

TOWN OF SOUTHAMPTON PERMITTING GUIDEBOOK

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INTRODUCTION

The purpose of this guidebook is to summarize the various staff persons, departments and boards involved with the development process in the Town of Southampton. The development process requires a number of permits, approvals and licenses be obtained for nearly every development project; as much as possible all permits related to land based development are summarized in the guidebook. If at any time, before and during your application process you may have questions, please do not hesitate to contact the appropriate staff person.

Most development projects need permits. The more research you do in the planning stage, the easier it will be to meet the requirements for Town, and (sometimes) State and Federal permits and approvals. You will increase the likelihood that your project and design will be approved and reduce your risk of having to make significant - and expensive - changes in order to obtain project approval by contacting all permitting authorities early in the design and permitting process.

As soon as you know the location and approximate size of your development and the uses(s) to which it will be put, seek input from the professional staff/volunteer Board members who may have input on your project. They can tell you if your project seems feasible or what changes you may need to make. They will discuss with you which permits you are likely to need, roughly how long it will take to get them, and whether public hearings will be required. This information will help you estimate your planning costs, set realistic project time lines, and minimize the likelihood of unpleasant surprises.

We hope this guidebook is a valuable tool for anyone pursuing residential, commercial or industrial development.

Disclaimer: The General Bylaw, Zoning Bylaw, and Subdivision Rules and Regulations of the Town of Southampton, as applicable, take precedence over any information contained within this guidebook if any conflict between them.

BOARD OF HEALTH FEE SCHEDULE
(Check with department for recent fee amendments)

Permit/ Service	Fee
Retail Food Establishments	\$ 3.65/ 100 sq ft
Food Service Establishments	
0-15 seats	\$ 125.00
16-50 Seats	\$ 165.00
50 or more seats	\$ 250.00
Re-inspection Fee	
No Food Preparation (service only)	\$ 85.00
Temporary Food Establishments	\$ 40.00/ event
Catering Establishment	\$ 85.00
Mobile Food Units/Pushcarts	\$ 85.00
Residential Kitchens	\$ 85.00
Milk Pasteurizing Plant/Milk License	\$ 5.00
Bakery Establishment Wholesale	\$ 40.00
Ice Cream Stand	\$ 165.00
Frozen Dessert Machine	\$ 25.00/ machine
Nonprofit groups-Lions Club etc.	\$ 35.00
Tobacco Permits	\$ 165.00
Swimming/Wading/Special Purpose Pools	\$ 85.00
Health Establishments-Practice of Massage	\$ 150.00
Health & Massage/Vapor Bath Practitioners	\$ 150.00
Tanning Salons	\$ 50.00
Sewage Disposal Installer's Permit	\$ 165.00
Disposal System Construction Permit/New Residential (2 inspections)	\$ 145.00
Disposal System Construction Permit/New Construction	\$ 150.00
Disposal System Construction Permit/Repair Residential	\$ 145.00
Disposal System Construction Permit/Repair Commercial (2 inspections)	\$ 150.00
Installation of Private Well	\$ 145.00
Monitoring Wells (per parcel)	\$ 75.00
Percolation Test Witnessing Fee	\$ 135.00
Percolation Test	\$ 135.00
Permit to Remove or Transport, Offal, Garbage, Rubbish and other offensive substances (not sewage)	\$ 250.00/ vehicle
Permit to Remove, Transport, pump contents of cesspools, septic tanks, privies or other offensive substances (not rubbish)	\$ 165.00/ vehicle
Barns and Stables-Private	\$ 85.00
Barns and Stables -Commercial	\$ 165.00
Well Permit	\$ 145.00
Septic Permit	\$ 145.00
Camps	\$ 15.00

BUILDING DEPARTMENT

Department:	Building
Staff Liaison:	Richard Oleksak, <i>Building Commissioner/ Zoning Enforcement Officer</i> Bianca Ryan Halket, <i>Administrative Clerk</i> (413)529-1007 buildinginspector@town.southampton.ma.us
Office hours:	Every other Tuesday 6:00 p.m.
Inspection Schedule:	Inspections scheduled as needed.
Board/Commission/Committee:	Not applicable
Meeting Schedule:	Not applicable
Members:	Not applicable
Description of Board/ Commission/Committee:	Not applicable
Permits Issued:	Building Permits (see fee schedule for types) Certificate of Occupancy Demolition Permit Sign Permits
Process for Obtaining Permit(s):	All construction requires a building permit. For advice regarding compliance with zoning bylaws and sign regulations and for permit applications, please contact the Building Commissioner. Building permit applications may be picked up at Town Hall, outside the Building Commissioner's office, during normal business hours, 8:30 a.m.- 4:00 p.m. Monday-Thursday.
Advertising Requirements:	Not applicable
Time Frame for Public Hearing:	Not applicable
Time Frame for Decision:	After all required documentation and plans are submitted, permit review shall not exceed 30 days.
Appeal Process:	Zoning appeals to Southampton Zoning Board of Appeals. Building code appeals to Mass. Building Board of Appeals.
Fee Schedule:	See table on following page. Fees doubled if construction started without a permit.
Applicable Local, State and Federal Statutes:	Mass. Building Code 780 C.M.R.

BUILDING DEPARTMENT FEE SCHEDULE

(Check with department for recent fee amendments)
Fees doubled if construction is started without a permit

Permit/ Service	Fee
New Single Family Dwelling	\$ 0.45/ sq. ft.
New Multifamily Dwelling	\$ 0.45/ sq. ft.
New Basement Dwelling	\$ 0.15/ sq. ft.
New Garage Dwelling	\$ 0.15/ sq. ft.
New Commercial/Industrial Addition	\$ 8.00/ thousand, \$50.00 minimum
Remodel or Addition to Existing Dwelling residential	\$ 8.00/ thousand, \$50.00 minimum
Certificate of Occupancy Inspection	\$ 50.00
Annual Certificate of Occupancy Inspection (Businesses with Liquor Licenses only)	\$ 25.00
Sheds	\$ 0.15/ sq. ft., \$30.00 minimum
Roof, Residential	\$ 50.00
Roof, Commercial or Industrial	\$ 0.02/ thousand, \$100.00 minimum
Siding	\$ 50.00
Replacement Windows	\$ 5.00/ window, \$25.00 minimum
Decks	\$ 8.00/ thousand, \$40.00 minimum
Fence	\$ 8.00/ thousand, \$40.00 minimum
Swimming Pool-above ground	\$ 50.00
Swimming Pool-in ground	\$ 100.00
Demolition Accessory/Each Additional Building	\$ 50.00
Demolition Principal Building	\$ 100.00
Stove Inspection	\$ 25.00
Reinspections	\$ 15.00
Signs (new)	\$ 40.00
Chimney (repair)	\$ 25.00
Certificate of Occupancy	\$ 25.00 (annual)

DEPARTMENT OF INSPECTION SERVICES

Department:	Inspection Services Jim Fischer, <i>Electrical Inspector</i> (413) 568-7153 electricalinspector@town.southampton.ma.us Pat Roberts, <i>Plumbing & Gas Inspector</i> (413) 586-0494 gasplumbinginspector@town.southampton.ma.us
Staff Liaison:	Bianca Ryan Halket, Administrative Clerk
Office hours:	<u>ELECTRICAL</u> : No office hours, phone calls only <u>PLUMBING & GAS</u> : 7:00 a.m.-8 a.m., Monday-Friday, phone calls only. Inspections scheduled as needed.
Permits Issued:	Electrical Permits Gas Permits Plumbing Permits
Process for Obtaining Permit(s):	See Building Department. All applications must be accompanied by checks or money orders payable to the Town of Southampton. <u>ELECTRICAL</u> : Return completed permit applications to Town Hall during office hours or mail to P.O. Box 397, Southampton, MA 01073. <u>PLUMBING & GAS</u> : Mail completed permit applications to P.O. Box 203, Easthampton, MA 01027.
Time Frame for Decision:	After all required documentation and plans are submitted, permit review shall not exceed 30 days.
Appeal Process:	<u>ELECTRICAL</u> : Submit a request in writing regarding the appeal to the Board of Electricians' Appeals, 239 Causeway Street, Suite 500, Boston, MA 02114, the notice of disapproval received by the wiring inspector, and a check or money order for \$75 made payable to the Commonwealth of Massachusetts. <u>PLUMBING & GAS</u> : Call Board of State Examiners of Plumbers and Gas Fitters at 617-727-9952 to obtain an application to appeal. \$75 fee for application.
Fee Schedule:	See table on following page
Applicable Local, State and Federal Statutes:	Mass. Building Code 780 C.M.R., M.G.L. Chapters 31 & 143

