



ATTLEBORO

BUSINESS AND

DEVELOPMENT GUIDE

The user-friendly guide to permitting and development for business owners, residents, and others seeking to do work in the City of Attleboro



The Honorable Kevin J. Dumas, *Mayor*

Prepared By

Department of Planning and Development
January 2015

Doing Business in Attleboro



A Letter From the Mayor

Attleboro, Massachusetts is a vibrant, thriving place to live and work. Nestled along the interstate 95 corridor, Attleboro is home to a rich history and a promising future. Once known as the “Jewelry Capital of the World,” Attleboro enjoys a diversified workforce in a variety of business sectors, offering growth and opportunity for many skills and education levels.

The City has continued to transform from its manufacturing and distribution roots by streamlining infrastructure and attracting both complimentary and unique industries, respectfully. We are home to an assortment of museums, a range of delectable restaurants, state of the art public parks, scenic conservation areas, and a nationally accredited zoo. The community involvement and its buy-in is clearly evident during our biannual festivals in the City’s downtown, holiday parades, and annual fireworks celebration. If you’re considering starting, expanding, or relocating your business, Attleboro is a wonderful place to be.

With this guide, you should feel confident that your business and the City of Attleboro have a fantastic relationship in the making. The *Attleboro Development and Business Guide* is a prime example of the business friendly environment the City of Attleboro fosters with clear and transparent permitting processes as well as the friendly and knowledgeable City staff. Thank you for considering becoming a member of our community, and we look forward to helping you achieve your organizations goals as a strong partner in mutual success.

Sincerely,

A handwritten signature in black ink that reads "Kevin J. Dumas".

Kevin J. Dumas, Mayor



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Produced by the
Department of Planning &
Development

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Attleboro Business & Development Guide



KEY CONTACTS

Honorable Mayor Kevin J. Dumas



Office of the City Clerk

Stephen K. Withers, City Clerk
Office of the City Clerk
Government Center
(508) 223-2222 ext. 3111
cityclerk@cityofattleboro.us



Department of Planning and Development

Gary G. Ayrassian, Director
Department of Planning and Development
Government Center
(508) 223-2222 ext. 3143
cityplanner@cityofattleboro.us



Fire Department

Scott Lachance, Fire Chief
Fire Department Headquarters
100 Union Street
(508) 222-2325 ext. 115
chieflachance@cityofattleboro.us



Health Department

Alan Perry, Health Agent
Government Center
(508) 223-2222 ext. 3242
health@cityofattleboro.us



Inspection Department

Douglas A. Semple,
Building Commissioner
Inspection Department
City Hall Annex, 75 Park Street
(508) 223-2222 ext. 3251
inspectionoffice@cityofattleboro.us



Mayor's Office of Economic Development

Kathy Ilkowitz, Mayor's Secretary
(508) 223-2222 ext. 3221
Government Center
mayorssecretary@cityofattleboro.us



Office of the Municipal Council

Kenneth Owens, Administrative
Assistant to the Municipal Council
Government Center
(508) 223-2222 ext. 3181
council@cityofattleboro.us



City of Attleboro Office Hours:
Monday – Friday 8:30AM - 4:30PM



Government Center
77 Park Street
Attleboro, MA 02703
www.cityofattleboro.us

OPENING A BUSINESS



Getting Started

Congratulations on embarking on your new business endeavor with the City of Attleboro! We are here to help. You will need to register your business name by filing a **BUSINESS CERTIFICATE** with the Office of the City Clerk. Businesses that file with the Secretary of State's Office do not need to file in the City.



What other permits/requirements may be needed?

- **Building Permit:** To construct, enlarge, alter, remodel, remove, demolish or change the occupancy or use of a building, a **BUILDING PERMIT** is required. If you are constructing or altering a parking lot greater than 2,500 sq. ft., you will need a building permit.
- **Certificate of Occupancy:** If a building permit is required, you will need a certificate of occupancy once the work is completed.
- **Special Permit:** Check to see if the use being planned requires a **SPECIAL PERMIT** in the zoning district where the property is located.
- **Site Plan Review:** If the land disturbance for development, redevelopment, or expansion is greater than 2,500 sq. ft. or entails 8 or more parking spaces being added, you may need to file for **SITE PLAN REVIEW**.



