

PERMITTING IN THE TOWN OF WALPOLE - APPLICANT HANDBOOK



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INTRODUCTION

Permits ensure that new projects are safe and legal. However, the Town of Walpole knows that people find the maze of government permits to be daunting and difficult. Therefore, this handbook has been prepared to help people through the permitting process. This handbook outlines the steps and provides the required forms and documents.

The handbook may be used by everyone from the homeowner looking to make a small change to complex projects that may require more guidance. Many projects may complete the permitting process starting with the information found here. More complex and difficult projects may require additional guidance which will be provided by the Town in the pre-application process.

Permits will be issued as quickly as possible, but efforts will be made so that even the most complex project should not require more than 180 days to obtain all required local permits, as long as you have submitted the required forms and information. All efforts will be made to communicate with an Applicant and direct a project through the permitting process in the most efficient way.

The first step for all projects is to complete the Master Permit Application form so the project can be processed in the Town's permit tracking system. All projects will need a Building Permit before construction, and you will be informed if additional permits are also required.

For complex projects, a pre-application process is available for an Applicant, to review the permit applications, to explain the required documents for completing the permit applications, and to provide a timeline for obtaining the permits. During the course of the permitting process the Town will also answer any questions that may arise and provide advice to the applicants and boards during the reviews.

The Building Inspector and the Design Review Committee, made up of representatives from the offices of the town boards and commissions, will usually provide this assistance.

Further information about the application process and permitting steps is provided in the next sections of this handbook. The information includes:

1. A listing of town hall contacts and numbers,
2. A checklist of local permits,
3. Typical steps in the process, and,
4. Forms to start the reviews.

STEPS

Step One: Contact The Building Inspector's Office At Town Hall

The first step is to contact the Building Inspector's Office at Town Hall to inform the town about your project. If needed, you will be provided with information on how to fill out the application forms and proceed with the permit reviews.

Who and How to Contact Town Hall

The initial and principal point of contact is the Building Inspector's office for the pre-application process and Building Permits. The Building Inspector is also available by appointment to discuss your proposed project.

As part of this initial contact, the Building Inspector's office will provide you with a Master Permit Application Form. Once filled out, this form will provide the Town with the basic information needed to anticipate the specific number and sequence of permits that the project will require. Submittal of a completed Master Permit Application Form to the Building Inspector will formally start the application process.

The Applicant may at their option request a preliminary conference with the Design Review Committee (see Step Four for more information on this committee) in order to gather informal advice and recommendations prior to the submission of a Master Permit Application Form. The Building Inspector will be the contact person responsible for scheduling this preliminary conference with the Design Review Committee.

The Building Inspector will be the primary contact for all permit issues. The Building Inspector may be reached at:

Website: <http://www.walpole-ma.gov/building-commissioner-inspection-services>

E-mail: myanovitch@walpole-ma.gov

Phone: (508) 660-7324

The Building Inspector will also be responsible for:

- Receiving the Master Project Application Form;
- Notifying other Town offices that an application has been submitted

For complex projects, that involve multiple permits or large and complex projects, the Building Inspector will also be responsible for:

- Notifying the Design Review Committee to schedule a review meeting, as needed; and,
- Notifying the Applicant of the requests and decisions of the Design Review Committee.

Contacts may also be made, and are encouraged, directly with other Town offices to clarify issues and items to include in the submittals. The list of officials who may be involved in permits and their contact information is included on the next page.

List of Contacts

Department	Telephone	E-mail
BOARD OF SELECTMEN		
	508-660-7289	bos@walpole-ma.gov
James Johnson – Town Administrator	508-660-7289	jjohnson@walpole-ma.gov
ASSESSORS		
Dennis Flis - Appraiser	508-660-7314	dflis@walpole-ma.gov
BUILDING DEPARTMENT		
Michael Yanovitch – Building Commissioner	508-660-7324	myanovitch@walpole-ma.gov
TOWN CLERK		
Ron Fucile - Town Clerk	508-660-7296	rfucile@walpole-ma.gov
CONSERVATION COMMISSION		
Landis Hershey - Conservation Agent	508-660-7253	lhershey@walpole-ma.gov
DPW ADMINISTRATION		
Bob O'Brien - DPW Director	508-660-7355	robrien@walpole-ma.gov
ENGINEERING		
Maggie Walker - Town Engineer	508-660-7213	mwalker@walpole-ma.gov
SEWER AND WATER DEPARTMENT		
Rick Mattson - Superintendent	508-660-7310	rmattson@walpole-ma.gov
COMMUNITY & ECONOMIC DEVELOPMENT		
Elizabeth Dennehy - Director	508-660-7352	ldennehy@walpole-ma.gov
FIRE DEPARTMENT		
Deputy Chief Michael Laracy	508-668-0260	mlaracy@walpolefire.com
HEALTH DEPARTMENT		
Robin Chapell - Health Director	508-660-7320	rchapell@walpole-ma.gov
PLANNING BOARD		
Kate Delaney – Staff Contact	508-660-7301	kdelaney@walpole-ma.gov
TRAFFIC SAFETY		
Warren Goodwin	508-668-1095	info@walpolepd.com
ZONING BOARD OF APPEALS		
Kristine Brown – Staff Contact	508-660-7250	kbrown@walpole-ma.gov