DEPARTMENT OF INSPECTION SERVICES FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Plumbing	
Includes app plus one fixture	\$ 80.00
Additional fixtures (all new construction)	\$ 10.00/ fixture
Single Replacement Fixture	\$ 35.00
Hot Water Heater	\$ 40.00
Gas	
Includes app plus one fixture	\$ 45.00
Additional units (all new construction)	\$ 15.00
One Replacement Unit (boiler, hot water heater)	\$ 95.00
Testing and Piping	\$ 10.00
Electrical	
Single Family Dwelling (two inspections)	\$ 100.00
Multi Family Dwelling-Each Building by # of units	\$ 100.00
New Dwelling Service	\$ 50.00
Additions (two insp.)	\$ 100.00
Interior Wiring (old work)	\$ 50.00
Service Charge	\$ 50.00
Electric Water Heater	\$ 50.00
Electric Range	\$ 50.00
Electric Dryer	\$ 50.00
Oil Burner	\$ 50.00
Dishwasher	\$ 50.00
Central Air	\$ 50.00
Swimming Pool	
Above Ground	\$ 50.00
Below Ground	\$ 100.00
Commercial	
New Building Permit	\$ 100.00
Additional inspections	\$ 50.00
Re-inspection	\$ 50.00

PLANNING BOARD (continued)

PLANNING BOARD FEE SCHEDULE
(Check with board for recent fee amendments)

Approval Not Required	\$ 100.00 per lot
Preliminary Subdivision Plan	\$ 750.00,, plus \$ 100.00 per lot (up 6 lots), plus \$ 200.00 per additional lot beyond 6
Definitive Subdivision Plan	
a. If Preliminary Plan was filed	\$ 750.00, plus \$ 100.00 per lot (up 6 lots), plus \$ 400.00 per additional lot beyond 6
b. If no Preliminary Plan was filed	\$ 1,500.00, plus \$ 200.00 per lot, plus \$ 800.00 per additional lot beyond 6
Inspection fees- Administrative fees payable to Highway Department	
Roadway	\$ 3.00/ lineal foot
Drainage	\$ 3.00/ lineal foot
Utilities	\$ 2.50/ lineal foot
Any additional utility in a separate trench	\$ 2.50/ lineal foot
Sewer	\$ 3.00/ lineal foot
Water	\$ 2.50/ lineal foot
Technical assistance	
Wireless Communications Facility Special Permit	\$ 5,000, maximum
Definitive Subdivision Plan	\$ 5,000, maximum
Special Permits	
Common Driveway	To be determined
Stormwater/Erosion Control	To be determined
Scenic Road	To be determined
Planned Business Development	\$ 225.00
Cluster Development	\$ 225.00

ZONING BOARD OF APPEALS

Department:	Zoning Board of Appeals
Public Liaison:	Janine Domina, <i>ZBA Acting Administrative Assistant</i> Phone: (413) 527-4741 zba@town.southampton.ma.us
Board/Commission/Committee:	Zoning Board of Appeals
Meeting Schedule:	As needed
Members:	Ryan Geeleher, <i>Chair</i> Thomas Sears Nilda Cohen Michael Sacco Vacant Micheal Phelan, <i>Alternate</i> Linda Hiesiger, <i>Alternate</i>
Description of Board/ Commission/Committee:	Not applicable
Permits Issued:	Variances Special Permits (see Table of Uses for specific types)
Process for Obtaining Permit(s):	Applications may be obtained at Town Clerk's Office. Any application for special permit/variance must be filed with Town Clerk
Public Hearing Advertising Requirements:	Legal notice must be given by publication in the Daily Hampshire Gazette once a in each of two successive weeks, the first publication to be not less than fourteen days before the day of the hearing. Notice must contain the name of the petitioner, a description of the area or premises, street address, if any, or other adequate identification of the location of the area or premises which is the subject of the petition, the date, time, and place of the public hearing, the subject matter of the hearing and the nature of action or relief requested if any.
Time Frame for Public Hearing:	Within 65 days from the date of filing of such application.
Time Frame for Decision:	Within ninety days following date of the public hearing for special permits, 100 days for variances. Copies of the decision must be filed with the Town Clerk within fourteen days in the Clerk's office
Appeal Process:	Applicant may appeal to Hampshire County Superior Court within 20 days of filing of decision with the Town of Southampton. After twenty (20) days two (2) copies of the Board of Appeals form 1094 must be registered with the Hampshire County Registry of Deeds (by the applicant) also one (1) copy must be retained in final form and presented to the Southampton Building Inspector before a "Variance" can be issued. See Town Clerk for form prior before going to the Hampshire County Registry of Deeds.
Fee Schedule:	See table on following page.
Applicable Local, State and Federal Statutes:	MGL Chapters 40A, 40B, 41, & 43D Southampton Zoning Bylaw

ZONING BOARD OF APPEALS FEE SCHEDULE
(Check with department for recent fee amendments)

Permit/ Service	Fee
Relief from decisions of any administrative officer	\$ 100.00
Two Family Dwelling: owner occupied	\$ 125.00
Two Family Dwelling: both units for rental	\$ 150.00
Home Occupation or accessory activity	\$ 125.00
Multi-Family Dwelling: apartments, condominiums etc.	\$ 225.00
Single Commercial Establishment: restaurant, office	\$ 175.00
Planned Industrial Development	\$ 225.00
Comprehensive Permit	\$ 225.00
General Application (all other Special Permits)	\$ 100.00
Year-round farm products, stand or greenhouses	Camp for children
Temporary Mobile home or trailer	Amusement or recreation service
Communications and television towers	Nursery School
Nonprofit recreational facilities including country, tennis & hunting club	Commercial parking lot
Automotive or other business repair services	Cemetery
Filling or excavating of land or water area	Membership club
Accessory outside storage necessary to operation of principal use	Elderly Housing
Town public works garage and fire station	Manufacturing
Private day nursery (see Table of Uses for dimensional requirements)	Construction industry and supplies
Raising of livestock for commercial use not including swine or fur animals	Freight terminal and warehousing
Raising of livestock for noncommercial use not including swine or fur animals	Bus passenger terminal
Commercial or noncommercial kennels, stables, farms or veterinary hospital	Hospital or nursing home
Retail and establishment selling principally convenience goods with no limitation on floor area	Wholesale trade and distribution
Retail establishment selling general merchandise	Open storage of materials and equipment
Eating and drinking places including drive-in establishments	Public Utilities
Establishments selling motor vehicles and/or accessories	Hotels and motels
Research offices and development activities	Other transportation service
Accessory commercial service for occupants within a hotel, hospital, office, industrial building or transportation terminal	Lodging house
Up to two lodging units with no cooking facilities in an existing dwelling	Funeral establishment
Accessory uses the principal use permitted by right which is necessary in connection with scientific research or scientific development or related products	Temporary (3-month maximum/ year) farm products stand
Professional office (R-R & R-N districts only)	