Other questions to consider:

Is my business permitted in the zoning district in which the property is located? Check with the Department of Planning & Development to determine which zoning district your location is in and whether your proposed use is permitted. Restaurants, retail, office, and many other business uses are permitted by right in the City's business zoning districts.

Will there be enough parking? Each use has required parking based on factors such as retail square footage or the number of restaurant seats; these are detailed in the Table of Off-Street Parking Regulations in the Zoning Ordinance. The Zoning Board of Appeals may reduce the requirement by special permit.

Am I planning to put up a new sign? Signs require a building permit from the Inspection Department and must also comply with the setback requirements of the zoning district.

Am I planning to serve alcohol? You will need an **ALCOHOLIC BEVERAGE LICENSE** approved at both the local and state level.

Contact City Clerk's Office: 508-223-2222 x 3113
Department of Planning and Development: 508-223-2222 x 3143
Inspections Department: 508-223-2222 x 3251

References Business certificate application: <http://www.cityofattleboro.us/clerks/pdf/businessapp.pdf>
Inspection Department web-page: <http://www.cityofattleboro.us/inspection/>
Zoning Ordinance: <http://www.cityofattleboro.us/planning/pdf/C.pdf>

BUSINESS CERTIFICATE



What is a Business Certificate?

A Business Certificate is the public registration of the name and address of the owner(s) of a business, also known as “DBA” (“Doing Business As”) or “Sole Proprietorship.” Its purpose is primarily consumer protection and public information. Lenders typically request a copy of your business certificate.



Who must file a Business Certificate?

If you are conducting business in the Commonwealth under a title other than your real name, you must file a certificate in every city or town where an office of the business is located. A Business Certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Businesses that file with the Secretary of State’s Office do not need to file with the City.



How do I file or renew a Business Certificate?

A Business Certificate can be obtained at the City Clerk’s office. If you are using your residence as your place of business or your business address, you must first obtain either a **SPECIAL PERMIT** from the Zoning Board of Appeals for a **HOME OCCUPATION** or a Home Occupancy Exemption from the City Clerk’s Office. The owner must be a resident at that address and must meet requirements for a home business.



What if I am no longer in business, or move the business out of the City?

File a “Withdrawal from Business” form available at the City Clerk’s office. This should be done as soon as possible, as personal property taxes on your business cannot be adjusted until the Assessor receives your form. It is effective from the date that you file this form, not the date you ended your business. You should file before the expiration date of your certificate.



Does the filing of a business certificate protect me from others using the same name?

No. The protection of a trademark (word, name, symbol or device) in Massachusetts is accomplished through the Secretary of State’s Office.

Contact: Office of the City Clerk: 508-223-2222 x 3113

References: *Massachusetts General Law CH. 110 §§5, 6*
Application form: <http://www.cityofattleboro.us/clerks/pdf/businessapp.pdf>
City Clerk’s web-page: <http://www.cityofattleboro.us/clerks/bc.htm>
MA Secretary of State’s web-page: <http://www.sec.state.ma.us/index.htm>

OPENING A NEW RESTAURANT



Getting Started

Congratulations on embarking on your new restaurant endeavor in the City of Attleboro! We are here to help.

Restaurants are allowed by-right in all of Attleboro's business zoning districts, which include Central Business, General Business, and Planned Highway Business. You will need a **BUSINESS CERTIFICATE** from the Office of the City Clerk and a Common Victualler License. Common Victualler Licenses are issued by the Mayor's Office if you will be serving alcohol, and otherwise issued by the City Clerk.



What other permits/requirements may be needed?

- **Food Establishment Permit:** To operate a business that sells prepackaged or prepared food items, you must obtain approval from the Health Department. A plan review by the Health Agent is required for all new or remodeled facilities. Once approved, the operating permit must be renewed annually.
- **Building Permit:** To construct, enlarge, alter, remodel, remove, demolish or change the occupancy or use of a building, a **BUILDING PERMIT** is required. If you are constructing or altering a parking lot greater than 2,500 sq. ft., you will need a building permit.
- **Certificate of Occupancy:** If a building permit is required, you will need a certificate of occupancy once all the work has been completed.
- **Site Plan Review:** If the land disturbance for development, redevelopment, or expansion is greater than 2,500 sq. ft. or entails eight or more parking spaces being added, you may need to file for **SITE PLAN REVIEW**.



