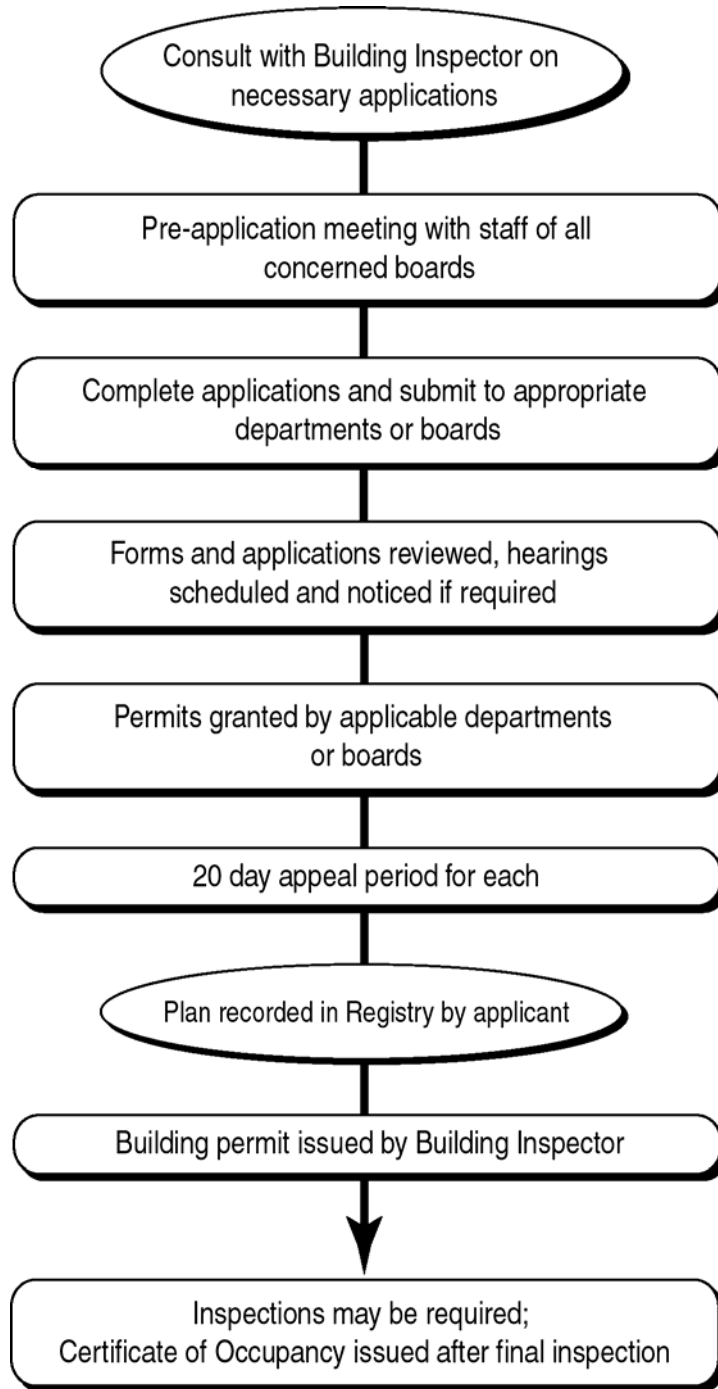
*Fee: Contact appropriate office*

### **Public Way Access Permit**

To ensure public safety, any project which proposes physical modification to existing access to a public way, or proposes the construction of new or modification of existing access which serves a building, or expansion of a facility or use that generates a substantial increase in or impacts traffic on a public way must be

reviewed by the Director of the Department of Public works as part of the approval process. The Board of Selectmen shall be responsible for the issuance or denial of public way access permits for all non-residential uses. The Planning Board is responsible for public way access permits for all residential uses. An application form, but no fee, is required for this permit.

**Figure 1: Typical Commercial Development Permitting Process**



## **WATER RESOURCE PROTECTION DISTRICT (WRPD) SPECIAL PERMIT**

The WRPD Special Permit is granted by the Planning Board for commercial development within a Water Resource Protection District. Although the Planning Board grants this Special Permit, it is in fact an integral part of the Site Plan approval process, because virtually all of Sudbury's commercial development lies within a Water Resource Protection overlay district (see Map 4, Appendix A, page 30). This permit is required for all new commercial construction within the district; and for reconstruction or expansion of existing commercial buildings within the Water Resource Protection Districts if the total amount of impervious surface on the site exceeds 15% of the total lot area. Application requirements include a completed application form and a certified list of abutters within 300'; extensive technical information including, but not limited to, topography, drainage, flood data, impervious surface calculations; a wastewater disposal plan; hydrogeologic assessment; hazardous material or waste management plan; and an emergency response plan. Water Resource Protection District (WRPD) rules and regulations are available from the Town Clerk. Applicants are urged to familiarize themselves with both the WRPD zoning bylaw and the rules and regulations. Under state law, a public hearing must be held within 65 days of submittal of an application, and a decision rendered within 90 days of the close of the public hearing. Usually, an uncomplicated plan will take about 90 days to approval.