SELECT BOARD

Board/Commission/Committee:	Select Board
Public Liaison:	Jess Dods, <i>Chairman</i> selectmen@town.southampton.ma.us
Staff Liaison:	Regina Shea-Sullivan, Interim Town Administrator (413) 529-0106 assistant@town.southampton.ma.us
Office Hours:	Monday-Thursday 8:30 a.m. to 4:00 p.m.
Meeting Schedule:	Every other Tuesday night at 7:00 p.m. Call for next meeting date.
Members:	Jess Dods, <i>Chair</i> David McDougall Douglas Blanchard Michael Phelan Ann Roy
Description of Board/ Commission/Committee:	The Board of Selectmen in the primary legislative body of Southampton.
Permits Issued:	Liquor Licenses (see fee schedule for types) Common Victualler Amusement Devices Live Entertainment Automobile Dealer Licenses Bowling Alley Billiard Room Special Permits (see Table of Uses for specific types)
Process for Obtaining Permit(s):	Applications may be picked up at Town Hall during normal business hours.
Public Hearing Advertising Requirements:	Legal notice must be given by publication in the Daily Hampshire Gazette once a in each of two successive weeks, the first publication to be not less than fourteen days before the day of the hearing. Notice must contain the name of the petitioner, a description of the area or premises, street address, if any, or other adequate identification of the location of the area or premises which is the subject of the petition, the date, time, and place of the public hearing, the subject matter of the hearing and the nature of action or relief requested if any. Required for Special Permits only
Time Frame for Public Hearing:	Within 65 days of date of application filing. Required for Special Permits only.
Time Frame for Decision:	Within ninety days following date of the public hearing. Copies of the decision must be filed with the Town Clerk within fourteen days in the Clerk's office. Required for Special Permits only
Appeal Process:	Applicant may appeal to Hampshire County Superior Court within 20 days of filing of decision with the Town of Southampton. After twenty (20) days two (2) copies of the Board of Appeals form 1094 must be registered with the Hampshire County Registry of Deeds (by the applicant) also one (1) copy must be retained in final form and presented to the Southampton Building Inspector before a "Variance" can be issued. See Town Clerk for form prior before going to the Hampshire County Registry of Deeds. Special Permits only

SELECT BOARD -CONTINUED

Fee Schedule:	See table on following page.
Applicable Local, State and Federal Statutes:	MGL Sections 40A, 41, & 140

BOARD OF SELECTMEN PERMIT FEE SCHEDULE
(Check with department for recent fee amendments)

Permit/ Service	Fee
(ABCC) All Alcoholic License-On Premise	\$ 1,000.00 annually
(ABCC) All Alcoholic Package Store-Off Premise	\$ 1,000.00 annually
(ABCC) Wine & Malt License-On Premise	\$ 500.00 annually
(ABCC) Wine & Malt Package Store-Off Premise	\$ 500.00 annually
One Day Beer & Wine Permit	\$ 25.00
One Day All Alcohol Permit	\$ 35.00
Common Victualler	\$ 25.00 annually
Amusement Devices ea (juke box, pinball, coin operated pool table etc.)	\$ 75.00 each, annually
Live Entertainment	\$ 100.00
Bowling Alley	\$ 100.00 annually
Billiard Room	\$ 50.00 annually
Automobile Dealer License	
Class 1: New Car Dealer	\$ 100.00 annually
Class 2: Used Car Dealer	\$ 100.00 annually
Class 3: Junk Car Dealer	\$ 100.00 annually
Special Permits	
Commercial Forestry	
Earth Removal	
Processing Earth Products	
Facilities for the storage, transfer, treatment, incineration of radioactive waste	

CONSERVATION COMMISSION

Department:	Conservation Commission
Public Liaison:	Charles McDonald, <i>Chair</i> (413) 527-8663 Email: concom@town.southampton.ma.us
Board/Commission/Committee:	Conservation Commission
Meeting Schedule:	First and third Monday each month at 7:00 pm in the Town Hall building for regular meetings and hearings. Due to site visits and scheduling conflicts, Mondays will vary. The public is invited to these meeting but may not participate. Meeting notices are posted in the Daily Hampshire Gazette, at Town Hall and on the Town's web page.
Members:	Charles McDonald, Chair Matthew Christy, Vice Chair Randall Kemp Julia Locke Tom Cross, Assoc. Courtney Haff Arthur Lawrence Robert Barcomb Marla Hanc, Associate
Description of Board/ Commission/Committee:	The Southampton Conservation Commission's mission is to protect wetlands and resources in the town of Southampton through acquisition, management, education, and regulations: to act as a liaison between the public and other governmental agencies in protecting our natural resources and to become an environmental /educational resource for citizens, groups, organizations, as well as local, State and Federal agencies.
Applications/Permits Issued:	Determination of Applicability Order of Conditions (OOC) Request for Determination of Applicant (RDA) Notices of Intent (NOI)
Process for Obtaining Permit(s):	Applications may be copied from http://www.mass.gov/dep/water/approvals/wwforms.htm Order of Condition
Advertising Requirements:	Legal notice must be published at least five (5) business days prior to reviewing a RDA or NOI a hearing.
Time Frame for Public Hearing:	A hearing will be scheduled at the next meeting after completion of the application and a file number has been issued by the Massachusetts Department of Environmental Protection.
Time Frame for Decision:	Twenty-one (21) days after the close of the public hearing.
Appeal Process:	Appeals may be made by applicant, landowner, any aggrieved person, abutter, group of 10 citizens, or Massachusetts Department of Environmental Protection (DEP) within ten (10) days of OOC submission to DEP. (See flowchart)
Fee Schedule:	Actual cost of legal notice, payments made to Town of Southampton.
Applicable Local, State and Federal Statutes:	M.G.L. Chapter 131, Section 40; Massachusetts Wetlands Protection Act

DEPARTMENT OF PUBLIC WORKS

Department:	Department of Public Works		
Staff Liaison:	Ed Cauley, <i>Highway Superintendent</i> (413) 527-3666 highwaydept@town.southampton.ma.us		
Office Hours:	Apr-Nov Monday - Thursday, 7:00 a.m. to 3:00 p.m. Friday, 7:00 a.m. to 11:00 a.m. Nov-Apr Monday – Friday 7:00 a.m. to 3:00 p.m.		
Permits Issued:	Street Entrance/Driveway Permit Transfer Station Permits Opening of Public Way Trench Permits	Open Trench Permit Water Connection Permit (new connections & upgrades)	
Process for Obtaining Permit(s):	Applications may be obtained at DPW offices during regular business hours		
Advertising Requirements:	Not applicable		
Time Frame for Public Hearing:	Not applicable		
Time Frame for Decision:	Not applicable		
Appeal Process:	Not applicable		
Fee Schedule:	Fees are shown in table below		
Applicable Local, State and Federal Statutes:	M.G.L. Chapter 84		
Board/Commission/Committee:	Board of Water Commissioners		
Staff Liaison:	Joseph Slattery, Water Superintendent (413) 527-3666 waterdept@town.southampton.ma.us		
Meeting Schedule:	Not applicable		
Members:	Tom Neil, Chair	Matt Christy	Ed Cauley, Clerk
Description of Board/Commission/Committee:	Not applicable		

DEPARTMENT OF PUBLIC WORKS PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Water	
Water connection/ upgrade	\$ 1,850.00
Shut off fee	\$ 25.00
Turn on fee	\$ 25.00
Highway	
Permit to Open Public Way/Permit Open Trench	\$ 40.00
Road/ Curb Cut Permit	\$ 40.00
Opening of Public Way	To be determined
Transfer Station Permits	\$ 70/year, July 1-June 30
Trench Permits	