Step Two: Fill Out Master Permit Application Form

The next step is to fill out a Master Permit Application Form. The purpose of the Master Permit Application is to:

- Provide a complete and consistent listing of information on your project that will be carried through on all local permit application forms;
- Provide the information that will be used to follow the sequence of permits and completion of inspections (soon to be on-line);
- Compile the best available information on the project so that the Building Inspector and the Design Review Committee may report on the completeness of the material and make recommendations for the permitting process.

It is recommended that when contacting the Building Inspector to ask about updates to any of the forms. It is the intent of the town to soon place all forms and permit reviews on the Internet for future access by the public.

The Master Permit Application Form includes:

1. Basic information about where the project is located and what is proposed.
2. Detailed information or sources of information on the scope and proposed completion of the project.
3. As available, detailed information on the site conditions and the proposed development impacts.
4. If possible, this form should be accompanied by the Permitting Checklist (Step Three) and the required special application forms and fees for all local permits.

Upon submittal of your Master Permit Application Form, the Building Inspector will determine whether your project should go to the Design Review Committee or whether your project may simply be permitted through the Building Department. For the large and complex project, or when requested by the Applicant, the Building Inspector will also convene a meeting for the Design Review Committee and the Applicant to review the contents of the application and procedures.

Step Three Complete the Permit Checklist

With each project there may be one or more permits, licenses, or inspections required. This step will ensure you are aware of the required permits.

1. Determine if the project is "as-of-right" under zoning. This means that no special permits or variances are required and the project may proceed with a Building Permit. Note that most multifamily, commercial and industrial projects will require at least a site plan review prior to obtaining a building permit.
2. Review the checklist and determine if other permits or licenses are required from the Conservation Commission, Board of Health or other office.

3. If site plan reviews, special permit reviews, variances, health permits and/or wetland permits are required, it is recommended that you have an informal meeting with the Building Inspector and Design Review Committee to discuss the application procedures and reviews and let them help you through the application procedures.

For large and complex projects, expect to meet with the Zoning Board of Appeals, Planning Board, Conservation Commission, Sewer and Water Commission, and Board of Health. You may apply to all of the boards simultaneously, but some actions may be required prior to action by others, and all approvals are needed before proceeding on the project [See Step Four].

Recommendations and suggestions of the Design Review Committee are for the purpose of facilitating the permit process, but are not binding on the boards and commissions who vote on the permits.

A checklist of current local permits can be found on the next pages. Every attempt has been made to include in this Guide each and every local permit, but if your application will trigger a permit application not listed in this Guide, the Building Inspector's Office will notify you.

Town regulations may be found at: <http://walpole-ma.gov/DocToC.htm>

For copies of any Town regulations referenced in this Guide that may not be available at the town web site, please contact the Building Inspector's Office, who will refer you to the appropriate contact.

Permit Checklist

Board/Commission	Responsibility	Check If Needed
BOARD OF SELECTMEN	<i>All 43D applications</i>	
	License: Commercial Service	
	License: Other	
ASSESSORS	<i>Requests</i>	
	Abutters list (needed for all special permits, variances, and other notifications)	
BUILDING INSPECTOR	<i>Permits, Inspections</i>	
	Additions/Alterations	
	Zoning Compliance	
	Building Permit	
	Electrical Work	
	Energy Conservation	
	Gas Fittings	
	Homeowner License Exemption	
	Plumbing	
	Private Pool	

Board/Commission	Responsibility	Check If Needed
BUILDING INSPECTOR, <i>cont.</i>	Signs	
	Workers' compensation insurance	
	Utilities	
	Limited Site Plan Review	
CONSERVATION COMMISSION	<i>Permits, Inspections</i>	
	Determinations Of Applicability	
	Resource Delineation	
	Notice Of Intent	
	Resource Alteration	
	Stormwater Management	
	Waterways	
	Certificate Of Completion	
ENGINEERING	<i>Permits, Inspections, Requests</i>	
	Street Excavations	
	Curb Cuts	
	Water Service	
	Sewer Service	
	Street Report	
	Bond Report	
	Utility Report	
SEWER AND WATER DEPARTMENT	<i>Permits, Inspections, Requests</i>	
	Water Service	
	Sewer Service	
ECONOMIC DEVELOPMENT	<i>Application</i>	
	Tax Increment Financing	
FIRE DEPARTMENT	<i>Permits, Inspections, Requests</i>	
	Site Plan Review	
	Building Inspections	
	UST	
	Alarm	
HEALTH DEPARTMENT	<i>Permits, Inspections</i>	
	Subdivision Recommendations	
	Construction: Septic	
	Construction: Wells	
	Commercial Service: Animals	
	Commercial Service: Youth	
	Commercial Service: Bottling	
	Commercial Service: Mobile Caterers	

