Town of Arlington

Zoning Board of Appeals

**Checklist for Special Permit Application**

Applicants for a Special Permit under Section 3.3 in the Town of Arlington Zoning Bylaw shall abide by the Rules and Regulations of the Zoning Board of Appeals and submit the following documents.

* Completed *Request for Special Permit*.
* Completed *Dimensional and Parking Information* sheet.
* Completed *Open Space / Gross Floor Area* sheet.
* Receipt of payment of all required filing fees.
* Certified existing site plan with buildings, setbacks, easements, site amenities, landscape features, and landscaped and usable open space identified. (This information may be included on the proposed site plan so long as it can be clearly delineated on the plan.)
* Certified proposed site plan with buildings, setbacks, easements, site amenities, landscape features, and landscaped and usable open space identified.
* [Residential] Dimensioned existing floor plans and exterior elevations at a scale of 1/8” = 1’-0” or larger.
* [Residential] Dimensioned proposed floor plans, exterior elevations, and sections through new roofs at a scale of 1/8” = 1’-0” or larger.
* [Commercial] Certified dimensioned existing floor plans and exterior elevations at a scale of 1/8” = 1’-0” or larger.
* [Commercial] Certified dimensioned proposed floor plans, exterior elevations, and sections through new roofs at a scale of 1/8” = 1’-0” or larger.
* Document release for online publication from architect / designer.
* PDF file(s) containing the information requested above to be submitted via email to zba@town.arlington.ma.us.