FIRE DEPARTMENT

Department:	Fire Department	
Staff Liaison:	Stephen Hyde, Fire Chief (413) 527-1717 chiefhyde@charterinternet.com	
Board/Commission/Committee:	Not applicable	
Office hours:	Saturday: 8:00 a.m. – 10 a.m.	
Permits Issued:	Burning Permit Cellar Tank 275/330 gallon tank removal Underground Storage Tank Removal Tank Truck Inspection Permit Residential: Carbon Monoxide/ Smoke Detector Inspection	275/330 Gallon tank Installation Propane in-ground tank Burner Permit Fire/Ambulance Report Request
Process for Obtaining Permit(s):	Permits are issued at the Fire Station on Saturday mornings from 8AM to 10AM	
Time Frame for Decision:	Not applicable	
Appeal Process:	Not applicable	
Fee Schedule:	Residential: \$10.00/\$1,000.00 construction cost Non-residential: \$10.00/\$1,000.00 construction cost	
Applicable Local, State and Federal Statutes:	M.G.L Chapter 148	

FIRE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Burner Permit	\$ 25.00
275/330 Gallon tank Installation	\$ 20.00
Cellar Tank 275/330 gallon tank removal	\$ 30.00
Propane in-ground tank	\$ 40.00
Underground Storage Tank Removal	\$ 60.00
Tank Truck Inspect Permit	\$ 40.00
Carbon Monoxide/Smoke Detector Inspection- Residential	\$ 40.00
Fire/Ambulance Report Request	\$ 10.00
Burning Permit	n/a

POLICE DEPARTMENT

Department:	Police Department	
Staff Liaison:	David Silvernail, Police Chief (413) 527-1700 chiefsilvernail@southamptonpolice.com	
Office hours:	?	
Board/Commission/Committee:	Not applicable	
Meeting Schedule:	Not applicable	
Members:	Not applicable	
Description of Board/ Commission/Committee:	Not applicable	
Permits Issued:	License to Carry Firearms (all classes) Chemical Spray Permit	Firearm ID Card Tag Sale Permit
Process for Obtaining Permit(s):	?	
Advertising Requirements:	Not applicable	
Time Frame for Public Hearing:	Not applicable	
Time Frame for Decision:	Not applicable	
Appeal Process:	Not applicable	
Fee Schedule:	\$100 for all license types.	
Applicable Local, State and Federal Statutes:	M.G.L. Chapter 140, Sections 121-136	

POLICE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Tag Sale Permit	\$ 2.00
Firearms Permit	\$ 100.00, free 70 & over
Chemical Spray Permit (mace, pepper spray)	\$ 25.00
Accident Report	\$ 5.00

STAFF LIAISONS

Town Administration	Regina Shea-Sullivan	Town Administrator	(413) 529-0106
	Regina Shea-Sullivan	Administrative Assistant	(413) 529-0106
	Eileen Couture	Town Clerk	(413) 527-8392
Board of Health	Josh Mathieu	Health Agent	(413) 529-1003
	Bianca Ryan Halket	Administrative Clerk	(413) 529-1003
Inspection Services	Bianca Ryan Halket	Administrative Clerk	(413) 529-1007
	Building	Rich Oleksak	Building Commissioner/ Zoning Enforcement Officer
	Electrical	Jim Fischer	Electrical Inspector
	Plumbing & Gas	Pat Roberts	Plumbing & Gas Inspector
Planning Board	John Furman	Chair	(413) 478-7246
Zoning Board of Appeals	Janine Domina	ZBA Administrative Assistant	(413) 527-4741
	Regina Shea-Sullivan	ZBA Back up Admin Assistant	(413) 529-0109
	Ryan Geeleher	Chair	(413) 326-0592
Select Board	Jess Dods	Chair	(413) 977-9273
Department of Public Works	Edward Cauley	Highway Superintendent	(413) 527-3666
Conservation Commission	Charles McDonald	Chairman	(413) 529-0106
Fire Department	Stephen Hyde	Fire Chief	(413) 527-1717
Police Department	David Silvernail	Chief of Police	(413) 527-1120
Water Department	Joseph Slattery	Water Superintendent	(413) 527-3666

PERMIT MATRIX

	Board of Health	Board of Selectmen	Building Commissioner Zoning Enforcement Officer	Conservation Commission	Fire	Inspection Services	Planning Board	Police	Public Works	Zoning Board of Appeals
Accident Report								X		
Alcoholic Beverage Licenses-All Types		X								
Amusement Devices (juke box, pinball, coin operated pool table etc.)		X								
Automobile Dealer License Class 1: New Car Dealer		X								
Automobile Dealer License Class 2: Used Car Dealer		X								
Automobile Dealer License Class 3: Junk Car Dealer		X								
Bakery Establishment Wholesale	X									
Barns and Stables -Commercial	X									
Barns and Stables-Private	X									
Billiard Room		X								
Bowling Alley		X								
Burner Permit					X					
Burning Permit					X					
Camps	X									
Carbon Monoxide/Smoke Detector Inspection, Residential					X					
Catering Establishment	X									
Cellar Tank 275/330 gallon tank removal					X					
Certificate of Occupancy & Annual inspections for businesses with alcoholic beverage licenses			X							
Chemical Spray Permit (mace, pepper spray)								X		
Common Victualler		X								
Decks			X							
Definitive Subdivision Approval							X			
Demolition Accessory/Each Additional Building			X							
Demolition Principal Building			X							
Determination of Applicability				X						
Disposal System Construction Permit/New Construction	X									
Disposal System Construction Permit/New Residential (2 inspections)	X									
Disposal System Construction Permit/Repair Commercial (2 inspections)	X									
Disposal System Construction Permit/Repair Residential	X									

PERMIT MATRIX (continued)

	Board of Health	Board of Selectmen	Building Commissioner Zoning Enforcement Officer	Conservation Commission	Fire	Inspection Services	Planning Board	Police	Public Works	Zoning Board of Appeals
Electrical Permits (all types)						X				
Fence			X							
Fire/Ambulance Report Request					X					
Firearms Permit								X		
Food Service Establishments	X									
Frozen Dessert Machine	X									
Gas Permits (all types)						X				
Health & Massage/Vapor Bath Practitioners	X									
Health Establishments-Practice of Massage	X									
Ice Cream Stand	X									
Live Entertainment		X								
Milk Pasteurizing Plant/Milk License	X									
Mobile Food Units/Pushcarts	X									
Monitoring Wells (per parcel)	X									
New Basement Dwelling			X							
New Commercial/Industrial Addition			X							
New Garage Dwelling			X							
New Multifamily Dwelling			X							
New Single Family Dwelling			X							
No Food Preparation (service only)	X									
Nonprofit groups-Lions Club etc.	X									
One Day All Alcohol Permit		X								
One Day Beer & Wine Permit		X								
Opening of Public Way									X	
Order of Conditions				X						
Percolation Test	X									
Percolation Test Witnessing Fee	X									
Plumbing Permits (all types)						X				
Preliminary Subdivision Approval										
Propane in-ground tank					X					
Reinspection Fee			X							
Reinspections			X							

PERMIT MATRIX (continued)

	Board of Health	Board of Selectmen	Building Commissioner Zoning Enforcement Officer	Conservation Commission	Fire	Inspection Services	Planning Board	Police	Public Works	Zoning Board of Appeals
Remodel or Addition to Existing Dwelling residential			X							
Remove or Transport, Offal, Garbage, Rubbish and other offensive substances (not sewage)	X									
Remove, Transport, pump contents of cesspools, septic tanks, privies or other offensive substances (not rubbish)	X									
Replacement Windows			X							
Residential Kitchens	X									
Retail Food Establishments	X									
Road/ Curb Cut Permit									X	
Roof, Commercial or Industrial			X							
Roof, Residential			X							
Septic Permit	X									
Sewage Disposal Installer's Permit	X									
Sheds			X							
Siding			X							
Signs			X							
Special Permits (see departmental sections for specific permits)		X					X			X
Stove Inspection			X							
Subdivision Approval Not Required (ANR)										
Swimming Pool-above ground			X							
Swimming Pool-in ground			X							
Swimming/Wading/Special Purpose Pools	X									
Tag Sale Permit								X		
Tank Installation, 275/330 gallon					X					
Tank Truck Inspect Permit					X					
Tanning Salons	X									
Temporary Food Establishments	X									
Tobacco Permits	X									
Underground Storage Tank Removal					X					
Water connection/ upgrade									X	
Water shut off fee									X	
Water turn on fee									X	
Well Installation Permit, Private	X									