*Fees: \$2,000\* + \$500 nonrefundable*

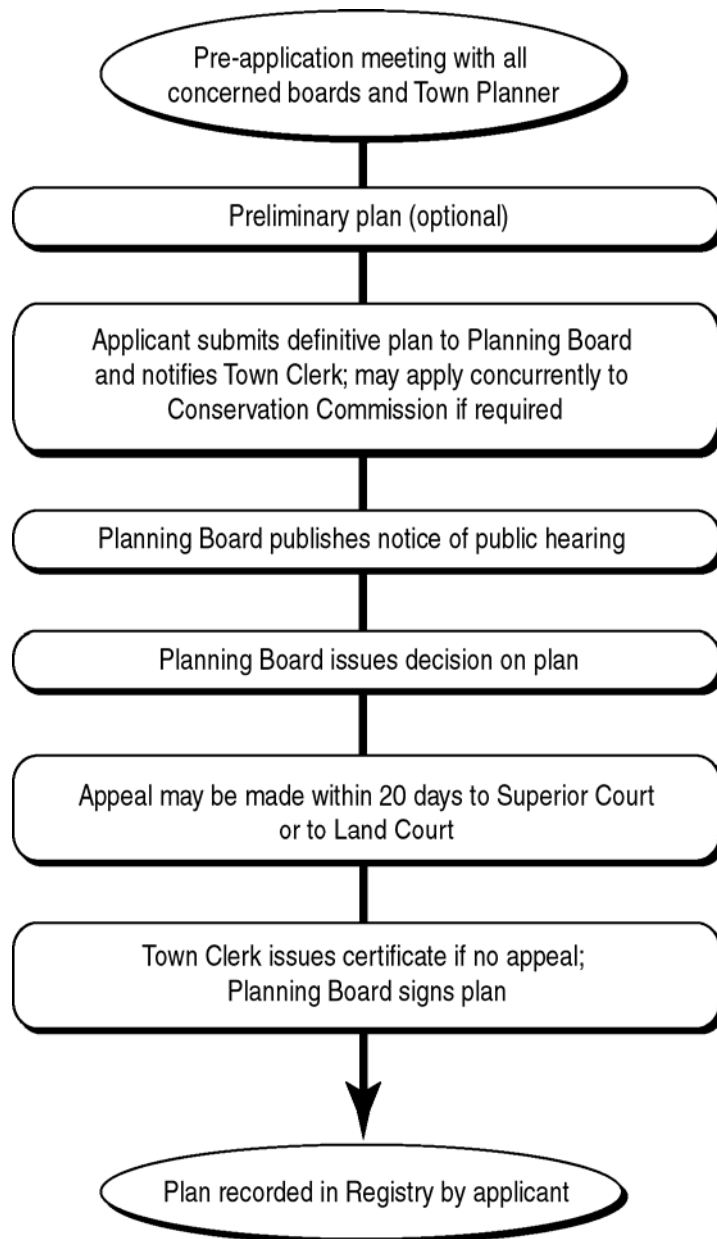
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\* Indicates funds to be held in escrow to pay for review (staff and any necessary professional consultants), balance to be refunded. If funds are not sufficient to cover costs, additional moneys may be required of applicant.

## SUBDIVISION OF LAND

The regulations regarding the subdivision of land are found in the Zoning Bylaw and in the *“Town of Sudbury Rules and Regulations Regarding the Subdivision of Land.”* Both are available from the Town Clerk and on the Town’s website. A flow chart of the typical subdivision approval process is shown in Figure 2 on the following page. A pre-application meeting with all concerned departments and the Director of Planning is recommended.

**Figure 2: Typical Subdivision Permitting Process**



**ANR Plan:**

An "ANR" (Approval [as a subdivision] Not Required) plan is filed with the Planning Board when you wish to (re) register an existing lot without changing lot lines, or make property line changes between existing lots, or subdivide a parcel that has sufficient frontage along an existing roadway. An application Form "A" along with a plan certified by a Registered Professional Engineer and a Registered Land Surveyor are required. Action must be taken within 21 days of submittal, or the plan is approved by default.

*Fees: \$50 for each plan which creates no new boundary lines; \$100 for each plan which creates new boundary lines, plus \$100 for each new building lot created.*

**Preliminary Subdivision Plan:**

A preliminary plan is optional, and along with the completed application form simply shows a road layout, the proposed lots, and any outstanding physical characteristics. It can be as simple as a one-page sketch plan and provides the opportunity for a general review. No public hearing is held at this time. The Planning Board has 45 days to reach a decision. The decision document, whether approval or disapproval, has no legal standing, but should document the plan's deficiencies, if any, and provides the developer with guidance in the development of any definitive plan to follow.

*Fees: One dollar per linear foot of proposed roadway as shown on the plan, or \$500\*, whichever is greater, plus \$50 nonrefundable for each new lot proposed.*

**Definitive Subdivision Plan:**

The definitive plan includes, along with an application form, technical specifications not required in the preliminary plan, such as details on drainage, road construction and wetland delineation. A list of direct abutters to the proposed subdivision,



certified by the Tax Assessor's office, is also required. A public hearing is required, with notice to the abutters and advertised in a "general circulation newspaper" two weeks before the hearing. If no preliminary plan has been filed, the Board has 135 days to issue a decision; if a preliminary plan was filed, the deadline is 90 days. This deadline may be extended by written agreement between the Board and the applicant, with notification filed with the Town Clerk.

*Fees: One dollar per linear foot of proposed roadway as shown on the plan, or \$2,000\*, whichever is greater, plus \$150 nonrefundable for each new lot proposed if a preliminary plan has been filed, or \$250 nonrefundable for each new lot if no preliminary plan has been filed.*

The following Special Permits, granted by the Planning Board, are based on conventional subdivision layouts.

***Cluster Subdivisions:***

For parcels of 10 acres or more, a cluster subdivision provides for reduced lot size and average frontage, with the same density as a conventional subdivision, to provide common land for conservation, agriculture, etc. This helps to promote more suitable siting of buildings, better utilization of land in harmony with surrounding parcels, and more efficient provision of municipal services. A preliminary plan must be provided, showing a conventional plan, to determine the number of lots allowed.

*Fees: Same as standard subdivision.*

***Flexible Development:***

This serves to facilitate sensitive development practices and use of resources in the following ways:

- allowing development to be sited in the most suitable areas of a property

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\* Indicates funds to be held in escrow to pay for review (staff and any necessary professional consultants), balance to be refunded. If funds are not sufficient to cover costs, additional moneys may be required of applicant.

- ❑ giving greater flexibility and creativity in the design of residential developments
- ❑ facilitating the construction and maintenance of streets, utilities and public services in a more economical and efficient manner
- ❑ encouraging a less sprawling form of development
- ❑ minimizing the total amount of disturbance to the site.

A preliminary plan must be provided, showing a conventional plan, to determine the number of lots allowed.