Board/Commission	Responsibility	Check If Needed
HEALTH DEPARTMENT, <i>cont.</i>	Commercial Service: Food Service	
	Commercial Service: Temp. Food Service	
	Commercial Service: Motel	
	Commercial Service: Massage	
	Commercial Service: Pasteurization	
	Commercial Service: Tobacco	
	Commercial Service: Indoor Ice Skating	
	Commercial Service: Frozen Dessert	
	Commercial Service: Funeral Director	
	Commercial Service: Day Camp	
	Commercial Service: Pool/Spa	
	Commercial Service: Supermarket	
	Commercial Service: Convenience Store	
	Commercial Service: Specialty Store	
	Commercial Service: Other Retail	
	Commercial Service: Syringe	
	Commercial Service: Tanning	
	Commercial Service: Toxic/Hazardous	
	Commercial Service: Rental Housing	
HISTORICAL COMMISSION	<i>Permits</i>	
	Demolition Delay	
PLANNING BOARD	<i>Permits, Inspections, Requests</i>	
	Subdivision	
	Subdivision Phasing	
	ANR	
	Site Plan Review	
	Limited Site Plan Review	
	Development Impact Statement	
	Scenic Roads	
	Special Permits	
	Bond Reports	
POLICE DEPARTMENT	<i>Requests</i>	
	Traffic Safety	
ZONING BOARD OF APPEALS	<i>Permits</i>	
	Variance	
	Comprehensive Permit (MGL Chapter 40b)	
	Appeals	
	Special Permits	

Step Four: Submit the Permit Applications

For this step the permit application forms checked off in the previous task must be filled out to be filed with the town. The Building Permit application form is required to start the process. The necessary permit applications are included in the attached packet of forms. In the future, these forms will be available electronically.

There are two ways to proceed at this step.

1. One is to proceed with the application filing(s) directly to the Town Hall office(s) responsible for each permit, which is appropriate for simple projects.
2. The other way is to obtain some additional assistance from the Design Review Committee. This is recommended for large and complex projects, or projects requiring multiple permits from different boards.

For those proceeding without the additional assistance from the Design Review Committee, the recommendation is to review the Permit Checklist completed in Step Three with the Building Inspector for confirmation. At that time, the Building Inspector may recommend proceeding with the Design Review Committee, if appropriate.

To obtain a Building Permit to start construction, you will need to have completed all of the prerequisite permits. Prerequisites for a Building Permit include:

- Proper street address.
- Scaled plot plan with location of proposed buildings and setbacks from the property lines for new residential house, or approved Site Plan for commercial projects.
- Copy from the County Registry of Deeds of recorded subdivision lot.
- Copies from the County Registry of Deeds of recorded, special permits, and variance decisions.
- Conservation Commission determination on the presence of wetlands.
- Board of Health permits for a septic system and a water supply well, and/or Engineering approval for utility connections for town sewer and water lines.
- Sets of plans for Fire Department and Building Department review.

Other local permits will require other information for submittal.

Design Review Committee

The purpose of the Design Review Committee is to help guide projects through the permit process and make recommendations on what should be included in the permit applications. The Design Review Committee is the:

- Building Commissioner (Chairman of Design Review Committee);
- Town Administrator;
- Community & Economic Development Director;

- Conservation Agent;
- Health Director;
- Director of Public Works;
- Town Engineer;
- Water and Sewer Superintendent;
- Fire Chief or Representative;
- Police Chief or Representative;
- Other staff or representatives of other municipal boards, with the exception that no member of the Zoning Board of Appeals may sit on the Design Review Committee.

The purpose of the initial meeting with the Design Review Committee and the Applicant is to provide an informal review to indicate any problems with the proposals and recommend steps to expedite the permitting process. The Design Review Committee will review the Permit Application Forms for completeness, confirm required permits and approvals, and suggest the sequence of submissions, when appropriate. This may include an identification of the "critical path" or most expeditious sequence of local permits, depending on the character of each particular project. A second meeting may be scheduled if additional information is needed in order to complete the review.