Table 1. Use Regulations

Key

P: Use permitted by right in district

S: Use permitted in district by special permit granted by Zoning Board of Appeals

SBS: Use permitted in district by special permit granted by Board of Selectmen

SPB: Use permitted in district by special permit granted by Planning Board

N: Use prohibited in district

Principal Uses	Residential			Commercial		Industrial
	R-R	R-N	R-V	C-V	C-H	I-P
<u>Residential</u>						
1. One-family detached dwelling	P	P	P	N	N	N
2. Two-family dwelling	N	S	S	N	N	N
3. Multifamily dwelling (Section XI-E)	N	N	S	S	N	N
4. Cluster development (Section XI.B)	SPB	SPB	SPB	N	N	N
5. Elderly Housing	N	N	S	S	N	N
6. Permanent (over 60 days in any calendar year) Mobile home or trailer (other than for storage – see accessory uses)	N	N	N	N	N	N
7. Temporary (up to 60 days in any calendar year) Mobile home or trailer (other than for storage – see accessory uses)	S	S	S	N	N	N
<u>Community Facilities</u>						
1. Church or other religious purpose	P	P	P	P	P	P
2. Educational institution	P	P	P	P	P	P
3. Nursery School	S	S	S	N	N	N
4. Public recreation use	P	P	P	P	P	P
5. Nonprofit recreational facilities including country, tennis and hunting club	S	S	S	N	S	N
6. Camp for children	S	S	S	N	N	N
7. Town building except public works garage and fire station	P	P	P	P	P	P
8. Cemetery	S	S	S	N	N	N
9. Library or museum	P	P	P	P	P	N
10. Hospital or nursing home	S	S	S	N	N	N
11. Street and bridge	P	P	P	P	P	P
12. Town public works garage and fire station	S	S	S	S	P	P
13. Public Utilities	S	S	S	S	S	S
14. Essential Services	P	P	P	P	P	P
<u>Agricultural</u>						
1. Agriculture, horticulture and floriculture	P	P	P	P	P	P
2. Noncommercial forestry	P	P	P	P	P	P
3. Year-round farm products, stand or greenhouses	S	S	S	P	P	P
4. Temporary (3-month maximum in any year) farm products stand	P	P	S	N	P	P
5. Raising of livestock for commercial use not including swine or fur animals	P	S	S	N	N	S
6. Raising of livestock for noncommercial use not including swine or fur animals	P	S	S	N	N	P
7. Commercial or noncommercial kennels, stables, farms or veterinary hospital, at least 25 feet from any residential lot line	S	S	N	N	S	S
8. Commercial forestry	SBS	SBS	SBS	SBS	SBS	SBS

Table 1. Use Regulations (continued)

Principal Uses	Residential			Commercial		Industrial
	R-R	R-N	R-V	C-V	C-H	I-P
<u>Retail and Service</u>						
1. Retail and establishment selling principally convenience goods	N	N	N	P	P	N
a. With a maximum floor area of 5,000 sq. feet per establishment	N	N	N	S	S	N
b. with no limitation on floor area	N	N	N	S	S	N
2. Retail establishment selling general merchandise	N	N	N	S	S	N
3. Eating and drinking places including drive-in establishments	N	N	N	S	S	N
4. Establishments selling motor vehicles and/or accessories	N	N	N	S	S	N
5. Hotels and motels	N	N	N	S	S	N
6. Lodging house	N	N	S	S	N	N
7. Funeral establishment	N	S	S	S	S	N
8. Bank or other personal and consumer service establishment	N	N	N	P	S	N
9. Membership club	S	S	S	S	S	N
10. Professional and business offices and services	N	N	N	P	S	S
11. Automotive or other business repair services	N	N	N	S	S	N
12. Amusement or recreation service	N	N	N	N	S	S
13. Communications and television towers	S	S	S	N	N	S
14. Commercial parking lot (Section VIII)	N	N	N	P	S	S
15. Filling or excavating of land or water area (Section XI.G)	S	S	S	S	S	S
16. Planned business development (Section XI.C)	N	N	N	SPB	SPB	SPB
<u>Wholesale, Transportation and Industrial</u>						
1. Earth removal (Section XI.F)	SBS	SBS	SBS	SBS	SBS	SBS
2. Processing earth products (Section XI.F)	SBS	SBS	N	N	SBS	SBS
3. Manufacturing	N	N	N	N	N	S
4. Construction industry and supplies	N	N	N	N	S	P
5. Freight terminal and warehousing	N	N	N	N	S	P
6. Bus passenger terminal	N	N	N	P	S	P
7. Other transportation service	N	N	N	S	S	S
8. Wholesale trade and distribution	N	N	N	N	S	S
9. Open storage of materials and equipment	N	N	N	N	S	S
10. Research offices and development activities	N	N	S	S	P	P
11. Planned industrial development Section XI.D)	N	N	N	N	N	S
12. Facilities for the storage, transfer, treatment, incineration of radioactive waste (including but not limited to low level radioactive wastes) (Section XI,I)	SBS	N	N	N	N	SBS

Table 1. Use Regulations (continued)

Principal Uses	Residential			Commercial		Industrial
	R-R	R-N	R-V	C-V	C-H	I-P
<u>Accessory Uses</u>						
1. Home occupation (Section XI,H)	S	S	S	P	P	N
2. Professional Office	S	S	P	P	P	N
3. Accessory building, swimming pool, or other structure subject to provisions of Section VI	P	P	P	P	P	N
4. Private day nursery provided it shall occupy less than 40 percent of gross floor area and have a minimum of 75 sq. feet of outside play area for each enrolled child	S	S	S	N	N	N
5. Accessory private garage for not more than three vehicles, except on farm	P	P	P	P	P	N
6. Storage of one unregistered motor vehicle not less than 25 feet from any front lot line	P	P	P	P	P	N
7. Storage of one unoccupied mobile home	P	P	P	P	P	N
8. Accessory outside storage necessary to operation of principal use	N	N	N	S	S	P
9. Accessory commercial service for occupants within a hotel, hospital, office, industrial building or transportation terminal	N	N	S	P	P	N
10. Up to two lodging units with no cooking facilities in an existing dwelling	S	S	P	S	S	N
11. Accessory signs (Section VII)	P	P	P	P	P	P
12. Accessory parking and loading spaces (Section VII)	P	P	P	P	P	P
13. Fences up to 6 feet in height	P	P	P	P	P	P
14. Accessory uses the principal use permitted by right which is necessary in connection with scientific research or scientific development or related products	S	S	S	S	S	S

LIST OF FEDERAL AND STATE PERMITS AND/OR APPROVALS

The following list was adapted from the North Andover Development Guidebook. The list is by no means exhaustive, and if any question exists you are encouraged to seek legal counsel. The majority of small development projects will not have need for any federal or state permits or approvals, but as projects increase in size and complexity, the applicant should be aware of the potential applicability of any one or more of the following:

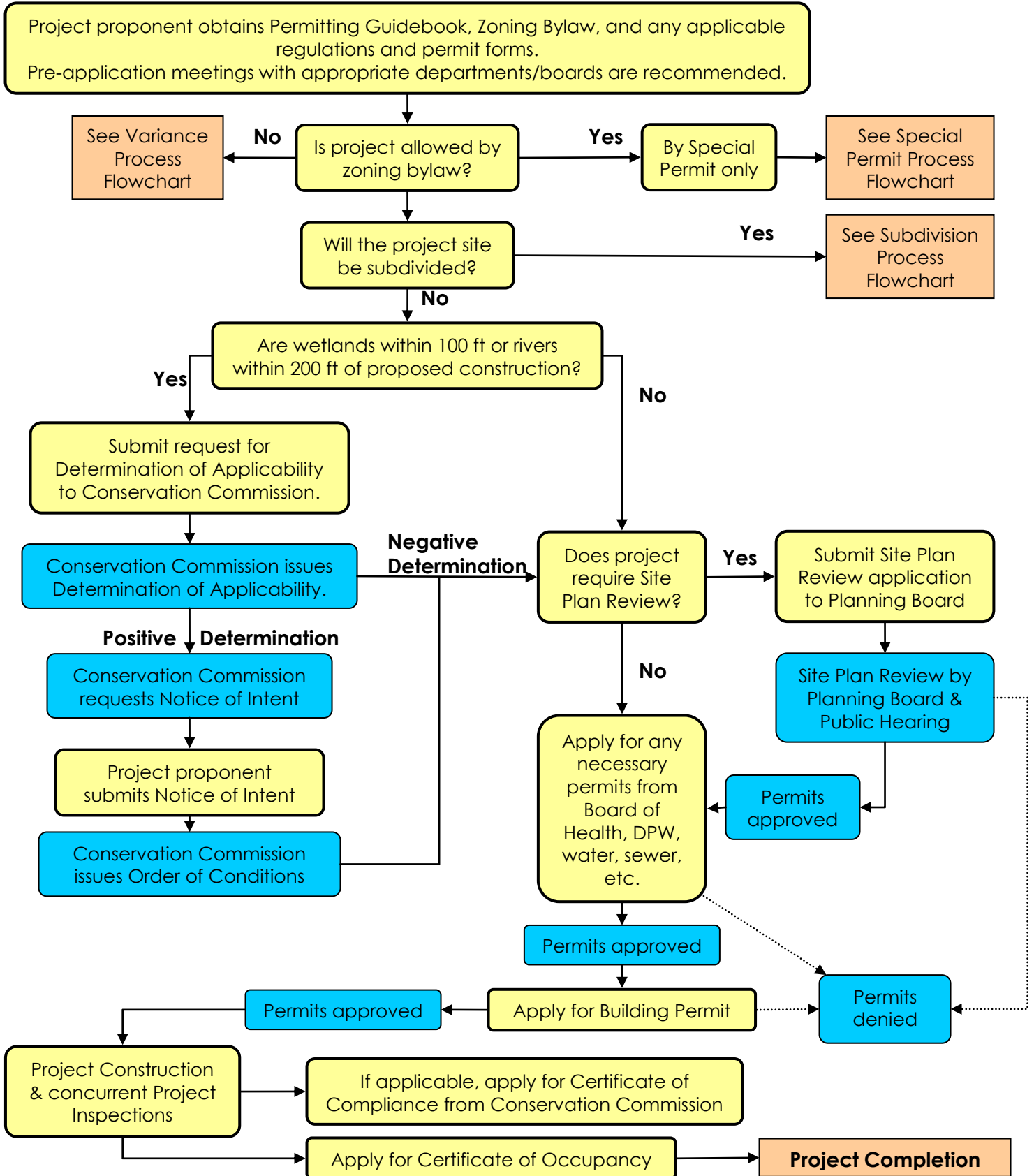
Federal Permits

1. **National Environmental Policy Act, or "NEPA"** requires the preparation of an environmental impact statement (EIS) to assess the impact of a major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are either defined by statute or determined by agency officials.
2. **Clean Water Act, Section 404 Permit** requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain a permit from the Army Corps of Engineers. The permit may be a programmatic general permit, an individual permit or an official letter of permission.
3. **Clean Water Act, .Water Quality Certification Approval** requires the state to determine whether certain activities meet state water quality standards; if they don't, the Corps of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. **Rivers and Harbors Act of 1899, Section 10 Permit** requires a federal permit from the Army Corps of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit
5. **National Flood Insurance Act and Flood Disaster Protection Act Certification** requires that banks not make, extend or review any loan secured by improved real estate located in an area having flood hazards, and in which flood insurance is available, unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. **Clean Air Act Permits or Approvals** may be required directly from the Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan, or SIP (see State Clean Air Act).
7. **National Historic Preservation Act Section 106 Review** requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historical Commission.
8. **Environmental Protection Agency Stormwater Notices of Intent and/or NPDES Permits** are required for stormwater discharges associated with certain industrial activities. Industrial activity was recently redefined to include "construction activity including clearing, grading, and excavation activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale". The project owner and operator is required to file a Notice of Intent and pollution abatement plan with the Environmental Protection Agency.

State Permits

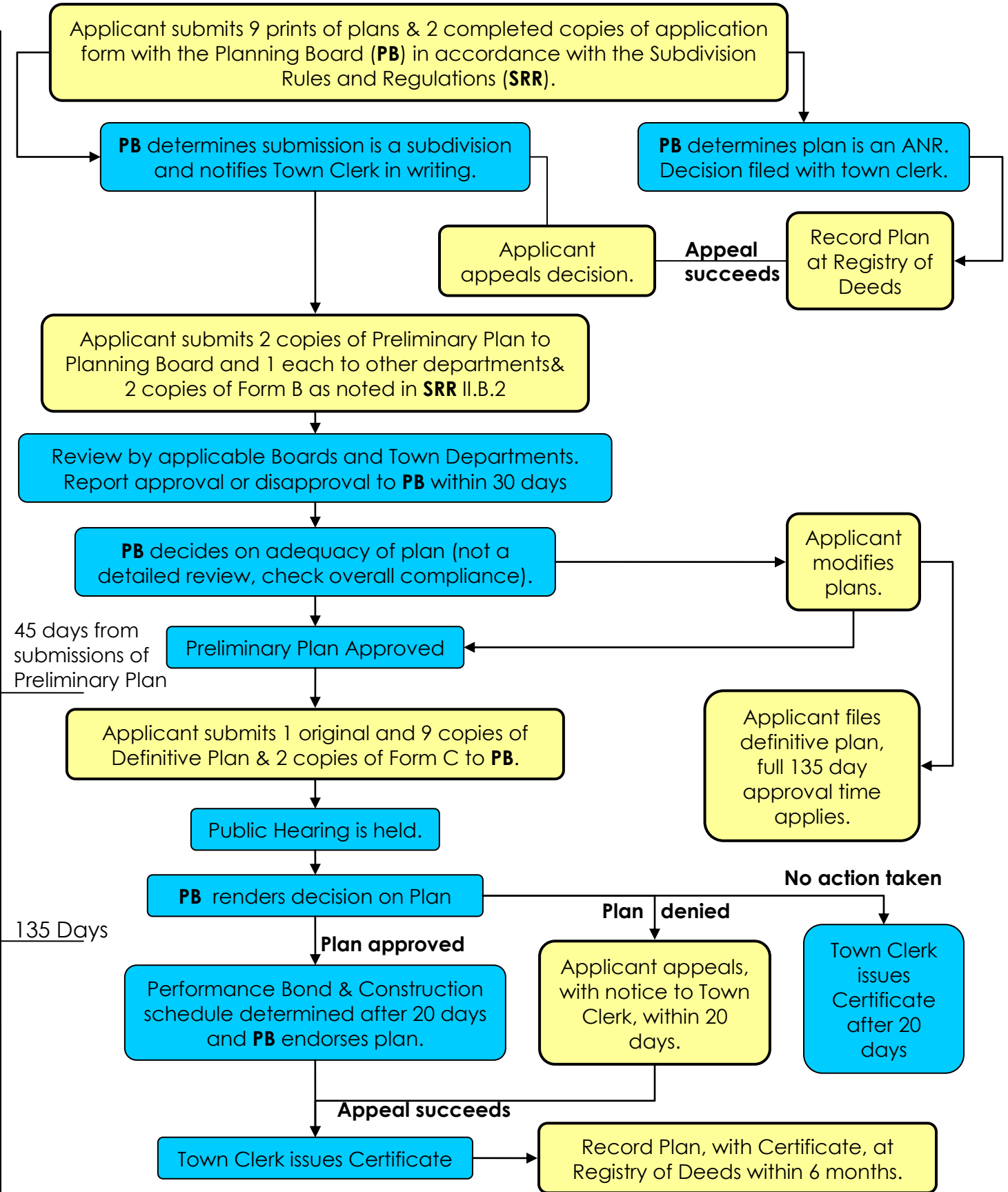
1. **Massachusetts Environmental Policy Act, or 'MEPA'** requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be **filed** if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.
2. **Massachusetts Clean Waters Act, Sewer Extension/Connection Permits** are required for the connection of a project to a sewer system unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Marlborough Westerly Wastewater Treatment Plant.
3. **Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits:** Surface Water Discharge Permits, administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharges to U.S. Waters and application should be made simultaneously to both agencies. A permit may also be required for stormwater discharges where runoff is substantially contaminated or if contamination exists because the discharge is located within an industrial area or is associated with industrial activity. If the project is in an unsewered area, a Disposal Works Construction Permit must be obtained from the local board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed, a groundwater discharge permit must be obtained.
4. **Waterways, Great Ponds and Tidelands Construction License** must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over 10 acres in their natural state) and tidelands.
5. **Massachusetts Clean Air Act Approval** must be obtained in writing from the Department of Environmental Protection for the plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source of air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, must notify DEP at least 10 working days prior to starting work, if it will create emissions that cause or contribute to a condition of air pollution.
6. **Massachusetts Endangered Species Act** prohibits taking or possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species available from the Division of Fisheries and Wildlife, and habitat maps available for inspection at Town Hall from the Conservation Commission.
7. **Hazardous Waste Management Permits** may be required from the federal Environmental Protection Agency or state Department of Environmental Protection if any wastes generated by the project are hazardous, depending on the types of quantities generated; contact the Southampton Fire Department for information.
8. **Massachusetts Historical Commission Approval** must be obtained if a designated historical or archeological landmark will be altered or affected by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.
9. **State Highway Access Permit** must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.
10. **Title V Permits** relate to many aspects of septic systems and must be obtained for the following: Additives, Conditioners and Effluent Filters, Innovative/Alternative Technologies, Inspections and Pumping, New Construction and Repairs, Shared Systems, Variances and Local Upgrade Approvals. Applications may be obtained at <http://www.mass.gov/dep/water/approvals/t5forms.htm#top>.