*Fees: Same as standard subdivision.*

**Senior Residential Community (SRC):**

To provide alternative housing for a maturing population, reducing residents' burdens of property maintenance and demands on municipal services. SRCs are allowed by Special Permit on parcels of 20 acres or greater. Rules and regulations regarding SRCs are available from the Town Clerk. The application must include the following:

- ❑ Preliminary conventional subdivision plan to determine density
- ❑ Site plan with information required for a Definitive subdivision plan
- ❑ Wetlands data pursuant to Sudbury Wetlands Administration Bylaw
- ❑ Schedule of the proposed phases of development
- ❑ Floor plans and elevations of dwellings
- ❑ Landscaping plans
- ❑ Provisions for storm water management and wastewater disposal
- ❑ Sample documents of legal structure for operation and management of the organization, showing restriction of ownership and occupation by at least one person age 55 or over
- ❑ Open space areas as required in the bylaw

*Fees: Preliminary Plan: \$500\* plus \$25 per unit  
Definitive Plan: \$2,000\* plus \$100 per unit*

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\* Indicates funds to be held in escrow to pay for review (staff and any necessary professional consultants), balance to be refunded. If funds are not sufficient to cover costs, additional moneys may be required of applicant.

***Incentive Senior Development:***

Similar to SRC except in the following:

- ❑ Price restrictions on the units
- ❑ Minimum age of at least one owner occupant must be 52 years
- ❑ Density allowance is slightly greater
- ❑ Minimum parcel size is 10 acres.

*Fees: Same as for SRCs.*

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**SCENIC ROADS PERMIT**

To protect the scenic quality and character of the Town roads designated as Scenic Roads by establishing rules and regulations governing local administration of the Scenic Road Act, M.G.L, c, 40, s. 15C. The Scenic Road Act governs the cutting or removal of trees or the tearing down or destruction of stone walls during the repair, maintenance, reconstruction, paving, or other alteration of roads that have been designated as a scenic road by the Town. The local authority and jurisdiction of the Planning Board shall be consistent with the Scenic Road Act.

*Fee: \$100*

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**HISTORIC DISTRICTS REVIEW**

There are four Historic Districts in Sudbury which require review by the Historic Districts Commission (Appendix A). Applicants must apply for a Certificate of Appropriateness for any changes to exterior architectural and color features of building, landscaping, stone walls, signs, etc., located within these districts.

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## **PUBLIC WAY ACCESS PERMIT**

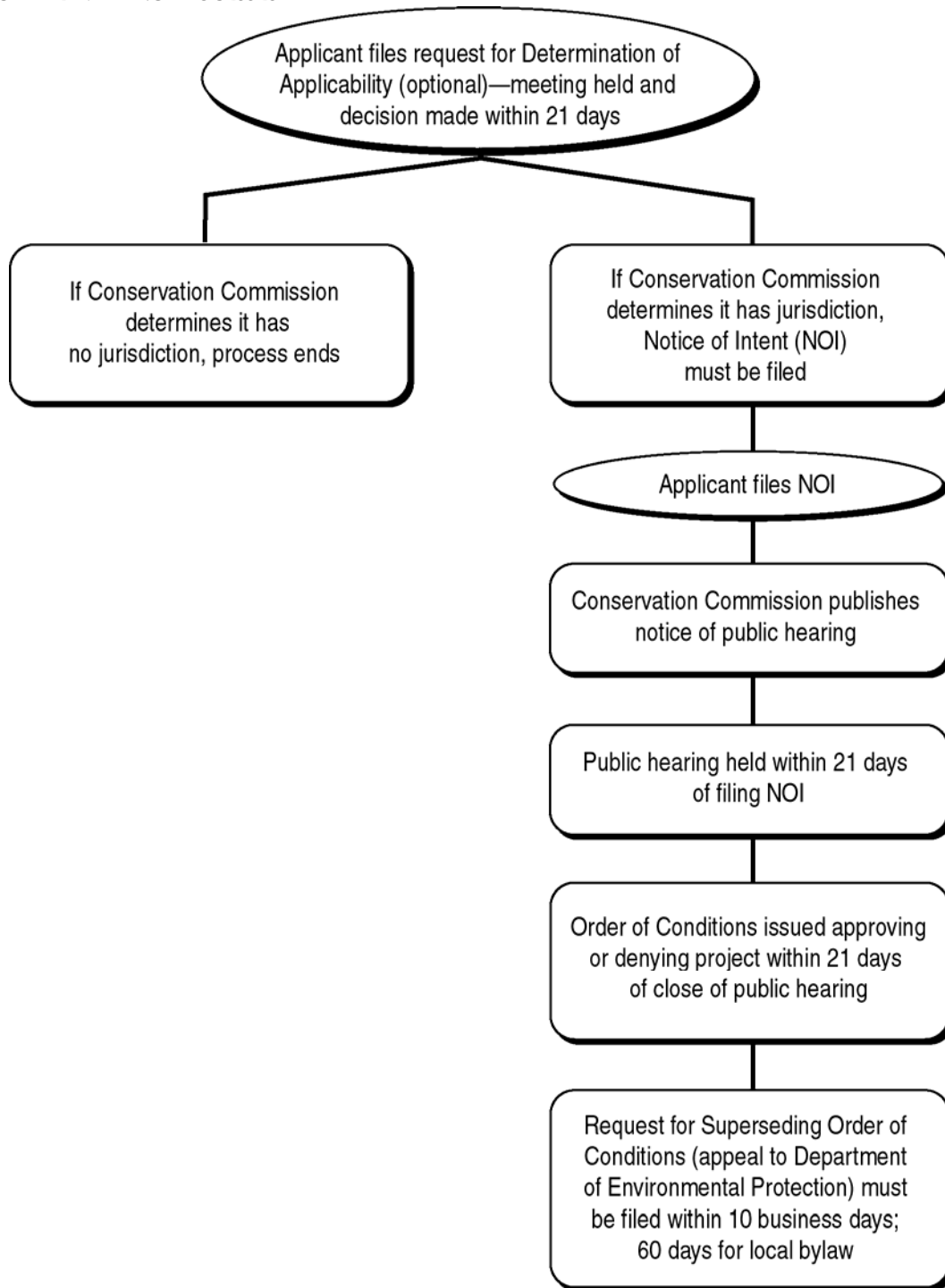
To ensure public safety, any project which proposes physical modification to existing access to a public way, or proposes the construction of new or modification of existing access which serves a building, or expansion of a facility or use that generates a substantial increase in or impacts traffic on a public way must be reviewed by the Director of the Department of Public works as part of the approval process. The Planning Board shall be responsible for the issuance or denial of public way access permits for residential uses; the Board of Selectmen for all commercial uses. An application form is required for this permit.