Other questions to consider:

Am I planning a drive-through window for my restaurant? Drive-through windows require a **SPECIAL PERMIT** from the Zoning Board of Appeals

Will there be enough parking? You must provide parking based on the total number of seats (usually one stall per two seats). The Zoning Board of Appeals may reduce this requirement by Special Permit.

Am I planning to serve alcohol? You need an **ALCOHOLIC BEVERAGE LICENSE** from both the City and the State.

Am I planning to put up a new sign? Signs require a building permit from the Inspection Department and must comply with the setback requirements of the zoning district.

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OPENING A NEW RESTAURANT

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- Contact** Department of Planning and Development: 508-223-2222 x 3143
Health Department: 508-223-2222 x 3242
Inspection Department: 508-223-2222 x 3251
- References** *Zoning Ordinance*: <http://www.cityofattleboro.us/planning/pdf/C.pdf>
Food Establishment Permit Application Form:
<http://www.cityofattleboro.us/health/pdf/fooddrinkpermit.pdf>
Inspection Department Web-page: <http://www.cityofattleboro.us/inspection>

ALCOHOLIC BEVERAGE LICENSE



What is an Alcoholic Beverage License and who needs one?

An alcoholic beverage license is required for establishments handling alcoholic beverages, including retail pouring or package sales. Any business that sells, stores, distributes, serves or delivers alcohol must have an alcoholic beverage license.



Who oversees alcoholic beverage licensing?

Most alcoholic beverage licenses must be approved by both the Attleboro Licensing Board and the Massachusetts Alcoholic Beverages Control Commission (ABCC). The local licensing board ultimately issues licenses for restaurants and package stores (retail licenses), while ABCC has sole issuing authority for manufacturers, wholesalers, import/exporters, and caterers.



How do I get an alcoholic beverage license?

The application process varies for each type of license. A limited number of licenses are issued by the City – check for availability before applying. You are strongly encouraged to consult the Mayor's Office to determine which forms and processes to complete. State fees are payable to the ABCC with the application. Once the license is approved locally, a license fee must also be paid to the City. For example, applicants for a new retail alcoholic beverage license follow this process:

- 1. Application and public hearing:** Complete the appropriate online application on ABCC's website, print and sign it, and submit the fee. Then submit this application to the local Licensing Board, which will post it as an agenda item for the next public hearing. You will need to be present at the hearing.
- 2. Local and state review:** The Licensing Board will review your application and, if approved, forward it to the ABCC. Once approved by the ABCC, the Licensing Board will issue the alcoholic beverage license upon your submission of the licensing fee.



Time frame for a decision

Please contact the Mayor's Office for the scheduling of monthly Liquor Licensing meetings. Once approved locally, the ABCC can take four to six weeks to approve an application.



Final steps

Your permit must be renewed annually in November. Any changes to the license, including transferring it, appointing a new manager, or altering the premises, require a new application and review. If you stop operating the business, you must give up your license. If you plan to temporarily suspend your business operations, you must provide at least 10 days notice to the Licensing Board.

Contact Mayor's Office: 508-223-2222 x 3222

References *Massachusetts General Law Ch. 138 (Alcoholic Liquors)*
ABCC Application Forms: <http://www.mass.gov/abcc/forms.htm>
Local Licensing: <http://www.cityofattleboro.us/liquorboard>

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM



What is the Economic Development Incentive Program and what is its purpose?

The Economic Development Incentive Program (EDIP) is a tax incentive program designed to promote economic development, foster job creation, and stimulate business growth throughout the City of Attleboro. To achieve these objectives, the EDIP allows Attleboro to provide flexible targeted incentives to businesses through a declining real estate tax abatement.



What types of economic development incentives does the EDIP Board offer?

One type of local property tax abatement agreement available to businesses under the EDIP is Special Tax Assessment (STA), a five year declining tax abatement. If the City enters into an STA agreement with a business, the tax abatement (on both land and building) is 100% in Year One, 75% in Year Two, 50% in Year Three, and 25% in Year Four.