The Design Review Committee meets every two weeks or as posted on an as-needed basis.

All recommendations of the Design Review Committee will be made within 20 business days of submittal of the Master Permit Application or any subsequent revisions. No actions or recommendations of the Design Review Committee will be binding on the board or commission that votes on the application.

Permit Guidance Report

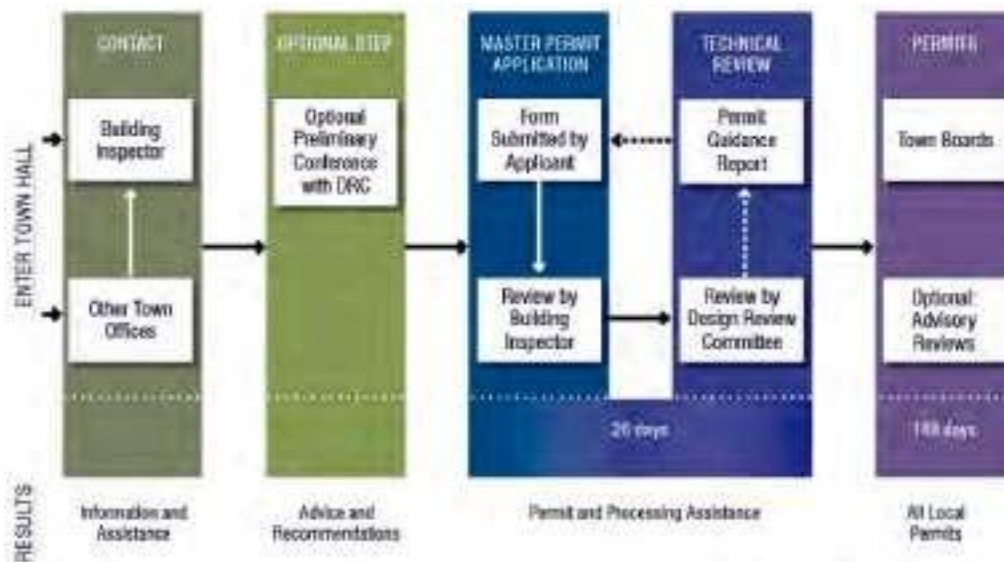
If requested, the Building Inspector and Design Review Committee will prepare a Permit Guidance Report summarizing findings and recommendations from the Design Review Committee reviews. The Permit Guidance Report may include a permitting plan and timeline for the project listing all expected permits and reviews. It may also suggest dates for required scoping sessions, public comment periods and public hearings, as well as any additional applications and supplemental information required for these reviews.

The Building Inspector will prepare a Permit Guidance Report, submit it to the Design Review Committee for comment, make any applicable corrections, and then provide it to the Applicant.

If your property is a Priority Development Site, a special designation made by Town Meeting, the next step will be for the Building Inspector to submit the Master Permit Application and the Permit Guidance Report to the Board of Selectmen for Determination of Completeness [see Alternate Procedures for 43D Projects].

Figure 1 illustrates the process when proceeding according to these steps,

Figure 1: Permitting Steps with Design Review Committee



Step Five: Complete Board Reviews

The review of project applications is governed by state law. A summary of the timelines necessary for concluding different permit reviews is shown in Figure 2.

1. All boards and commissions have regularly scheduled meetings at which time they may hold public hearings, discuss applications and take votes. Those meeting times are listed at:
<http://walpole-ma.gov/Calendar.htm>
2. Your attendance at the hearings and meetings of the boards and commissions is generally required to answer questions. You may also send a representative to the meetings.
3. At the public hearing the board will hear testimony regarding the project and allow any official information to be submitted and allow attendees to speak on the application's merits relative to the regulations that apply to the project.
4. Additional information may be required during the hearings. If so, the board will continue the hearing to allow that information to be submitted.
5. Once the hearing is closed, no new information may be submitted and the board will deliberate on its findings and decision.
6. The schedules for selected permits, by state law, are shown in Figure 2. The timelines may be extended by mutual agreement between the board and Applicant.

Permits may be revised after they are issued. If the revision is a significant change, the same steps in the board reviews listed above to first obtain the permit will probably be followed again for the revision. For minor revisions where the basic project does not change, the board may opt for a more informal process. You may discuss the revisions with the Building Inspector to find out more.

Notes on Figure 2: Timelines are defined by state laws and local bylaws as maximums. Some permits need to come before others and, therefore the total amount of time for completion of all permits may be longer than the time shown for any single permit. However, some decisions may be made sooner than the maximum time allowed. Also, in most cases, with the exception of 'Approval Not Required' subdivisions and Board of Health reviews of subdivisions, the Applicant may request the permit granting authority to provide an extension of time for completion of the permitting process. Approval of the extension is then at the discretion of the permit granting authority.