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## **WETLANDS**

Any project that may affect land protected by state and local wetland resource protection regulations requires a permit from the Sudbury Conservation Commission. The Commission administers both the state and local laws concurrently. The wetland regulations protect all freshwater wetlands (rivers, streams, lakes, marshes, vernal ponds, and land within 200 feet of a perennial river or stream) as well as buffer zones of varying size around the wetland resources. Under the Sudbury bylaw, the buffer zone is considered a resource area and typically includes land within 100 feet of a wetland. The purpose of regulations is to maintain the quality of water resources, to protect against flooding, erosion, storm damage, and pollution, and to protect natural features and wildlife habitats. An overview of the wetlands permitting process is shown in Figure 3.

**Figure 3: Typical Wetland Permitting Process**



***Request for Determination:***

In order to determine if a project requires a permit, it is necessary to file a Request for Determination with the Conservation Commission. The Commission will review the plans, visit the site, and make a determination whether a permit with conditions is required.

***Determination of Applicability:***

A Determination of Applicability must be issued within 21 days of receipt of the Request for Determination. If no harmful effect to a wetland is anticipated, a negative determination is issued, and the project may proceed without a permit with conditions.

***Notice of Delineation***

In some cases, primarily large projects, the state requires the applicant to file a Notice of Delineation along with the Notice of Intent. Wetlands can be delineated by civil engineering/surveying firms.

***Notice of Intent (NOI):***

If a permit with conditions is required, it is necessary to file an application, called a Notice of Intent, or NOI, with the Commission. Fees vary according to the scale and scope of the project.

*Fees: Contact appropriate department.*

***Public Hearing on NOI***

A public hearing on a NOI must be held within 21 days of receipt, unless the applicant extends that date. Notice of the public hearing must be published not less than 5 working days before the hearing, and direct abutters must be notified. The public hearing provides the opportunity to ask questions or comment on a project.

A decision (Order of Conditions) must be issued within 21 days of the close of the public hearing.

***Order of Conditions (OOC):***

If a project does not conform to the requirements of the law the Order of Conditions (OOC) may be a denial. The OOC specifies the resource area being protected, the work being regulated, and the degree of protection required. A decision may be appealed within 10 days to the Department of Environmental Protection (DEP). Under the state Wetlands Protection Act there is a 10-day appeal under the local bylaw, and a 60-day appeal to Superior Court. The Conservation Commission has the authority to enforce OOC, and with the DEP, the Wetlands Protection Act. Enforcement activities can range from informal notification of violations to civil or criminal litigation.

***Certificate of Compliance (COC):***

Upon completion of a project, the applicant may request a Certificate of Compliance, which indicates that the work has been satisfactorily completed and records ongoing conditions. The COC must be recorded with the Registry of Deeds to remove any encumbrance placed on the title to the property by the Order of Conditions.

***Other Notes on Wetlands Permits:***

A permit is usually valid for three years, with additional one-year extensions possible. Some requirements may run with the land and apply to all subsequent owners of the property.

*Fees: Contact appropriate department.*

## **ZONING BOARD OF APPEALS (ZBA) SPECIAL PERMITS**

The ZBA may grant permits for the alteration of pre-existing nonconforming buildings (if the building is not made substantially more nonconforming), and for allowed uses that require a special permit under zoning, unless the bylaw specifies another permit-granting authority for the latter. Most Special Permits are for such things as adding a deck or a garage or an extra room to an existing house on a lot smaller than one acre that cannot meet current setback requirements.

Special Permits required for allowed uses are usually granted for a specified period—initially for one or two years—and must be renewed. This process provides the opportunity to determine that the petitioner has complied with the conditions of approval. Before granting approval of special permit, the ZBA must determine the following:

- ❑ The proposed use is in general harmony with the intent of the bylaw
- ❑ It does not significantly alter the character of the zoning district
- ❑ The facility will be adequate for its intended use
- ❑ The proposed use will not cause traffic congestion or be offensive, noisy or polluting.

The ZBA also grants special permits for the tear down and reconstruction of a house on a non-conforming lot. Comprehensive Permits under Chapter 40B for the creation of affordable housing are also under the jurisdiction of the ZBA.

A Public Hearing must be held within 65 days of submittal of a petition, and a decision made within 90 days of the close of the Public Hearing. For routine applications, there is usually no need to continue the hearing, and the decision is made that night.

*Fees: Contact appropriate department.*



## **VARIANCES**

A Variance is a permanent exemption from specific physical restrictions on use or dimensional requirements. Because the exemption is permanent, the criteria for approval are much more severe than for a Special Permit. It must be demonstrated that because of the specific physical circumstances of the property under review, relating to the soil conditions, shape, lot size, or topographical features, it is impossible to conform to zoning requirements and a hardship would be created if conformity were to be required. The applicant must prove the hardship to be substantial, unique to the property, not self-created, and not solely monetary.

A Public Hearing must be held within 65 days of submittal of petition, and a decision made within 100 days of submittal.

*Fees: Contact appropriate department.*

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## **USE VARIANCES**

Only towns that specifically provide for their use may grant Use Variances that may authorize a use or activity not otherwise permitted in the district in which the land or structure is located. Use of this type of variance is extremely limited, and not generally recommended. Therefore, the criteria for approval is significantly more restrictive than for variances based on physical constraints. Not only must a petitioner meet the requirements for both a regular Variance and a Special Permit, but in addition the further requirement that there is essentially no other reasonable conforming use of the land. Also, like Special Permits, Use Variances have a time limit, to provide an opportunity to determine their continued appropriateness.

A Public Hearing must be held within 65 days of submittal of petition, and a decision made within 100 days of submittal.

*Fees: Contact appropriate department.*

## **SEPTIC SYSTEM INSPECTIONS/PERMITS**

Septic systems for single family residences must be inspected for adequate functioning at the time of transfer of title to property, a change of use of the property, or expansion of the system. An inspection done within two years before a sale (or three years if pumped annually) is valid, and in cases where winter weather does not allow inspection, it may be done within six months after the sale.