TOWN OF SOUTHAMPTON PROJECT REVIEW & APPROVAL PROCESS



Flowchart Key (All Flowcharts in guide)
 Rounded Rectangles (Yellow) with Thick Border= Actions/Determinations by Applicant
 Rounded Rectangles (Blue) with Thin Border= Actions/Determinations by Town
 Rectangles (Orange)= Notes

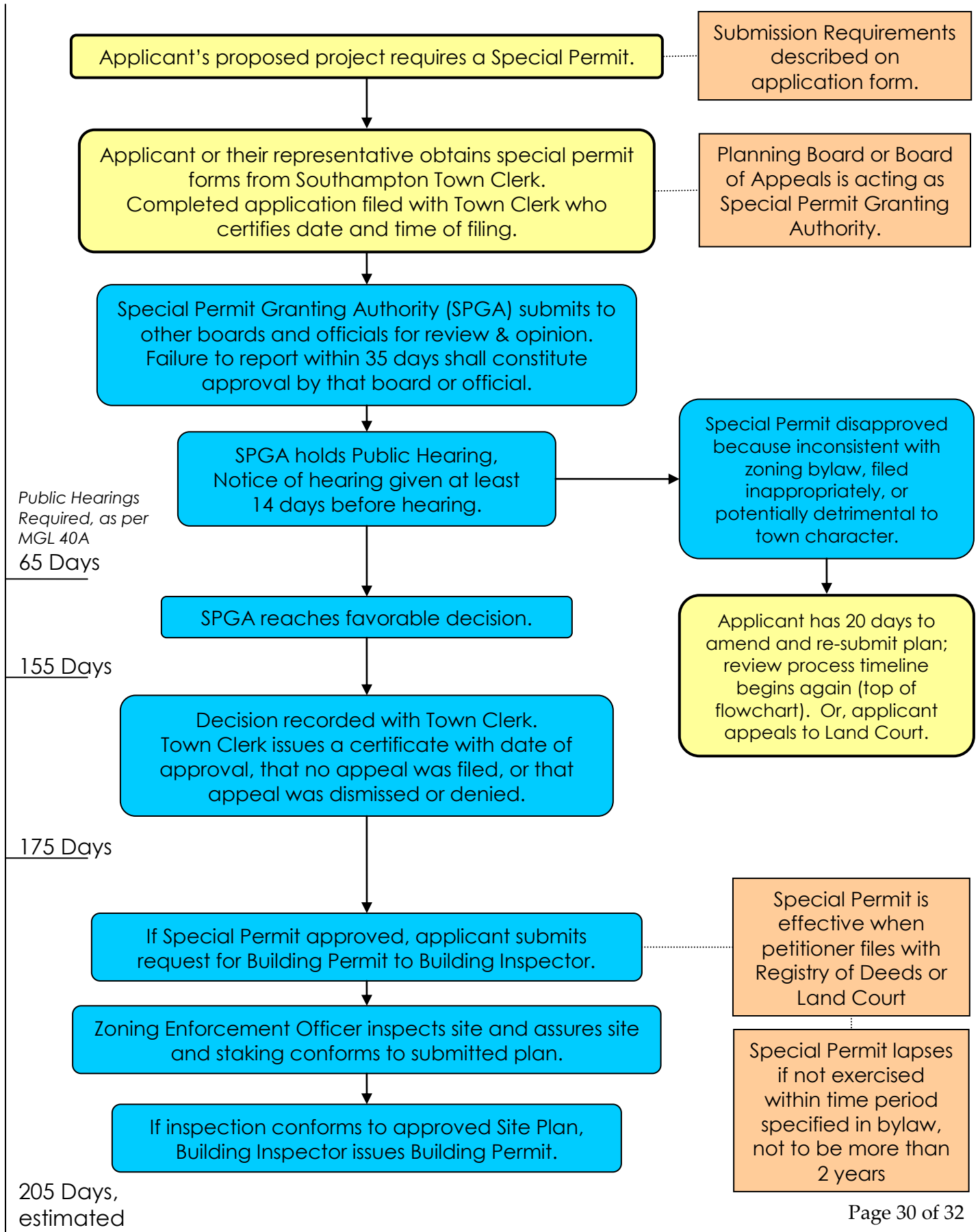
TOWN OF SOUTHAMPTON SUBDIVISION APPROVAL PROCESS



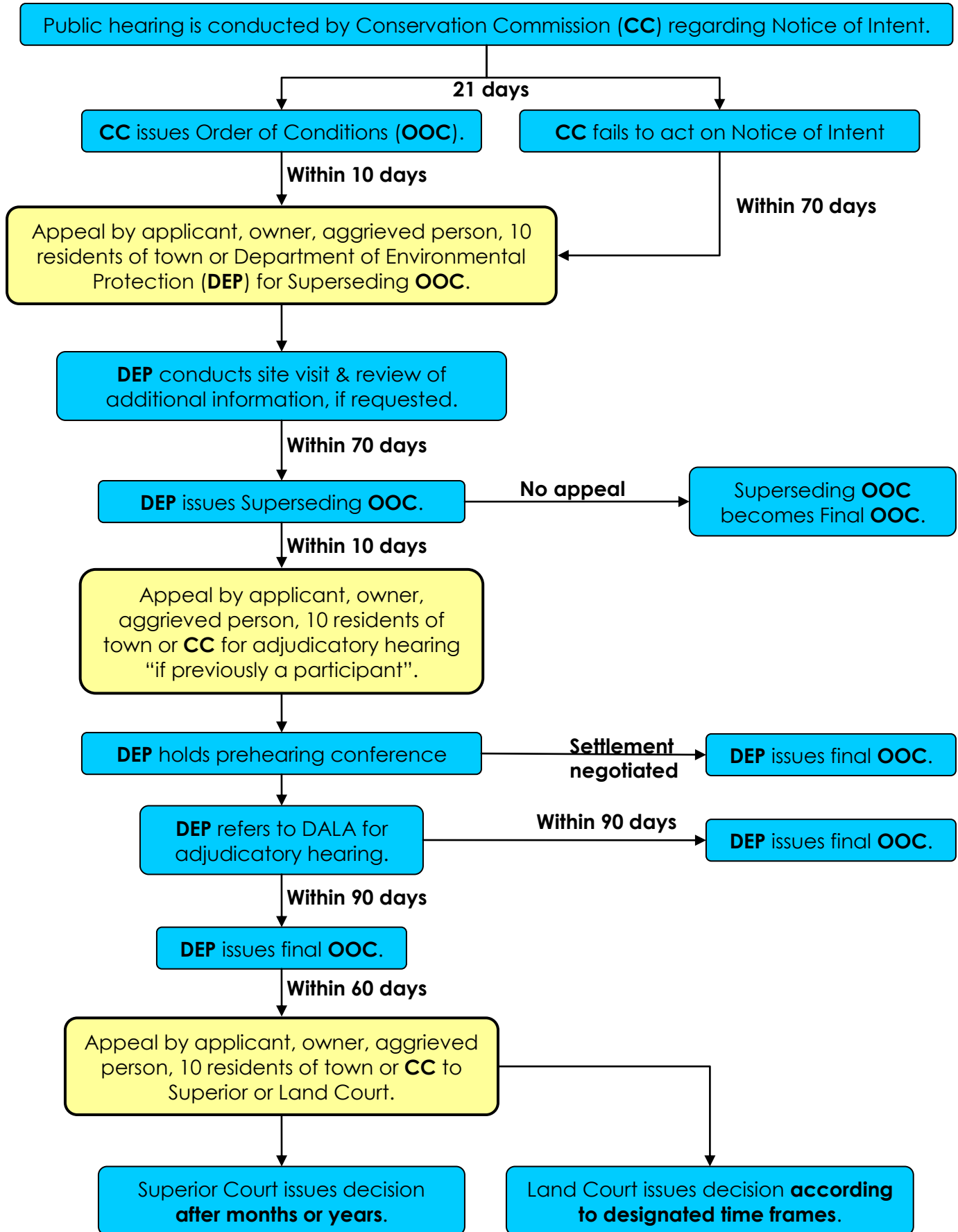
Submission of Preliminary Plan is optional for residential subdivisions only. If applicant submits only a Definitive Plan, the full 135 day review period applies