The other type of tax abatement is the Tax Increment Financing (TIF) Agreement, under which the City has much more flexibility to negotiate a real estate tax abatement with a business. A TIF project involves development activities (e.g. new construction on vacant land or modernization/expansion of an existing facility) that increase the tax value of the property. The City may approve a complete or partial abatement on this “incremental increase” in value resulting from the project for a period not less than 5 years and not more than 20 years.

In addition, the Commonwealth offers a wide range of additional incentives, such as an increase in the Investment Tax Credit.



What is the process?

A business initiates the process by submitting a letter-of-intent to the Mayor’s Office. The EDIP Board and the Regional Office of the Massachusetts Office of Business Development work hand in hand with the business to develop the necessary documents for either an STA or a TIF. These documents require ratification by the Municipal Council and state through its Economic Assistance Coordinating Council.



What obligations does a business assume when it participates in the EDIP program?

The business is obligated to create full-time job opportunities in the City of Attleboro, as well as make a financial investment in the property.

Contact

Mayor’s Office: 508-223-2222 x 3221
Department of Planning and Development: 508-223-2222 x 3141

References

MA Executive Office of Housing and Economic Development web-page:
<http://www.mass.gov/hed/economic/eohed/bd/econ-development/about/>

OPERATING A BUSINESS FROM HOME



What is a home occupation?

A home occupation is a business conducted from a resident's home. The business is secondary to the use of the building for dwelling purposes. Some home occupations are allowed "by right," while others require a **SPECIAL PERMIT** from the Zoning Board of Appeals.



How do I determine the difference?

Consulting work, graphic design, or jewelry-making are examples of home-based businesses which are allowed by-right if no face-to-face business is conducted from the home, if there are no commercial vehicles associated with the business at the house, and if there are no exterior features of the building that suggest a commercial enterprise, including signs or advertising. A by-right home occupation has no more effect on an adjacent property than a normal residential use.

Contractors, accountants, or tailors are examples of the types of home occupations that might require a special permit. In these cases, the principal use and exterior features of the home remain residential, yet customers might visit the home by appointment, a small sign might advertise the presence of the business, or a commercial vehicle associated with the business might be parked at the residence.



Getting started

All residents who wish to run a business from their home should visit the City Clerk to fill out an "Exemption for Home Occupation Special Permit" form to determine whether your business qualifies for the by-right or special permit process. If your home occupation requires a special permit, you will need to apply for one with the Zoning Board of Appeals. If your home occupation is allowed, you will also need to apply for a **BUSINESS CERTIFICATE** with the Office of the City Clerk.

Contact	Office of the City Clerk: 508-223-2222 x 3113 Department of Planning and Development: 508-223-2222 x 3141
References	<i>Zoning Ordinance §17-9.0 SPECIAL PERMITS, §17-10.4 HOME OCCUPATION:</i> http://cityofattleboro.us/planning/pdf/C.pdf Application form: http://www.cityofattleboro.us/planning/pdf/zbapp.pdf

BUILDING PERMIT

What is a building permit?



Building permits are issued to licensed contractors and owners to allow construction work.

Who needs to get a building permit?



Building permits are required whenever a project includes construction, reconstruction, alteration, repair, removal, or demolition of a structure; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the State Building Code.

Who oversees the Building Permit process?



The Building Commissioner and Plans Examiner review and issue permits.



What is the difference between change of occupancy and change of use?

A change of occupancy permit is required when a change in the ownership of a business operating from a specific site, but not the type of business, occurs. (For example, if you wish to open a restaurant in a location where a different restaurant was operating.) A change of use permit is required when a change in the type of business operating from a specific site occurs. (For example, if you wish to open a retail business in a location where a restaurant use was operating.)



What type of work does NOT require a building permit?

- one story detached residential accessory structures used as tool or storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 sq. ft.
- one story detached commercial accessory structures with floor area less than 120 sq. ft.
- retaining walls which retain less than four feet of unbalanced fill
- ordinary repairs which do not affect the structure, egress, fire protection systems, fire ratings, energy conservation provisions, plumbing, sanitary, electrical or other utilities
- painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work
- swings and other playground equipment



How do I obtain a building permit?