Figure 2: Permit Review Timelines

Permits	Days	14	28	42	56	70	84	98	112	128	142	156	170	180	
Building Permit		Permits issued upon completion of other reviews and submittal of documentation													
Variance		100 days from filing to decision													
'Approval Not Required' Subdivision		21 Days													
Subdivision		45 days for preliminary plan		90 days for definitive plan											
Subdivision		135 days for definitive plan with no preliminary plan													
Board of Health/Title V Subdivision Review		45 days for board of Health response on definitive plan													
Wetlands		42 days for request for determination of Applicability		42 days for notice of intent or ANRAD											
special permit		65 days to hearing				90 days for decision									
site plan review		65 days to decision													
Demolition Delay		60 days to certificate													

Step Six: File Project Progress Reports and Apply For Licenses

The receipt of a permit from a board or commission does not conclude your responsibilities. As a rule, decisions of the boards and commissions must be filed at the Registry of Deeds and a certified copy of recording must be obtained to apply for a building permit. In addition:

1. Certain projects will require construction control affidavits which describe the structural, fire, fire protection, fire alarm, mechanical, light and ventilation, energy conservation, architectural access and egress system. [780 CMR sec. 116]
2. Certified "as-built" plans are required for many projects and project elements such as foundations.
3. Projects that require inspections from town agents or reports to the town, such as the installation of sediment and erosion controls must be scheduled at appropriate times.
4. Licenses for use of the project may be required after construction is completed, such as the Board of Health or Board of Selectmen licenses. Board of Health licenses and inspections are required for:
 - Food Service Establishments
 - Retail Food Stores
 - Frozen Dessert Machines
 - Temporary Food Events
 - Bed and Breakfast Establishments
 - Stores Selling Tobacco Products
 - Tanning Booths/Beds
 - Massage Therapists
 - Public and Semi-Public Swimming Pools
 - Tattoo Parlors

See the Permit Checklist at STEP 3, for other listings.

Alternative Procedures for 43D Projects

The following additional steps apply only to Priority Development Sites (43D projects).
Special Eligibility for Priority Development Sites

All commercial and mixed use projects that are on Priority Development Sites are specifically eligible for expedited permitting. Generally these are projects and sites chosen by the town with the following characteristics:

Zoned for commercial or industrial development;

Eligible for at least 50,000 square feet of gross new floor area in existing or new structures;

Designated as a Priority Development site by Town Meeting and state; and

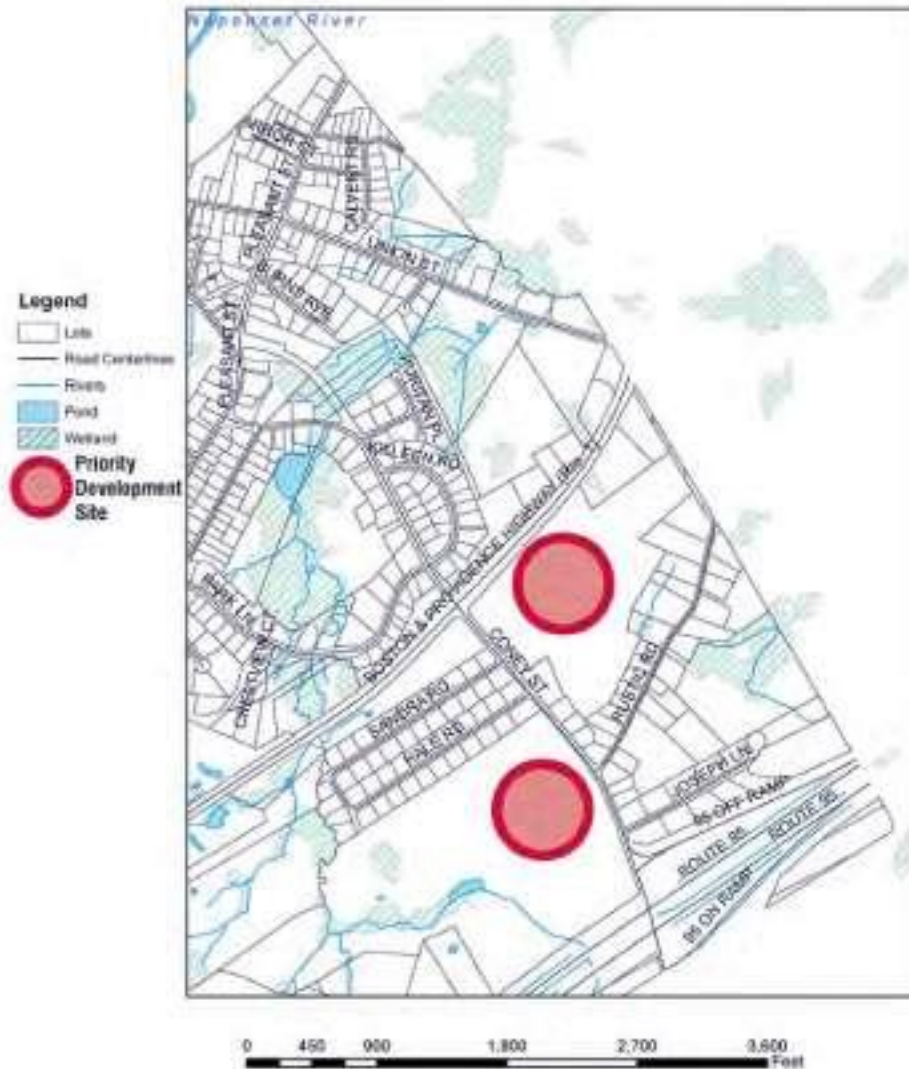
Adjacent to existing development or transit services, or located in an underutilized area.

