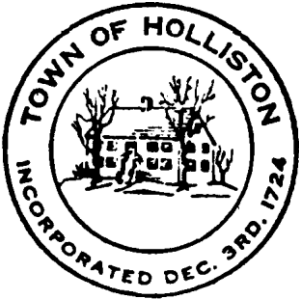




# Town of Holliston Permitting Guide 2016





**TOWN OF HOLLISTON**  
ECONOMIC DEVELOPMENT COMMITTEE  
703 Washington Street  
Holliston, MA 01746  
(508)429-0635

**Welcome!**

Holliston welcomes economic development. Your new, expanding or relocating business is important to our community. Holliston is home to over 500 businesses, from home-based entrepreneurs to multi-national corporations. The following guide is designed as a reference to help business owners and developers as well as residents through Holliston's land use permitting processes. We encourage you to ask as many questions as needed.

Town Planner Karen Sherman has been designated as Holliston's Economic Development Director. She works with the Economic Development Committee to facilitate projects and develop tools to aid businesses. Karen has over 20 years of municipal planning experience in Massachusetts. In addition to staffing the Planning Board and Zoning Board of Appeals, she can answer general land use questions and facilitate interdepartmental meetings. Our entire land use staff is seasoned and dedicated to providing excellent customer service. Departmental contact information, hours and resources are provided in this guide.

Holliston's zoning and other land use regulations often require applicants to seek permits from multiple boards and commissions. The purpose of this document is providing explanation of the "typical" process for our boards, commissions, and departments and to introduce you to them. This guide is not intended to cover every situation that occurs, but rather to provide general information on a majority of applications. If a project appears to need to go to multiple boards or commissions, the applicant should consult with staff on the permitting requirements and the best order of scheduling. Most application forms are located on the individual department, Board or Commission page of the Town's website, located at [www.townofholliston.us](http://www.townofholliston.us). Applicants are urged to meet with staff for the relevant boards and commissions ahead of the filing deadlines to assure that all submission requirements have been met.

The more research you do in the early planning stage of your project, the easier it will be to meet the approval requirements of the Town. This increases the likelihood that your project will be accepted and reduces your risk of having to make significant and expensive changes later. The Economic Development Committee meets monthly and is also available as a resource to you.

Jeff Ritter  
Town Administrator

Peter Barbieri, Esq.  
Economic Development Committee Chairman

# **TOWN OF HOLLISTON**

## **LAND USE PERMITTING GUIDE**

### **Step One: Make Preliminary Contact for Advice from Town Staff**

As soon as you know the location, use(s), and approximate size of your project, schedule free, informal reviews with the Town staff in the land use departments which include Planning and Zoning, Building, Health, and Conservation. Staff will explain to you which permits you may need, approximately how long it will take to get them, and whether any public hearings are required. They will also advise you if your initial design proposals are likely to be approved, and if not, what changes you may need to make in order to meet local standards. Our land use departments are conveniently located in the basement level of Town Hall.

When seeking preliminary informal advice, these are the Town departments you should visit:

### **REAR BASEMENT**

#### **Building Department**

The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

Information available: Plot plans, building plans, Zoning Bylaws and Maps and parcel zoning history.

#### **Planning Office**

The Planning Office evaluates development proposals and assesses their impacts on the environment, transportation system, and town character. The Planning Office also coordinates staff review and the legal process for new development proposals. The Town Planner/Economic Development Director is your contact throughout the development process for Site Plan Reviews, Special Permits and Variances, whether from the Planning Board or Zoning Board of Appeals.

- Planning Board. This 5-member elected board has jurisdiction under the Zoning Bylaws, the Subdivision Control Law and the Scenic Road Act as well as town regulations for Common Driveways, Inclusionary Housing, and Land Disturbance/Stormwater Management Permits. If your project trips a threshold for Site Plan Review (i.e. all new commercial construction) and requires a Special Permit, the Planning Board would likely be your one-stop permitting authority under zoning.

- Zoning Board of Appeals. This 3-member appointed authority has jurisdiction under the Zoning Bylaws to issue Special Permits, Dimensional and Use Variances, rule on appeals of decisions made by the Inspector of Buildings (i.e. zoning interpretations), as well as issue Comprehensive Permits for affordable housing under MGL, c. 40B.