Submit a completed building permit application and plans to the Inspection Department; a building permit must be issued to begin construction. Elements such as foundation, plumbing, and electrical may be permitted separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. After your work is completed and a final inspection and review is made, the project will receive a 'Certificate of Occupancy' from the Inspection Department, which is required to occupy the building.

Contact Inspection Department: 508-223-2222 x 3251
Fire Prevention: 774-203-1922

Reference *Massachusetts Building Code*: <http://www.mass.gov/eopss/agencies/dps/>
Inspection Department web-page: <http://www.cityofattleboro.us/inspection>

VARIANCE



What is a variance?

A variance is a waiver of a zoning requirement, typically a dimensional standard such as lot area, lot frontage, building height, or property line setbacks.



Who needs a variance?

Variance applications are filed by property owners or developers whose proposed development does not satisfy certain dimensional and density standards of the Zoning Ordinance.



Who oversees the variance process?

The Zoning Board of Appeals reviews and acts on petitions for variances.



How do I file a variance application?

1. **Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting information, and fee with the Office of the City Clerk. You are encouraged to bring your application packets to the Department of Planning & Development to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the ZBA and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.



What is the time frame for a decision?

The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the filing date. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Zoning Ordinance §17-8.9 VARIANCES:*
<http://www.cityofattleboro.us/planning/pdf/C.pdf>
Application form: <http://www.cityofattleboro.us/planning/pdf/zbapp.pdf>

SPECIAL PERMIT



What is a Special Permit?

A Special Permit is a permit that allows for a variety of uses and activities that are subject to a review process and special conditions established in the Zoning Ordinance.



Who needs a Special Permit?

Special Permit applications are filed by property owners or developers who wish to develop particular uses such as apartment housing, certain new principal or accessory uses, a non-conforming situation, a **HOME OCCUPATION**, earth removal, or activity within a floodplain.



Who oversees the Special Permit process?

The Zoning Board of Appeals is the special permit granting authority in most cases, while the Planning Board and the Municipal Council also serve in this capacity for certain activities.



How do I file a Special Permit application?

1. **Application:** File the completed application, copies of the site plan, certified list of abutters, any other supporting information, and fee with the Office of the City Clerk. You are encouraged to bring your application packets to the Department of Planning & Development to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Zoning Board, Planning Board, or Municipal Council and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.



What is the time frame for a decision?

The Zoning Board of Appeals, Planning Board, or Municipal Council must conduct the public hearing within 65 days of the filing date of the petition and must render a decision within 90 days from the close of the public hearing. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Zoning Ordinance §17-9 SPECIAL PERMITS:*
<http://www.cityofattleboro.us/planning/pdf/C.pdf>
Application form: <http://www.cityofattleboro.us/planning/pdf/zbapp.pdf>

ZONING APPEAL



What is a Zoning Appeal?

An appeal is a challenge to any decision or ruling of the Building Commissioner relative to a zoning matter or the issuance of a building permit.



Who can file an appeal?

A zoning appeal can be made by any person aggrieved by his inability to obtain a building permit; or to dispute an enforcement action, zoning determination, or the issuance of a permit to a third party.



Who oversees the appeal process?

The Zoning Board of Appeals is the administrative authority that reviews appeal applications. The Board may either uphold or overturn the ruling of the Building Commissioner.



How do I file an Appeal?

1. **Application:** File the application form, fee, copies of the form, site plan, and certified list of abutters with the Office of the City Clerk. At that time, the Planning Department will retain copies for review by the Zoning Board of Appeals. Applicants are strongly encouraged to bring their materials to the Office of Planning and Development to allow the staff to review the contents for completeness and accuracy prior to filing with the City Clerk.
2. **Public hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the ZBA and any interested neighbors, as well as answer any questions that those present may have.



What is the timeframe for a decision?

An appeal must be filed within 30 days of the decision or order by the Building Commissioner. The Zoning Board of Appeals must conduct the public hearing within 65 days and must render a decision within 100 days of the applicant's filing date with the City Clerk. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact	Department of Planning and Development: 508-223-2222 x 3141
References	<i>Massachusetts General Law Ch. 40A §17</i> <i>Zoning Ordinance §17-8.8 APPEALS:</i> http://www.cityofattleboro.us/planning/pdf/C.pdf Application form: http://www.cityofattleboro.us/planning/pdf/zbapp.pdf

ADOPTING & AMENDING ZONING ORDINANCES



What is a zoning amendment, also known as rezoning?