Figure 3 shows the sites currently designated by the Town of Walpole for 43D. Additional sites will be considered upon request. It is recommended if considering an additional site to first contact the Director of Community & Economic Development at (508) 660-7352.

Figure 4 illustrates Priority Development Site procedures and indicates the differences and similarities with the general permitting process.

Following is a description of the procedures that will be followed for permitting development on these sites.

Figure 3: Priority Development Sites



Permitting of Priority Development Sites requires a unique procedure with different governing authorities. The following is a summary of the key steps.

Determination of Completeness

The Board of Selectmen will act on the Master Permit Application and Permit Guidance Report for Priority Development Sites by determining completeness of the application. In case that the Board determines that the application is incomplete and requires more information, the Applicant will be notified in writing of the additional information that needs to be submitted. Determination of Completeness by the Board of Selectmen will be made within twenty (20) days from the initial date of submittal of the Master Permit Application Form to the Building Inspector.

Upon receipt of the additional information required or a resubmitted Master Permit Application Form, the Building Inspector will conduct an advisory review and make recommendations to the Board of Selectmen. Determination of Completeness should then be

issued within twenty (20) days of resubmission or the Board of Selectmen should notify the Applicant in writing whether additional information is needed again.

Notification of Determination of Completeness will be sent to the Applicant by certified mail, with return receipt requested. The Determination of Completeness will be accompanied by the Permit Guidance Report. These documents will identify the "critical path" and sequence of permits required by the project, and any additional requirements that may apply.

The Board of Selectmen may establish a fee or a fee basis to be paid by the Applicant, in order to assist the Town in carrying out its responsibilities under the technical review and permitting processes. In such case, notification of fee requirements will accompany the Determination of Completeness.

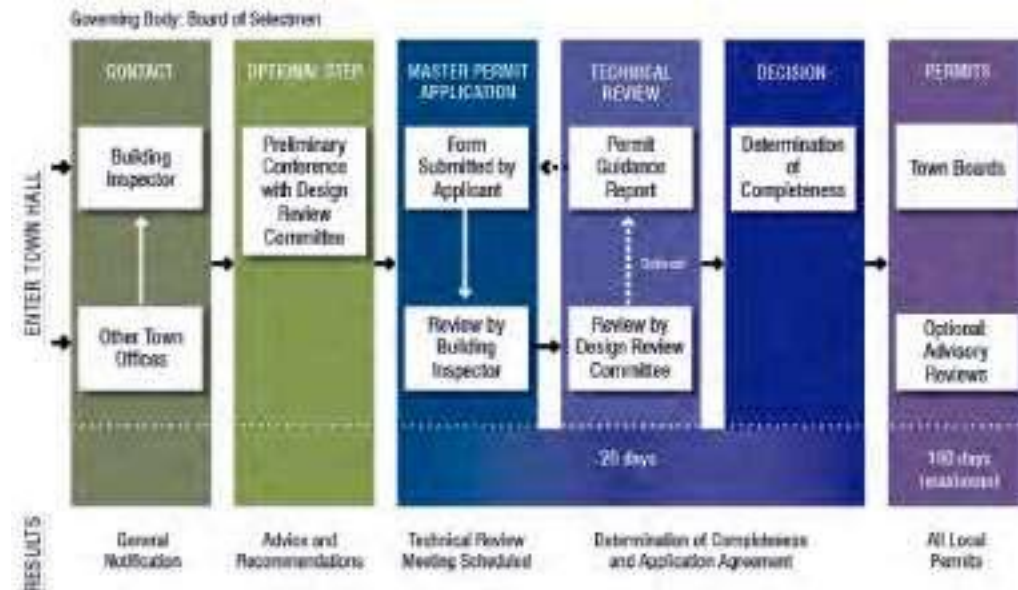
One business day after the Board of Selectmen sends the Determination of Completeness to the Applicant, permit applications to any of the Town boards and commissions contained within the Master Permit Application will be filed with the Town Clerk, and the 180-day period for decision on the applications will commence.