Information available: Zoning Bylaws and Maps, Planning Board Regulations (including subdivision, site plan review, scenic road, common driveway, inclusionary housing, and stormwater management & land disturbance regulations), and parcel zoning history.

## **FRONT BASEMENT**

### **Conservation Commission Office**

The Conservation Commission administers the Massachusetts Wetlands Protection Act and the Town of Holliston Wetland Bylaw, including related State and local regulations. The Conservation Agent can advise you if your project falls under their jurisdiction and whether you need to obtain local, state, or federal permits. Do not bypass this step since the presence of wetlands on or near your property are not always immediately apparent.

Information available: Maps, instructions for filing to determine the extent of wetlands and to do work in or around wetlands and waterways.

### **Health Department**

The Board of Health enforces State sanitary and environmental codes and local health regulations. Among the many permits and certificates it issues are those for septic systems, hazardous materials, restaurants, food and tobacco retailers, and public/semi-public swimming pools. From the size and proposed uses of your project, Health Department staff can estimate your project's sanitation needs. They will explain the procedures for obtaining septic systems and other permits and approvals.

Use the Health Department's available records of soils tests to help determine your site's suitability for septic disposal. This information may save you time and money.

Information available: Plot plans, septic and well plans, food and tobacco regulations

## **Step Two: Obtaining Other Regulations, Maps and Materials:**

You can obtain this information at the following other Town offices (Locations in parentheses):

**Town Clerk** (1<sup>st</sup> floor of Town Hall): Business Certificates\*, Zoning Bylaws and Maps, Planning Board Regulations, and Local Bylaws, including Wetlands Bylaw and Demolition Delay provisions.

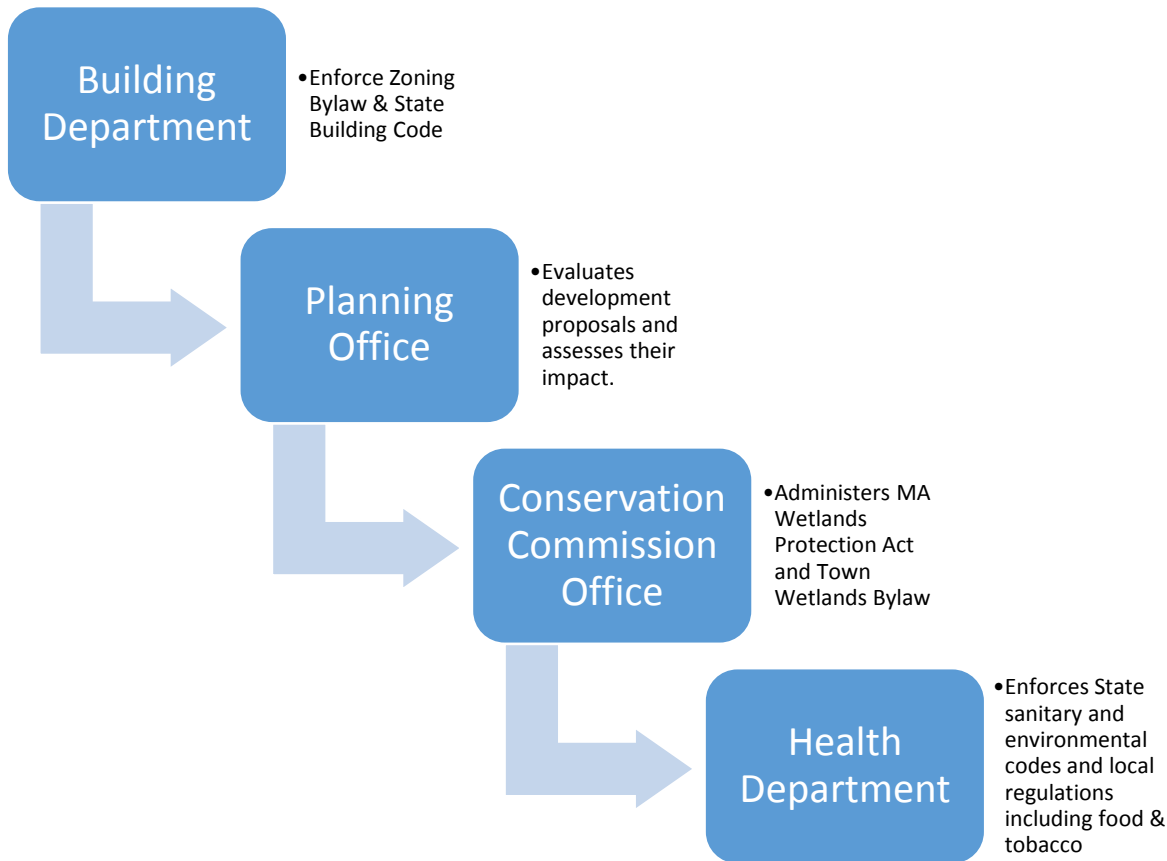
**Assessor** (1<sup>st</sup> floor of Town Hall): Assessor's Map Atlas, deeds, and Chapter 61, 61a & b information.