State-certified septic system inspectors, professional civil or sanitary engineers, or registered sanitarians can do inspections. If remedial work must be done on a system, a permit must be obtained from the Board of Health. If a system is failing it must be replaced. A leaching area replacement usually occurs in a new location or, if no suitable location can be found on the property, the soils from the failing system must be removed and replaced. The Board of Health must act on a permit application within 45 days.

Under the Rules and Regulations of the Sudbury Board of Health and Title V, no sewage or waste disposal system may be constructed, altered, repaired or installed without a permit from the board. Local Boards of Health may grant variances from the provisions of Title V and the local Rules and Regulations if:

- (a) The applicant has established that enforcement of the provision from which a variance is sought would be manifestly unjust, considering all the relevant facts or circumstances of the individual case; *and*
- (b) The applicant has established that a level of environmental protection equal to that provided under Title V can be achieved without strict application of a particular provision. For new construction, enforcement of the provision from which a variance is sought must be shown to deprive the applicant of substantially all beneficial use of his property.

Application for a variance must be submitted in writing, specifying the provisions from which relief is sought. Assistance can be obtained from the Board of Health office in the DPW Building. Abutters to the property must be notified of a hearing on a Title V variance application at least 10 days in advance. If an applicant meets Title V, but not the more stringent Board of Health requirements, abutters do not need to be notified of the hearing. A decision must be reached within 45 days. The decision on a variance must then be submitted to the state DEP for approval, disapproval, or modification. The state has 30 days to respond, and no work may be done in that time.

*Fees: Contact appropriate department.*

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## **DESIGN REVIEW BOARD APPLICATIONS**

Sign applications require an application form and a to-scale color copy of the proposed sign. For other reviews, such as building renovations or commercial site plans, the following must be submitted along with the completed application: A finish board of exterior building materials; a complete set of construction drawings; color samples; elevation plan and façade changes. Recommendations are advisory only, and are usually transmitted to the appropriate permit-granting authority within a week of the board's vote.

Fees: None



Other Permits/Licenses/Registration Requirements

The following are required permits, etc., that do not involve a complex approval procedure, and are issued either upon payment of a fee or within a maximum of 30 days. It should be noted, however, that some might require other approvals covered in more detail in the body of this document. This is particularly true of those dealing with commercial uses. Consultation with the Building Inspector or the permit-granting authority is recommended.

<b>Other Permits Not Requiring Complex Approval</b>		
<b>Permit-Granting Authority</b>	<b>Name of Permit/License</b>	<b>Fee (contact appropriate department)</b>
Department of Public Works	Driveway Permit	
	Street Opening	
	Cemetery/Grave Opening (arranged by Funeral Director)	
	Transfer Station Sticker (residential)	
Building Department	Building Permit	
	Wiring Permit	
	Plumbing Permit; Residential	
	Gas Permit; Residential	
	Plumbing/Gas Commercial	
	Entertainment/Outdoor Amusement Tent Permit	
	Wood Stove	
	Commercial Sign	
	Masonry Chimney/Fireplace	
	Shed/Accessory Structure	
	Registered Home Business	

<b>Other Permits Not Requiring Complex Approval (Continued)</b>		
<b>Permit-Granting Authority</b>	<b>Name of Permit/License</b>	<b>Fee (contact appropriate department)</b>
Fire Department	Fire Alarm (smoke detector) Installation	
	Oil Burner	
	Upgrade/Removal of Above-ground Storage Tank	
	Underground Gasoline Storage Tank Removal	
	Blasting	
	Entertainment/Outdoor Amusement Inspection, plus Flammable Liquid Storage Permit (if applicable)	
	Propane Gas Storage Permit	
	Permit to Transport Flammable Liquids	
	Flammable Decorations Permit (commercial)	
	Open Air Burning Permit (Nov. 15 - May 1)	
	Town Clerk	“DBA”—registration of business name
Burial Permits		
Dog Licensing		
Marriage Intention/License		
Raffle & Bazaar Permit		

<b>Other Permits Not Requiring Complex Approval (Continued)</b>		
<b>Permit-Granting Authority</b>	<b>Name of Permit/License</b>	<b>Fee (contact appropriate department)</b>
Board of Selectmen	Auctioneer Permit	
	Bowling/Billiards License	
	Entertainment <i>(such as any live or recorded music, provided by a restaurant or similar commercial establishment)</i>	
	Hawkers/Peddlers License, Transient Vendors License	
	License for Sale of 2nd hand motor vehicles, Class I, II and III	
	Taxi Business/Livery and Limousine Service	
	Temporary Business or Industrial Trailer	
	Temporary Trailer for Dwelling	
	Inflammables Storage Permit	
	Sale of Alcoholic Beverages	
	Automatic Amusement Devices	
	Common Victualler/Innkeeper	
	Historic Districts Commission	Certificate of Appropriateness

<b>Other Permits Not Requiring Complex Approval (Continued)</b>		
<b>Permit-Granting Authority</b>	<b>Name of Permit/License</b>	<b>Fee (contact appropriate department)</b>
Board of Health	Permit to Keep Animals/Livestock	
	Food Establishments	
	Funeral Director License	
	Massage Establishment Permit	
	Massage - License to Practice	
	Septage Hauler	
	Sewage Disposal System Installation	
	Swimming Pool Operation (commercial)	
	Tanning Salon	
	Well Permit	
	Zoning Board of Appeals	Soil Testing Site Fee
Variance/Use Variance		
Special Permit		
Comprehensive Permit		

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**BUILDING DEPARTMENT**

James Kelly, Building Inspector  
DPW Building  
275 Old Lancaster Road  
(978) 443-2209, ext. 1361

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**BOARD OF SELECTMEN**

Maureen Valente, Town Manager  
Flynn Building  
278 Old Sudbury Road  
(978) 639-3382

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**PLANNING BOARD**

Jody Kablack, Director of Planning  
Flynn Building  
278 Old Sudbury Road  
(978) 639-3387

---

**CONSERVATION COMMISSION**

Deborah Dineen, Conservation Coordinator  
DPW Building  
275 Old Lancaster Road  
(978) 443-2209, ext. 1371

