



# TOWN OF SWAMPSCOTT

## PROPERTY DEVELOPMENT PROCESS

### PRELIMINARY REVIEW

During this initial phase, the applicant will meet with the Building Inspector to determine what types of approval will be necessary for the project type they are interested in pursuing.

If the project is large-scale, contact the Director of Community Development to schedule a preliminary joint review by Town departments who will provide guidance and information prior to your project filing.

Applicant supplies initial project drawings and description to Building Inspector.

Building Inspector advises Applicant on project requirements.



### PROJECT REVIEW PHASE PROCESS

Depending on your project proposal, one or more of the following review actions may need to take place before you may be issued a Building Permit.

To the right are the various project review elements depending on the Preliminary Review (above.) Flip over for additional details for each review phase.



### BUILDING PERMITS

Upon the successful review of your project, you may move forward with applying for your permits to construct your project.

Applicant files for Building, Electrical and Plumbing permits as appropriate.

Building department provides Building, Electrical, and Plumbing permits after final review and approval.

If the project is as-of-right....	If the project calls for demolition of a building...	If the project requires removal of more than 600 cubic yards of earth from the site...	If the project is for exterior work in a local historic district...	If the project requires a special permit or variance...	If the project is within 100 feet of a waterway or wetland...	If the project requires an administrative site plan review...	If the project proposes the subdivision of land...	If the project proposes a land disturbance ≥ 1 acre...
<i>Applicant can file for Building, Electrical and Plumbing permits.</i>	<i>Applicant must file a Building Permit for Demolition with the Building Department.</i>	<i>Applicant must file for an Earth Removal Permit with the Board of Selectmen.</i>	<i>Applicant must file for a Certificate from the Historic District Commission with the Town Clerk.</i>	<i>Applicant must file a Zoning Relief Application with the Town Clerk.</i>	<i>Applicant must file a Notice of Intent or Request for Determination of Applicability with the Conservation Commission.</i>	<i>Applicant must file a Site Plan Review Application with the Town Clerk.</i>	<i>Applicant must file an Approval-Not-Required or Subdivision Plan with the Town Clerk.</i>	<i>Applicant must file a Stormwater Management Permit with the Department of Public Works.</i>

BUILDING PERMIT APPLICATION	BUILDING PERMIT APPLICATION FOR DEMOLITION	EARTH REMOVAL APPLICATION	HISTORIC DISTRICT APPLICATION	ZONING RELIEF APPLICATION	NOTICE OF INTENT OR RDA	SITE PLAN REVIEW APPLICATION	SUBDIVISION APPLICATION	STORMWATER MANAGEMENT PERMIT APPLICATION
<b>Building Department</b>	<b>Building Department &amp; Historical Commission*</b>  *(Depending on age of structure)	<b>Earth Removal Advisory Committee &amp; Select Board</b>	<b>Director of Community Development &amp; Historic District Commission</b>	<b>Planning Board and/or Zoning Board of Appeals</b>	<b>Conservation Commission</b>	<b>Planning Board</b>	<b>Planning Board</b>	<b>Department of Public Works</b>

The information provided below is offered to illustrate the various processes to develop property in the Town of Swampscott. This is a general overview; further details can be provided by the departments and boards appropriate for your project.

We recommend that you also review the Town General By-laws and Zoning By-laws for additional information.

ITALIC FONT = Applicant action/responsibility  
**Bold Font** = Town action/responsibility