A rezoning or zoning amendment is a change to the text of the Zoning Ordinance or in the boundaries of a zoning district, as shown on the zoning map. For example, a property owner might propose a change to the zoning map in order to reflect changing land use conditions.



Who can file for a rezoning?

A rezoning application may be filed by the Municipal Council, Zoning Board of Appeals, Planning Board, an individual owning land to be affected by the amendment, ten registered voters of the City, regional planning agency (SRPEDD), or other methods provided by the Attleboro Home Rule Charter.



Who oversees the rezoning process?

The Municipal Council is the administrative authority that reviews and acts on rezoning petitions. A joint public hearing is conducted with the Planning Board, who provides a recommendation to the Municipal Council prior to their final vote.



How do I file a rezoning application?

1. **Application:** File the completed application, copies of the site plan, certified list of abutters, metes and bounds description (where applicable), any other supporting information, and fee with the Office of the City Clerk. You are encouraged to bring your application packets to the Department of Planning & Development to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Hearing:** Upon filing your application, you will be provided with a date for your joint public hearing with the Municipal Council and the Planning Board. The public hearing is your opportunity to present your application to the Council, Board, and any interested neighbors as well as receive feedback and answer questions from the Council or Board.



What is the timeframe for a decision?

The public hearing must be held within 65 days of the application filing date. The Municipal Council must render a decision within 90 days of the close of the hearing. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines. The Planning Board submits a written recommendation to the Municipal Council, who then takes the final vote. If approved, the zoning ordinance or zoning amendment becomes effective from the date of the Council vote.

Contact

Municipal Council Office: 508-223-2222 x 3181
Department of Planning and Development: 508-223-2222 x 3141

References

Massachusetts General Law Ch. 40A §5
Application form: <http://www.cityofattleboro.us/planning/pdf/rp.pdf>

SITE PLAN REVIEW



What is Site Plan Review?

Some development projects require site plan review and approval. The site plan review process serves to establish a dialogue with a developer, so as to enhance the project's design and reduce adverse impacts on the immediate neighborhood and environment. The process strives to protect and promote the City's economic, environmental, and cultural resources.

A site plan is a detailed, professionally prepared plan, along with supporting documentation, of how you plan to develop a site. Typically, it is prepared by an engineer and includes features like building footprints, parking, driveways and roads, topography, drainage systems, sewer and water features, lighting, landscaping and signage.



What types of Site Plan Review are there?

- **Minor Project Site Plan Review:** For projects involving the disturbance of a land area containing more than 2,500, but less than 10,000 square feet OR that will result in the creation of between 8 and 29 new off-street parking spaces.
- **Major Project Site Plan Review:** For projects involving the disturbance of a land area of 10,000 square feet or more OR that will result in the creation of 30 or more new off-street parking spaces.



Who oversees Site Plan Review?

Minor Project Site Plan Review is performed by a Review Committee, which consists of the Building Commissioner, the Director of Planning and Development, the Fire Chief, the Police Chief, and the Chair of the Planning Board or their designee. The Planning Board administers Major Project Site Plan Review.



What are the steps of Site Plan Review and Site Plan Approval?

1. **Pre-application meeting (optional):** Held prior to the submission of a Minor or Major Project Site Plan Review application with the associated reviewing authority. This meeting affords you input during the formative stages of the concept design. The meeting is intended to encourage discussion and to provide guidance.
2. **Application:** File the completed application, copies of the site plan, any other supporting information, and fee with the Office of the City Clerk for both Minor and Major Project Site Plan Review. You are encouraged to bring your application packets to the Department of Planning & Development to allow staff to review the contents for completeness and accuracy, prior to filing with the City Clerk.

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SITE PLAN REVIEW

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3. **Public Meeting (Minor Project Site Plan Review only):** After determining that a Minor Site Plan Review application is complete, the review committee will provide you with a date for a public meeting to discuss your proposal. The meeting is open to the public.
4. **Public Hearing (Major Project Site Plan Review only):** After determining that a Major Site Plan Review application is complete, the Planning Board will provide you with a date for your public hearing. This public hearing is your opportunity to present your project to the public and the Planning Board, as well as answer any questions that they may have.