Extensions

For Priority Development Sites, the Board of Selectmen may consent to an extension of the 180-day permitting period for reasons of "good cause", which may include a written request for such extension by the Applicant or a written request by any of the town boards and commissions or any other issuing authority.

The Board of Selectmen may also extend the 180-day period if it determines that an additional permit or approval is required, and such permit or approval was not identified in the original Permit Guidance Report, providing however that such a determination is made during the first 150 days of the permitting period.

A copy of the regulations governing these projects is included. Figure 4: Priority Development Site (43d) Permitting Steps



REGULATIONS

Town regulations may be found at:

<http://www.walpole-ma.gov/home/pages/bylaws-and-regulations>

For copies of any Town regulations referenced in this Guide that may not be available at the town web site, please contact the Building Inspector's Office, who will refer you to the appropriate contact.

In addition, there may be regulations adopted by each of the boards to facilitate the permit process so each applicant has the same opportunity. Below are some recommended regulations that specify responsibilities for the boards and applicants.

State law requires certain steps for the Priority Development Sites (43D) projects that would not apply to other projects. Consequently, notes on regulations are included where specific steps are necessary to permit at Priority Development Sites.

Expedited Permitting Rules and Regulations

Title: Administrative Regulations for Expedited Permitting

- A. Purposes. The purposes of this section are to:
 - 1. Establish administrative rules, regulations and procedures for the boards and officers responsible for issuing development permits ("Issuing Authorities") to carry out Expedited Permitting;
 - 2. Identify the powers and duties of various municipal officers with respect to Expedited Permitting.
 - 3. For 43D site, this section authorizes the Board of Selectmen to act as the overall authority for expedited permitting.
- B. Definitions. Unless otherwise noted, the definitions of terms used herein shall be the definitions set forth in State law and the Town of Walpole bylaws. In addition, the following terms shall have the following meanings:
 - 1. Expedited Permitting: The issuance of all local development permits within 180 days after completion of the Pre-Application Process and, where necessary, the issuance of a Permit Guidance Report.
 - 2. Master Permit Application Form: The application for permits and approvals submitted by the Applicant under these Regulations.
 - 3. Permit Guidance Report: The permitting plan issued by the Building Inspector and Design Review Committee to the Applicant.
 - 4. 43D sites require a Determination of Completeness from the Selectmen.
- C. Municipal Liaison. The Town of Walpole's Municipal Liaison for Expedited Permitting shall be the Building Inspector. The additional powers and duties of the Building Inspector for the purposes of this section shall be to:

1. Assist applicants with determining the permits and approvals required for a proposed development;
 2. Coordinate the duties of the Design Review Committee, as provided in Section E below;
 3. Review permit applications for completeness and scheduling, and advising the Issuing Authorities of the same.
- D. Design Review Committee. The Town of Walpole's Design Review Committee is composed of the following officials or their designees and Issuing Authority representatives:
1. Building Commissioner (Chairman of Design Review Committee);
 2. Town Administrator;
 3. Community & Economic Development Director;
 4. Conservation Agent;
 5. Health Director;
 6. Director of Public Works;
 7. Town Engineer;
 8. Water and Sewer Superintendent;
 9. Fire Chief or Representative;
 10. Police Chief or Representative;
 11. Other staff or representatives of other municipal boards, with the exception that no member of the Zoning Board of Appeals may sit on the Design Review Committee.
- E. Responsibilities of the Design Review Committee, who shall:
1. Assist applicants during the Pre-Application Process in Section E below,
 2. Assist with review of permit applications and the Master Permit Application Form,
 3. Prepare the Permit Guidance Report, where necessary because of the size and complexity of the project,
 4. Assist the Issuing Authorities, and
 5. Provide technical reviews during the course of the 180-day permit review period.

F Pre-Application Process.