---

**ZONING BOARD OF APPEALS**

Sally Hild, Zoning & Planning Coordinator  
Flynn Building  
278 Old Sudbury Road  
(978) 639-3389

---

**BOARD OF HEALTH**

Robert Leupold, Director of Health  
DPW Building  
275 Old Lancaster Road  
(978) 443-2209, ext. 1379



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**HISTORIC DISTRICTS COMMISSION**

Linda Hawes, Chairman

(978) 443-0917

Marion Glaser, Coordinator

(978) 639-3399

---

**DESIGN REVIEW BOARD**

Julie Lindstedt, Office Supervisor

Planning & Community Development

(978) 639-3387

---

**DEPARTMENT OF PUBLIC WORKS**

I. William Place, Director

DPW Building

275 Old Lancaster Road

(978) 443-2209, ext. 1389

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**FIRE DEPARTMENT**

Ken MacLean, Fire Chief

77 Hudson Road

(978) 443-2239

Please note the following departments have relocated to the Department of Public Works location at 275 Old Lancaster Road in the spring of 2003.

Building Department

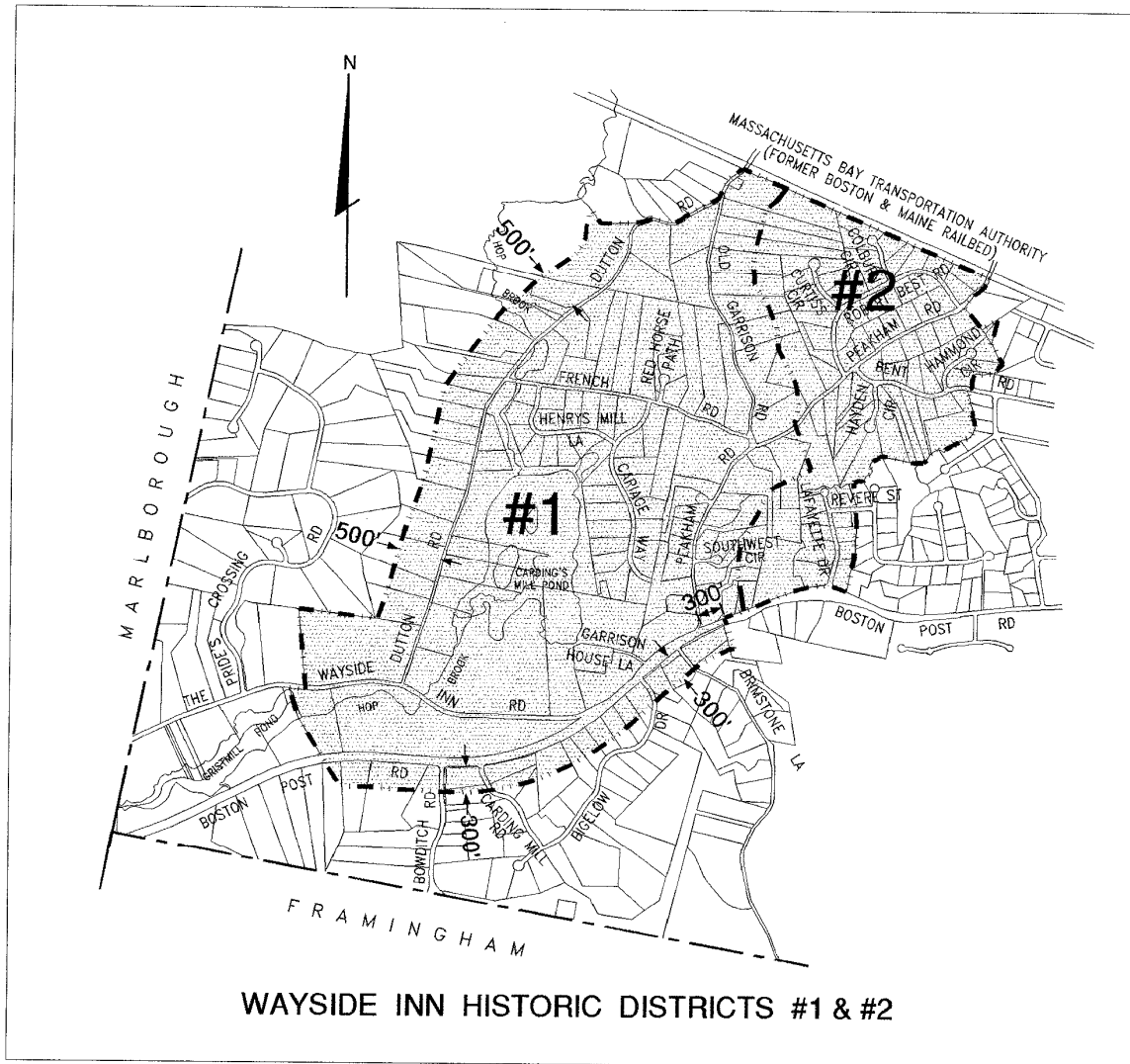
Conservation Commission

Board of Health

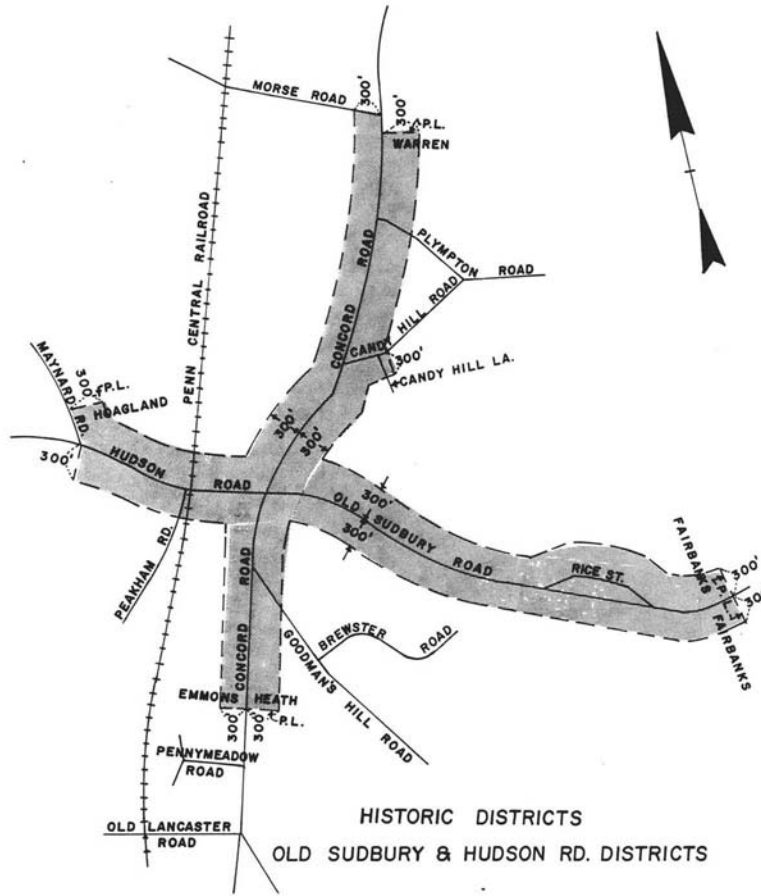
Engineering Department/Dept. of Public Works

# **APPENDIX A**

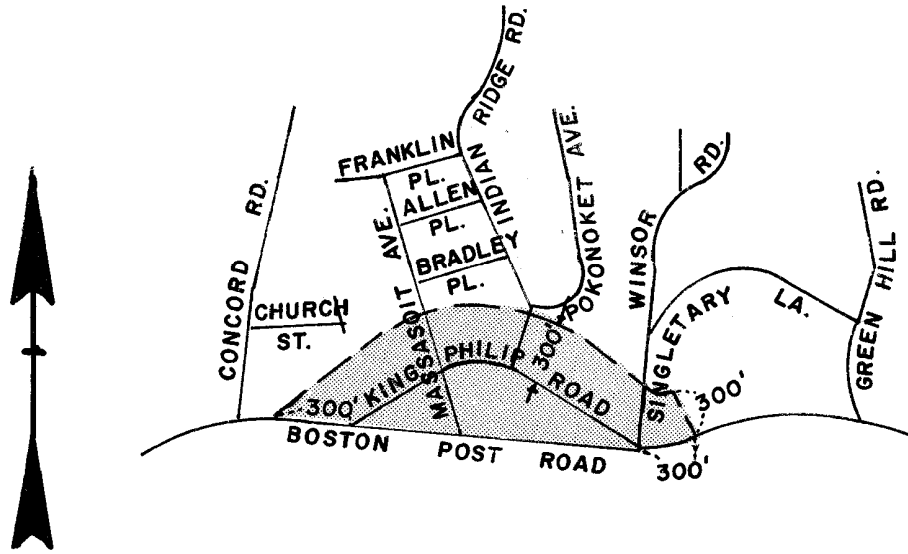
### Map 1: Wayside Inn Historic Districts



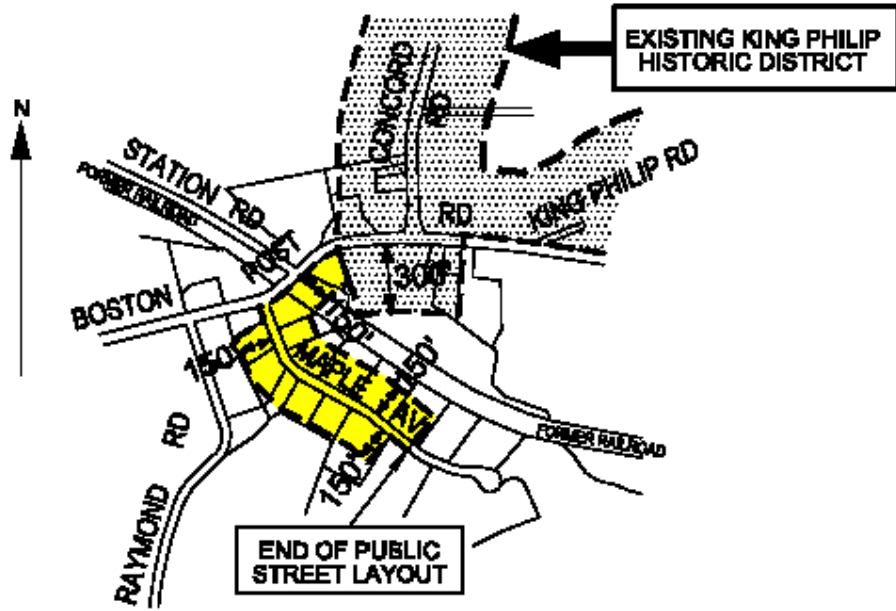
Map 2: Old Sudbury and Hudson Road Historic Districts



