



Town of Barnstable Planning Board

Special Permit Application Privately-Initiated Affordable Housing Development (PI-AHD)

Procedure:

Application forms are available at the Planning Board Office, Planning & Development Dept., 367 Main Street, Hyannis, MA. Three (3) completed application forms along with all required information and materials must be submitted with your application. Failure to supply required information is sufficient reason for a denial of your request.

Copies of the application and accompanying materials shall be transmitted forthwith to the Barnstable Housing Committee for review and comment. Said Committee shall have 45 days after receipt thereof to make written recommendations to the Planning Board. Failure to make such written recommendation shall be deemed a lack of opposition thereto.

The Planning Board will hold a Public Hearing on your application within 65 days and shall render a decision within 90 days of the hearing. Applicant and Abutters will be notified by mail of the date of the Public Hearing. Applicant and/or representative should attend the Public Hearing to explain the request and to address those conditions and provisions of the Zoning Ordinance as relevant to the Special Permit being requested.

The Decision and Notice is processed within 14 days after the Board renders its decision and is filed with the Town Clerk. There is an appeal period of 20 days from the date the decision is filed with the Town Clerk. After the appeal period has elapsed, and if no appeal has been filed, the Town Clerk shall certify the decision and a copy will be mailed to the applicant's representative. That certified decision must be recorded at the Barnstable County Registry of Deeds, to take effect. A copy of that recorded document shall be submitted to the Board's files and is required for a building permit application. The rights granted under a Special Permit shall lapse unless they are exercised within one (1) year of the date of the certified decision. If an appeal is taken, the outcome of your request will be determined by the courts.

Please review all applicable zoning rules and regulations prior to applying. Be prepared to present evidence that shows your use is in harmony with the intent and purposes of the Zoning Ordinance and that it complies with all Special Permit provisions set forth in the ordinance.



**Town of Barnstable
Planning Board**

Application for Private-Initiated Affordable Housing Development ("PI-AHD") Special Permit

For office use only:
Special Permit # _____
Days Extended: _____
Decision Due _____

Date Received Town Clerk: _____
Hearing Date: _____

The undersigned hereby applies to the Planning Board of the Town of Barnstable for a Special Permit under Section 240.17.1 of the Barnstable Code, to allow for increased density of a proposed residential single-family development in the PI-AHD overlay zone, as the applicant will provide housing for persons of low or moderate income, and as the proposed development is consistent with existing development in the neighborhood, and does not otherwise cause substantial detriment to the existing neighborhood:

Applicant Name¹: _____, Phone: _____

Management Association (if applicable) _____

Applicant Address: _____

Property Location: _____

Property Owner: _____, Phone: _____

Address of Owner: _____

Deed Recording: Book _____, Page _____ Plan Recording: Plan Book _____, Page _____
If applicant differs from owner, state nature of interest.²

Assessor's Map/Parcel Number: _____ Zoning District: _____

Number of Years Owned: _____ Groundwater Overlay District: _____

STANDARDS

The Proposed Development:

- Is located entirely within the residential RC-1 Zoning District;
- Contains at least seven contiguous upland acres;
- Complies with all applicable Subdivision Rules and Regulations, except as they may be waived by the Board;
- Is connected to the municipal wastewater treatment facility.

Existing Variance or Special Permit Nos. (if applicable) _____

DESCRIPTION OF PROPOSED DEVELOPMENT:

¹ The Applicant Name will be the entity to which the special permit will be issued to.

² If the applicant differs from owner, the applicant will be required to submit one original notarized letter authorizing the application, a copy of an executed purchase & sales agreement or lease, or other documents to prove standing and interest in the property.

WAIVERS REQUESTED:

Special Permit Requested³: _____

Description of Activity/Reason for Request: _____

The following information must be submitted with the application at the time of filing, failure to do so may result in a denial of your request. Three (3) copies of each is required.

- The completed application form, each with original signatures.
- Certified property survey (plot plan) and one (1) reduced copy (8 1/2" x 11" or 11" x 17") showing the dimensions of the land, all wetlands, water bodies, surrounding roadways and the location of the existing improvements on the land.
- Information pertaining to any association which the applicant proposes to form for the private management of the PI-AHD.
- Copies of all proposed documents as required for the subdivision, including architectural rendering and layouts of proposed homes to be built and landscaping plans.
- Copies of proposed deed restrictions and monitoring agreements, drafted consistent with all requirements of 760 CMR 45 Local Initiative Program (LIP), and guidelines promulgated thereunder assuring the affordable units remain affordable in perpetuity, and assuring the resale of affordable units at the restricted price, providing a right of first refusal in favor of the Town.
- The applicant may submit additional supporting documents to assist the Board in making its determination. All supporting documents must be submitted eight days prior to the public hearing for distribution to the Board. In this case, 12 copies are required.

Signature: _____ Date: _____
Applicant's or Representative's Signature

Print Name _____

Representative's⁴ _____ Phone: _____
Address: _____

_____ Fax No.: _____

³ Cite Section(s) & Title(s) from the Zoning Ordinance

⁴ Note: All correspondence on this application will be processed through the Representative named at that address and phone number provided. Except for Attorneys, if the Representative differs from the Applicant/Owner, a letter authorizing the Representative to act on behalf of the Applicant/Owner shall be required.



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Planning Board**

Private-Initiated Affordable Housing Development (PI-AHD) Special Permit

**Agreement to Extend Time Limits
for Holding of a Public Hearing and Filing of a Decision on a
Special Permit**

In the Matter of _____, the Applicant(s), seeking a special permit as requested in an application submitted to the Town Clerk's Office of the Town of Barnstable on _____, the applicant(s) and the Planning Board, pursuant to Mass. General Laws, Chapter 40A, Section 9, agree to extend the required time limits for holding of a public hearing and for filing a decision on this application for a Special Permit for a period of _____ days beyond that date the hearing was required to be held and the decision was to be filed.

In executing this Agreement, the Applicant(s) hereto specifically waive any claim for a constructive grant of relief based upon time limits applicable prior to the execution of this Agreement.

Applicant(s):

Planning Board:

Signature: _____
Applicant(s) or Applicant's Representative

Signature: _____
Chair or Acting Chair

Print: _____

Date: _____

Date: _____

Address of Applicant(s) or Applicant's Representative

Planning & Development Dept.
367 Main Street, Street, Hyannis, MA 02601
Phone 508-862-4687

cc: Town Clerk
Applicant(s)
File