**Board of Selectmen** (1<sup>st</sup> Floor of Town Hall): License applications (e.g. car dealers, alcohol permits for events as well as vendors), pole hearing information, streetlight requests, trash collection, and roadway acceptances.

**Department of Public Works Highway Department** (Located 63 Arch Street): Curb-cut regulations and street plans. The removal of street trees requires a permit from the Tree Warden and may also require a Scenic Road Permit from the Planning Board. See the Town Planner or Highway Superintendent.

\*Business Certificates. Most business owners need a Business Certificate or doing Business As (aka d/b/a) in order to open a commercial bank account and protect business names unless you are a registered corporation in the Commonwealth or elsewhere. If you are running a business out of your home, you will also need to speak with the Inspector of Buildings regarding limitations under the Zoning By-Laws.

# Holliston Land Use Departments



Other departments you may need to visit include:

- **Department of Public Works**
  - Highway Division
    - Roads, curb cuts and
    - Tree Warden
  - Water Department
    - Location of water mains
    - Water connections
- **Town Clerk**
  - Business Certificates  
<http://www.townofholliston.us/town-clerk/files/business-certificate>
  - Copies of regulations and bylaws
- **Assessor**
  - Deeds and Chapter 61/61A information

## Department Information

### **Board of Health** (administered by Health Department)

Staff contacts:	<b>Scott Moles, Health Director/Agent</b>	<a href="mailto:moless@holliston.k12.ma.us">moless@holliston.k12.ma.us</a>
	Lisa Deering, Clerk	<a href="mailto:deeringl@holliston.k12.ma.us">deeringl@holliston.k12.ma.us</a>
	Ann Adams, Clerk	<a href="mailto:adamsa@holliston.k12.ma.us">adamsa@holliston.k12.ma.us</a>
Phone:	(508)429-0605	
Location:	Front basement of Town Hall	
Office Hours:	Monday – Thursday 7:30 a.m. – 4:30 p.m. Friday 7:30 – 12:00 p.m.	
Meeting Schedule:	Thursday evenings (Twice Monthly)	
Board Members:	3-member, elected	
Permits Issued:	Soil Evaluation and Septic System Design	310 CMR 15.000
	Soil Evaluation	
	Basic System Design Application	
	Upgrade	
	Plan Revisions	
	Variance/Local Upgrade	
	Building Relocation	
	Transfer	
	Private Well Construction	
	Evaluation for Building Modifications	
	Food Establishment Permit	105 CMR 590
	Public/semi-public Swimming Pools	105 CMR 435
	Housing - State Sanitary Code	105 CMR 410
Forms:	<a href="http://www.townofholliston.us/board-of-health/pages/forms-and-applications">http://www.townofholliston.us/board-of-health/pages/forms-and-applications</a>	
Fees:	<a href="http://www.townofholliston.us/board-of-health/pages/septic-building-wells">http://www.townofholliston.us/board-of-health/pages/septic-building-wells</a>	