Map 3: King Philip Historic  
District

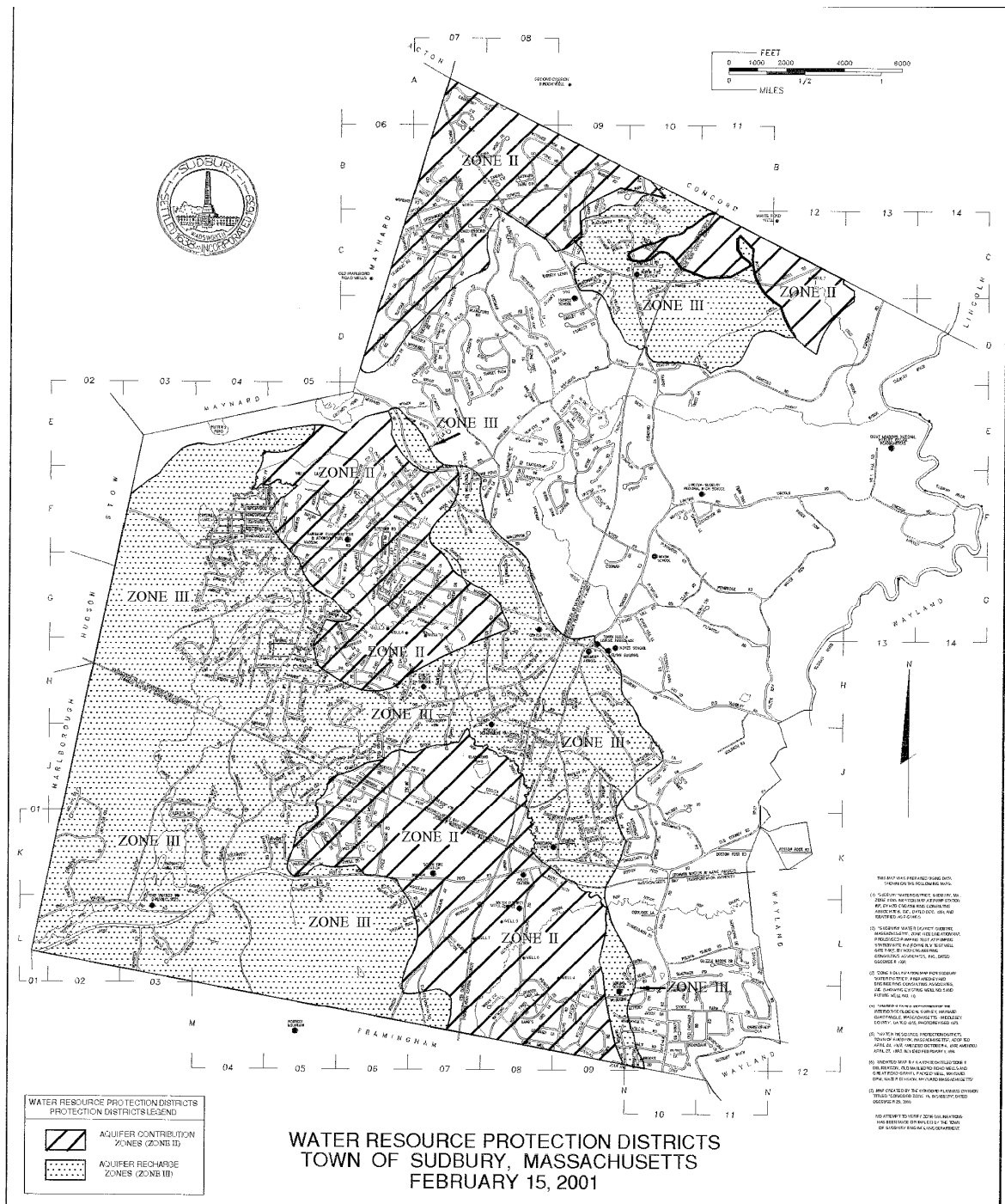


KING PHILIP HISTORIC DISTRICT



**GEORGE PITTS TAVERN  
HISTORIC DISTRICT**

Map 4: Water Resource Protection Districts



## **APPENDIX B**



<i>Permitting Process for the Town of Sudbury, Massachusetts</i>												
	Building Inspector	Selectmen	Planning Board	Conserv. Commissions	DPW	Board Health	Fire Dept	ZBA	Town Clerk	Historic Dist.Com	DRB	Water Dist.
Alcoholic Beverages		✗										
Animals /Livestock				✗		✗						
ANR (Approval Not Required)	✗		✗									
Auctioneer		✗										
Automatic Amusement Device		✗										
Bowling/Billiards		✗										
Building	✗	✗	✗	✗	✗	✗	✗	✗		✗	✗	
Burial Permits									✗			
Cemetery/Grave Opening					✗							
Certificate of No Appeal									✗			
Cluster Dev. Special Permit			✗	✗		✗						
Common Victualer/Innholder		✗				✗						
Comprehensive Permit								✗				
Curb Cuts/Public		✗	✗		✗		✗					

**KEY:**  
 ✗ Primary Permitting Authority  
 ✗ Additional Approvals May Be Required

<i>Permitting Process for the Town of Sudbury, Massachusetts</i>												
	Building Inspector	Selectmen	Planning Board	Conserv. Commissions	DPW	Board Health	Fire Dept	ZBA	Town Clerk	Historic Dist.Com	DRB	Water Dist.
Way Access												
Demolition	✗			✗			✗			✗		
Dog Licenses									✗			
Driveways				✗	✗							
Electric	✗											
Entertainment/Outdoor Amusement	✗	✗					✗					
Extinguishers							✗					
Fire Alarms							✗					
Fire Sprinklers							✗					
Food Establishments		✗				✗						
Foundation	✗											
Funeral Director License						✗						
Gas	✗											
Historic Structures	✗									✗		
Incentive Senior Development	✗		✗	✗		✗						
Inflammables Storage	✗	✗					✗					✗
Marriage Intention/License									✗			

<i>Permitting Process for the Town of Sudbury, Massachusetts</i>												
	Building Inspector	Selectmen	Planning Board	Conserv. Commissions	DPW	Board Health	Fire Dept	ZBA	Town Clerk	Historic Dist.Com	DRB	Water Dist.
Massage Establishment						✗						
Massage; License to Practice						✗						
Oil Burners							✗					
Other Special Permits								✗				
Plumbing	✗											
Scenic Road			✗									
Senior Residential Community	✗		✗	✗		✗						
Septage Hauler						✗						
Septic System Installation						✗						
Sign Permit	✗										✗	
Site Plan	✗	✗	✗	✗	✗	✗	✗			✗	✗	
Smoke Detectors							✗					
Soil Testing						✗						
Street Opening					✗							
Swimming Pool	✗					✗						
Subdivision	✗		✗	✗		✗						✗
Transfer Station					✗							

<i>Permitting Process for the Town of Sudbury, Massachusetts</i>												
	Building Inspector	Selectmen	Planning Board	Conserv. Commis s	DPW	Board Health	Fire Dept	ZBA	Town Clerk	Historic Dist.Com	DRB	Water Dist.
Taxi		✗										
Used Motor Vehicles		✗						☒				
Variances								✗				
Wastewater Treatment SP			✗			✗						
Water Hookup												✗
Water Resource Special Permit			✗									☒
Water Supply Well						✗						
<b>WETLANDS:</b>												
Certificate of Compliance				✗								
Determination of Applicability				✗								
Order of Conditions				✗								
Wood Stoves	✗							☒				