1. No application for development permits or approvals under these Expedited Permitting Rule and Regulations shall be submitted to any Issuing Authority until the following procedures have been completed by the Applicant, Building Inspector, and Design Review Committee.
2. It shall be the Applicant's responsibility to initiate the pre-application process. The Applicant shall be responsible for the following actions:
 - a. Meet with the Building Inspector to discuss the proposed project, and
 - b. Submit a Master Permit Application Form to the Building Inspector.
3. The Applicant shall submit a Master Permit Application Form to the Building Inspector on the form supplied by the Building Inspector. The Master Permit Application Form shall include, at minimum:
 - a. Complete applications for all permits or approvals required from any Issuing Authority in the Town of Walpole as listed the Expedited Permit Checklist of applicable permits;
 - b. A proposed sequencing of permits;
 - c. A Statement of Intent to submit each application for any permit or approval in accordance with the sequencing; and
 - d. A certification by the Applicant as to the completeness of the Master Permit Application Form.
4. Upon receipt of a Master Permit Application Form, the Building Inspector shall:
 - a. Notify the members of the Design Review Committee within two (2) business days that an application has been received;
 - b. Distribute a copy of the Master Permit Application Form to each member of the Design Review Committee within five (5) business days; and
 - c. Convene a meeting of the Design Review Committee no later than ten (10) business days from receipt of the Master Permit Application Form.
5. The Applicant shall attend the convened Design Review Committee meeting.
6. At the convened meeting, the Design Review Committee shall assist the Applicant by:
 - a. Reviewing the Master Permit Application Form to determine completeness of the included permit forms and supporting documentation;
 - b. Confirming and identifying the permits and approvals required for the project;

- c. Confirming and identifying the submission requirements of each Issuing Authority; and
 - d. Confirming and identifying the sequence of submissions to individual Issuing Authorities, where appropriate.
7. If in the opinion of the Building Inspector and Design Review Committee the project requires procedural or technical guidance to complete the expedited permitting, or, at the request of the Applicant, the Building Inspector shall prepare a Permit Guidance Report which may include a permitting plan for the project based upon the results of the Design Review Committee's meeting(s) with the Applicant.
 8. The Permit Guidance Report will be distributed to the Design Review Committee for comment no later than five (5) business days from the date of the Design Review Committee's final meeting with the Applicant. Design Review Committee members shall provide the Building Inspector with comments or corrections to the Permit Guidance Report within five (5) business days. Failure to provide such comments or corrections shall be deemed as no opposition to the content of the Permit Guidance Report.
 9. The revised Permit Guidance Report will then be provided by the Building Inspector to the Applicant and the corresponding Issuing Authorities, together with a copy of the Master Permit Application Form, in order to begin the permitting process.

The following section only applies to 43D Priority Development Sites

G. Determination of Completeness

1. *The Permitting Coordinator shall be responsible for conducting the advisory review and making recommendations to the Board of Selectmen concerning the completeness of the MPAF, in accordance with the procedures of section E, above.*
2. *No later than twenty (20) business days from the date of receipt of the MPAF, the Board of Selectmen shall notify the Applicant of its determination, which shall consist of one of the following:*
 - a. *A Determination of Completeness shall be made if the Board determines that the MPAF as submitted by the Applicant is complete; or*
 - b. *A Determination of Incompleteness shall be made if the Board determines that the MPAF requires additional information, in which case the Board shall notify the Applicant, in writing, of the additional information the Applicant must submit in order for the Issuing Authority(ies) to review and act upon the MPAF.*
3. *Failure of the Board of Selectmen to notify the Applicant of its completeness review within twenty (20) business days as set forth above shall cause the MPAF to be deemed complete.*

4. *Upon receipt of the additional information required by the Board of Selectmen under (2) above or receipt of a resubmitted MPAF, the Permitting Coordinator shall conduct an advisory review and make recommendations to the Board of Selectmen. The Board of Selectmen shall notify the Applicant within twenty (20) days, in writing, whether any additional information is required.*
5. *One business day following the date that the Board of Selectmen sends a Determination of Completeness to the Applicant, permit applications to any Issuing Authority contained within the MPAF shall be filed with the Town Clerk and the 180-day period for a decision on such applications shall commence, as required under Chapter 43D and 400 CMR 2.08.*
6. *All notifications described herein shall be sent to the Applicant by certified mail, return receipt requested.*
7. *If the Applicant is required to provide additional information under (2)(b) or (4) above and does not furnish the same within ninety (90) calendar days, the MPAF shall be considered withdrawn and the Board of Selectmen shall notify the Interagency Permitting Board that the permitting process has been discontinued.*

H. Extensions

1. Regardless of the schedule presented in the Permit Guidance Report or these regulations, the Issuing Authority may consent to an extension of the 180-day permitting period for good cause:
 - a. If the Applicant requests such extension, in writing, or
 - b. If any Issuing Authority requests such extension and the Applicant consents, in writing, or a request for technical review is submitted to the Building Inspector and Design Review Committee.

APPLICATION FORMS

Application forms are included in the Permit Applications Packet, including application forms, instructions and fee schedules for the required local permits. It is available under separate cover and will be provided by the Building Inspector at the initial contact meeting.