## Building Department

Staff Contacts:	<b>Peter Tartakoff, Building Inspector</b>	<a href="mailto:tartakoffp@holliston.k12.ma.us">tartakoffp@holliston.k12.ma.us</a>
	Lisa Kirby, Clerk	<a href="mailto:kirbyl@holliston.k12.ma.us">kirbyl@holliston.k12.ma.us</a>
	William Erickson, Electrical Inspector	Office Hours: 8:00 – 9:00 a.m. daily
	Paul Elder, Plumbing and Gas Inspector	Office Hours: 8:00 – 9:00 a.m. Mon., Wed. & Fri.
Phone:	(508)429-0606	
Location:	Back basement of Town Hall	
Office Hours:	Monday – Thursday 7:30 a.m. – 4:30 p.m. Friday 7:30 – 12:00 p.m.	
Inspection:	Building – Monday - Thursday Electrical - Daily after 9:00 a.m. Plumbing - Mon., Wed., & Fri. after 9:00 a.m.	
Permits Issued:	Building/Sign Permits (Residential and Commercial) Electrical Permits Plumbing Permits Gas Permits Other: Sheet Metal Permits and Trench Permits (Note: See Highway Department for trench work in streets.)	
Fees:	Building	\$10/\$1000 rounded up work value (\$50 minimum)
	Electrical	<a href="http://www.townofholliston.us/building-department">http://www.townofholliston.us/building-department</a>
	Plumbing	<a href="http://www.townofholliston.us/building-department">http://www.townofholliston.us/building-department</a>
	Gas	<a href="http://www.townofholliston.us/building-department">http://www.townofholliston.us/building-department</a>
Forms:	<a href="http://www.townofholliston.us/building-department">http://www.townofholliston.us/building-department</a> (See Links in left hand column)	



## Conservation Commission

Staff Contacts:	<b>Sheri O'Brien, Agent</b>	<a href="mailto:conservation@holliston.k12.ma.us">conservation@holliston.k12.ma.us</a>
	Kristin O'Brien, Clerk	<a href="mailto:conservation@holliston.k12.ma.us">conservation@holliston.k12.ma.us</a>
Phone:	(508)429-0607	
Location:	Front basement of Town Hall	
Office Hours:	Tuesday and Wednesday 10:00 to 4:30 Thursday by appointment	
Meeting Schedule:	Tuesday evenings, every other week	
Board Members:	7-member, appointed	
Permits Issued:	Determination of Applicability Orders of Conditions	
Fees:	See form links below.	
Forms:	<a href="http://www.townofholliston.us/conservation-commission/pages/forms-and-brochures">http://www.townofholliston.us/conservation-commission/pages/forms-and-brochures</a> <a href="http://www.townofholliston.us/conservation%20commission/pages/regulations-policies">http://www.townofholliston.us/conservation commission/pages/regulations-policies</a>	

**Department of Public Works  
Highway Department**

Staff Contacts: **Tom Smith, Superintendent** [smitht@holliston.k12.ma.us](mailto:smitht@holliston.k12.ma.us)  
Anne Kellogg, Office Manager [kellogga@holliston.k12.ma.us](mailto:kellogga@holliston.k12.ma.us)

Phone: (508)429-0515

Location: 63 Arch Street

Office Hours: Monday – Friday 7:00 a.m. – 3:30 p.m.

Permits Issued: In-Road Trench Permits per GL c. 82A  
Driveway/Roadway Access Permits

Forms: <http://www.townofholliston.us/highway-department/pages/applications>

Fees:	Trench Permits	\$50
	Driveway/Roadway Access Permits	\$50

**Department of Public Works  
Water Department**

Staff Contacts:       **Sean Reese, DPW Director**       [reeses@holliston.k12.ma.us](mailto:reeses@holliston.k12.ma.us)

                                  Linda Mann, Office Manager       [mannl@holliston.k12.ma.us](mailto:mannl@holliston.k12.ma.us)

Phone:                   (508)429-0603

Location:               703 Washington Street

Office Hours:         Mon., Wed, Thurs. 8:00 a.m. – 4:30 p.m.  
                                  Tuesday 8:00 a.m. – 7:00 p.m.  
                                  Friday 8:00 a.m. – 1:00 p.m.

Permits Issued:       System Development/Connection

Forms:                   <http://www.townofholliston.us/water-department/links/connection-system-development-application>

Fees:                    Service Connection (Varies based on size. See form above.)

## Planning Department

Staff Contacts: **Karen Sherman, Town Planner/  
Economic Development Director** [shermank@holliston.k12.ma.us](mailto:shermank@holliston.k12.ma.us)

Diane Lynch, Clerk [lynchd@holliston.k12.ma.us](mailto:lynchd@holliston.k12.ma.us)

Phone: (508)429-0635

Location: Back basement of Town Hall

Office Hours: Monday – Thursday 7:30 a.m. – 1:30 p.m.  
Friday 7:30 a.m. – 1:00 p.m. or by appointment

### Planning Board

Meeting Schedule: Thursday evenings  
Generally twice per month. See town calendar for postings:  
<http://www.townofholliston.us/town-calendar>

Board Members: 5-member, elected

Permits Issued: Site Plan Review per local zoning bylaw  
Special Permits per local zoning bylaw & MGL c. 40a  
Residential and Industrial Subdivisions per MGL c. 41  
Scenic Road Permits  
Land Disturbance and Stormwater Permits

Fees: <http://www.townofholliston.us/planning-board/pages/planning-board-fee-schedules>

Forms: <http://www.townofholliston.us/planning-board/pages/planning-board-application-forms-inclusive>

## **Planning Department continued**

### **Zoning Board of Appeals**

Meeting Schedule: Third Wednesday of each month.  
Deadline is last Tuesday of each month.