**ADDITIONAL QUESTIONS?**  
Contact the Director of Community Development

781.596.8829  
  
Office of Community Development  
22 Monument Ave  
Swampscott, MA 01907

	Building Permit Application For Demolition	Earth Removal Application	Historic District Application	Zoning Relief Application	Notice Of Intent Or Request For Determination Of Applicability	Site Plan Review Application	Subdivision Application	Stormwater Management Permit Application
Available From*	Building Department	Board of Selectmen’s Office	Office of Community Development	Building or Office of Community Development	Office of Community Development or MassDEP	Office of Community Development	Office of Community Development	Department of Public Works
File With	Building Department	Town Clerk	Town Clerk	Town Clerk	Office of Community Development	Town Clerk	Town Clerk	Department of Public Works
Review / Approval Authority	Building Department and/or Historical Commission	Reviewed by Earth Removal Advisory Committee; approval by Board of Selectmen	Historic District Commission or Director of Community Development	Zoning Board of Appeals and/or Planning Board	Conservation Commission	Planning Board	Planning Board	Department of Public Works
Purpose	If the structure to be demolished (in whole or partially) is 75 years or older, the Historical Commission must first determine if the structure is historically significant. This is to help preserve historic structures within the community from demolition.	The permit is reviewed and granted to ensure that large earth removal projects (more than 600 cubic yards) do not have a negative impact on public health or safety; limits the amount of noise, vibration, dust, and other effects to the adjacent area; does not have a negative effect on the natural resources; nor cause excessive traffic congestion or damage to the roadways.	Any exterior work proposed within one of the town’s Local Historic District areas must first have the proposal approved prior to start of work in order to preserve and enhance the historic and architectural integrity of the Local Historic District areas.	The scale and type of project that you’re proposing may require a special permit and/ or variance based on the Zoning Bylaws. This provides the community the ability to review and (if necessary) modify or deny a proposal in order to ensure it fits within the Zoning Bylaw restrictions and character/desire of the community.	Projects within wetlands or within the buffer area of a wetland or water body must comply with the Commonwealth’s Wetlands Protection Act. The Conservation Commission acts as the local authority to ensure compliance with the Act. This is to ensure the safety, health, and longevity of the wetlands and water bodies in and around the community.	Site Plan Review is a tool utilized throughout Massachusetts to ensure that a site development meets a number of criteria points: social, economic, and community needs; traffic flow and safety; utilities and public services; neighborhood character and social structures; impacts on natural environment; fiscal impact; minimize adverse effects and maximizing safety.	Subdivision Control Law (granted by the Mass General Laws) allows the community to protect the safety, convenience, and welfare of residents through the review and regulation of laying out and constructing new rights-of-way. This process helps to ensure adequate access to all lots in a subdivision and adjacent public ways while ensuring safety and adequate utility access.	Clean Water Act and Mass General Law allow regulation of discharges to municipal separate storm sewer system (MS4). Regulation protects the Town’s water bodies and groundwater, and safeguards the public health, safety, welfare, and the environment. Land disturbances can cause harmful impacts and impairment of water quality due to soil erosion and sedimentation as well as increased and contaminated stormwater runoff.
Timing	<p>If the structure is less than 75 years old, the Building Inspector may issue a building permit for demolition.</p> <p>If the structure is 75 years or older, the Historical Commission will make an Initial Determination within 60 days of application filing. If the structure is determined to be significant, a public hearing will then be held within 45 days of the Initial Determination.</p>	<p>Upon filing of an application, the Earth Removal Advisory Committee will review the project details and request. The Committee will then submit a report to the Board of Selectmen within 21 days of the conclusion of their review.</p> <p>The Board of Selectmen will then hold a public hearing (inclusive of legal ad and abutter notices) to review the Committe report and determine approval.</p>	<p>Certificates of Appropriateness must be filed at least 10 days prior to a hearing and include a 20-day appeal period once approval has been filed with the Town Clerk.</p> <p>Certificates of Non-Applicability may be approved within a few days up to two weeks (no appeal period).</p>	<p>Applications must be submitted three weeks prior to a hearing.</p> <p>There’s a 20-day appeal period once the board’s decision has been filed with the Town Clerk.</p>	<p>Applications must be submitted two weeks prior to a hearing.</p> <p>There’s a 10-business-day appeal period once the Commission’s decision has been filed with the Town Clerk.</p>	<p>Applications must be submitted three weeks prior to a hearing.</p> <p>There’s a 20-day appeal period once the Board’s decision has been filed with the Town Clerk.</p>	<p>Approval-Not-Required requests must be submitted at least one week prior to a meeting (no appeal period).</p> <p>Preliminary and Definitive Subdivision Plan submissions must be submitted three weeks prior to a meeting. Definitive Subdivision Plans include a 20-day appeal period once approval has been filed with the Town Clerk.</p>	<p>Applications must be submitted before construction activities begin.</p> <p>Within 45 days of the receipt of a complete permit application, the Department of Public Works shall inform the Applicant whether the Stormwater Management Permit has been approved or disapproved, in accordance with the Rules and Regulations.</p>
Fees	Dependent on type and scale of project	For single-use removal - \$250. For ongoing removal - \$500 annually.	No fee	Dependent on scale of project	Dependent on scale of project	Dependent on scale of project	Dependent on scale of project	Dependent on scale of project

\* All application materials are also available on the Town website: <http://www.town.swampscott.ma.us/community-development/pages/development-forms-guidelines>