TOWN OF SOUTHAMPTON SPECIAL PERMIT PROCESS

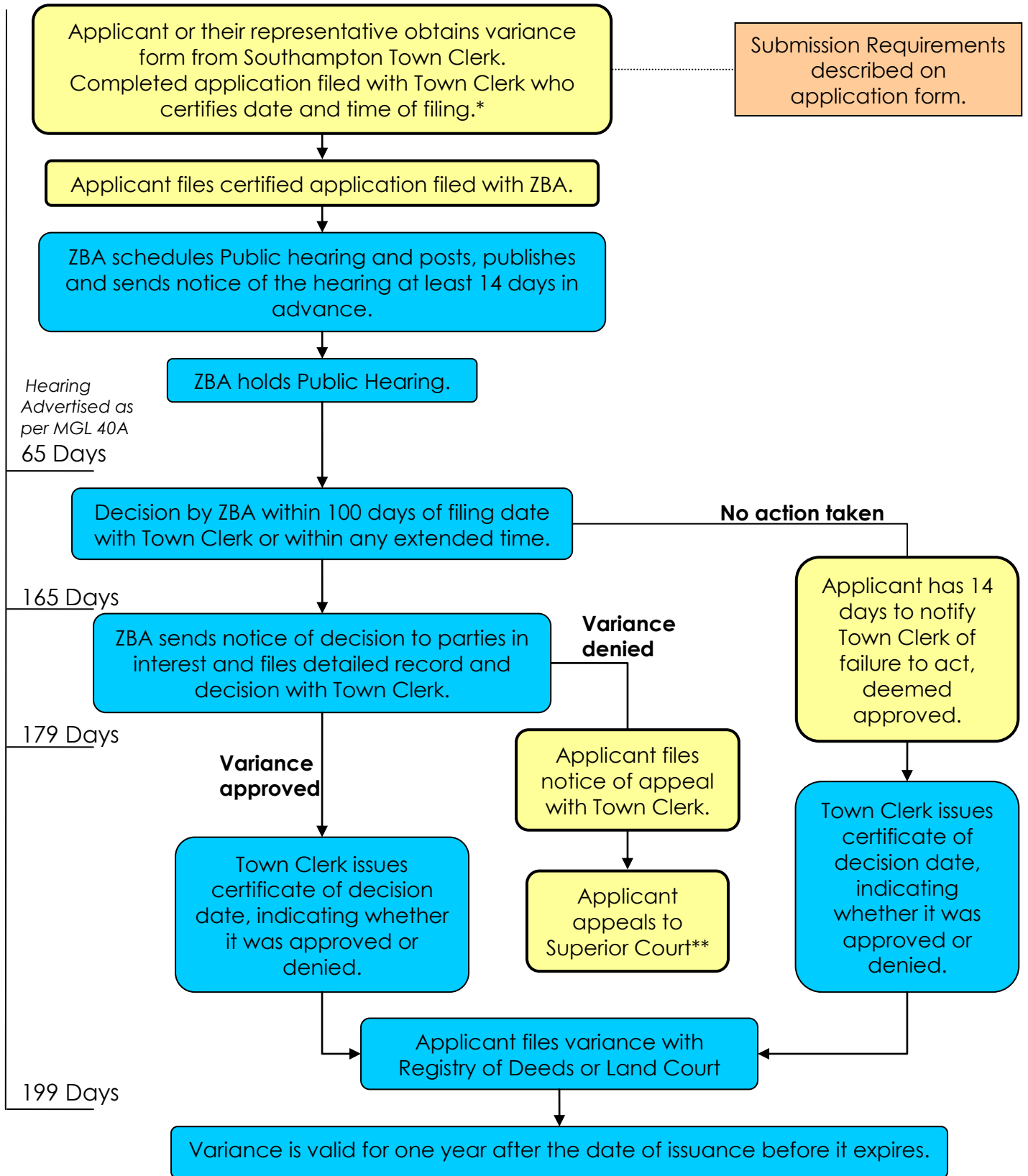
(Consult M.G.L. Chapter 40A for complete and binding text.)



ORDER OF CONDITIONS APPEALS PROCESS



TOWN OF SOUTHAMPTON VARIANCE PROCESS



*Variances may only be sought for reasons relating to soil conditions, shape, or topography of a parcel.

**Two years must elapse after an unfavorable decision has been issued either by the ZBA or the Superior Court, if ZBA decision was appealed, before applicant can request a Variance again, unless the ZBA consents to a repetition as specified in M.G.L. Chapter 40A, Section 16.