Board Members: 3-member, appointed with 2 alternates

Permits Issued: Special Permits per local zoning bylaw & MGL, c. 40A  
Use and Dimensional Variances per local zoning bylaw and MGL, c. 40A  
Administrative Appeals per MGL, c. 40A  
Comprehensive Permits per MGL, c. 40B

Fees:	Special Permits	\$250
	Dimensional Variances	\$250
	Use Variances	\$500
	Administrative Appeals	\$250
	Comprehensive Permit	\$1,000 base fee plus \$100/unit

Forms: <http://www.townofholliston.us/zoning-board-of-appeals>  
(See Links in left hand column)

### **Economic Development Committee**

Meeting Schedule: 8:00 a.m. - First Thursday of each month

Board Members: 7-member, appointed

Web Site: [www.hollistedc.com](http://www.hollistedc.com)

## TOWN OF HOLLISTON: QUICK REFERENCE CONTACTS

Board of Health	(508)429-0605
Board of Selectmen Town Administrator	(508)429-0608
Building Department	(508)429-0606
Conservation Commission	(508)429-0607
Department of Public Works Highway Department Water Department	(508)429-0615 (508)429-0603
Economic Development Committee	(508)429-0635
Fire Department	(508)429-4631
Historical Commission c/o Building Department	(508)429-0606
Planning Board	(508)429-0635
Town Clerk	(508)429-0601
Water Department	(508)429-0603
Zoning Board of Appeals	(508)429-0635

## OTHER RESOURCES

Deed and Plan Information - S. Middlesex County Registry of Deeds:  
[www.masslandrecords.com](http://www.masslandrecords.com)

Demolition Delay By-Law:  
<http://www.townofholliston.us/home/files/demolition-delay-by-law>

Floodplain Information - FEMA Flood Map Service Center:  
[www.msc.fema.gov](http://www.msc.fema.gov)

Groundwater Protection District Maps:  
<http://www.townofholliston.us/building-department/files/zone-ii-and-zone-ii-delineation-groundwater-protection-district-map>

Holliston's Geographic Information System (GIS) - Maps OnLine:  
<https://www.mapsonline.net/hollistonma/index.html>

MA Wetland Laws and Regulations:  
<http://www.mass.gov/eea/agencies/masdep/water/watersheds/wetlands-protection.html#5>

WPA - MGL 131 S. 40  
<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/wpa2012.pdf>

WPA REGS - 310 CMR 10.00  
<http://www.mass.gov/eea/docs/dep/service/regulations/310cmr10a.pdf>

Permitting Flow Charts for Subdivisions and Special Permits:  
<http://www.townofholliston.us/planning-board/files/permitting-flow-charts-subdivisions-and-special-permits>

Road Acceptance Policy:  
<http://www.townofholliston.us/planning-board/files/road-acceptance-policy>

Septic Systems (MA Title V):

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-systems-title-5.html#6>

State Building Code:

<http://codes.iccsafe.org/I-Codes.html>

Stormwater and Land Disturbance By-Law and Regulations:

<http://www.townofholliston.us/home/files/stormwater-and-land-disturbance-by-law>

Subdivision Regulations:

<http://www.townofholliston.us/planning-board/files/subdivision-regulations>

Wetland By-Law:

[http://www.townofholliston.us/sites/hollistonma/files/u115/approved\\_holliston\\_article\\_xxx\\_-\\_wetlands\\_bylaw\\_-\\_17feb2015.pdf](http://www.townofholliston.us/sites/hollistonma/files/u115/approved_holliston_article_xxx_-_wetlands_bylaw_-_17feb2015.pdf)

Zoning By-Laws:

<http://www.townofholliston.us/planning-board/files/zoning-by-laws-2016>