Time Frame for Decision

A Minor Site Plan Review decision is made within 10 days of the determination that the application is complete. In the case of a Major Site Plan Review application, the Planning Board has 21 days to conduct a public hearing after determining the application to be complete and another 21 days to close the public hearing and render a decision. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Zoning Ordinance §17-15.0 SITE PLAN REVIEW:*
<http://cityofattleboro.us/planning/pdf/C.pdf>
Minor Site Plan Review application form:
<http://www.cityofattleboro.us/planning/pdf/rcsiteminor.pdf>
Major Site Plan Review application form:
<http://www.cityofattleboro.us/planning/pdf/pbsitemajor.pdf>

SUBDIVISION Overview

What is a subdivision?

A subdivision is generally the division of land into two or more building lots. The Planning Board reviews and approves applications for subdivisions. In its review, the Planning Board takes into consideration the Subdivision Control Law, the local Rules and Regulations Governing the Subdivision of Land and the Zoning Ordinance.

Which process do I follow to subdivide my property?

If each proposed new parcel has the required frontage under zoning on an existing street ...

OR

If a new road is needed to provide the required frontage to subdivide a larger parcel into multiple buildable lots ...

Approval Not Required (ANR)

Apply for an ANR endorsement of the new parcel plan. ANR is a streamlined process where the Planning Board may determine that the proposed subdivision of land is not subject to review under Massachusetts Subdivision Control Law. ANR can also be used to redraw existing parcel lines or to merge parcels together.



21 day review and approval



No public hearing

If you want the Planning Board to review and comment on preliminary drawings prior to producing a definitive subdivision plan ...

If you want the Planning Board to approve your final plans for a subdivision so you can start construction ...

Preliminary Subdivision Plan → Definitive Subdivision Plan

Apply for a Preliminary Plan. This is optional, but highly recommended for subdivisions resulting in 10+ new lots.

Apply for a Definitive Plan. File a complete and detailed plan showing the proposed lots and roadways.



45 day review and approval



No public hearing



135 day review and approval if no Preliminary Plan; 90 day review if a Preliminary Plan is first acted upon



Public hearing required

→ Also see **SUBDIVISION: ANR Plans**, **SUBDIVISION: Preliminary Plans**, and **SUBDIVISION: Definitive Plans**

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Massachusetts General Law Ch. 41 Subdivision Control Law*
Planning Board Rules and Regulations Governing the Subdivision of Land:
<http://cityofattleboro.us/planning/pdf/rules.pdf>

SUBDIVISION ANR Plans



What is an Approval Not Required (ANR or Form A) Plan?

An ANR or Form A plan is a subdivision of land that creates a lot (or lots) that has the required frontage under zoning on an existing way. This process allows the division of land without requiring review under the state Subdivision Control Law.



Who can file an Approval Not Required (ANR or Form A) application?

Any land owner who wishes to subdivide or change property lines to create new lots, all of which meet the applicable zoning requirements for frontage on an existing approved way, may submit such a plan for endorsement by the Board.



Who oversees the Approval Not Required (ANR or Form A) process?

The Planning Board is the administrative authority that reviews and endorses ANR plans.



How do I apply for an Approval Not Required (ANR) determination?

1. **Application:** File the completed application, fee, mylar plan and copies of the site plan with the Office of the City Clerk. You are encouraged to bring your application packets to the Department of Planning and Development to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Meeting:** Upon filing your application, you will be provided with a date of the Planning Board meeting at which your Form A will be reviewed. It is not typically necessary for you to present the plan, but if your application appears complicated, we encourage you to attend the meeting.



What is the timeframe for decision?

The Planning Board has 21 days from the date you file your application to make a decision. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Massachusetts General Law Ch. 41 §81P*
Planning Board Rules & Regulations Governing the Subdivision of Land,
§3.0: <http://www.cityofattleboro.us/planning/pdf/rules.pdf>
Application form: <http://www.cityofattleboro.us/planning/pdf/forma.pdf>

SUBDIVISION *Preliminary Plans*



What is a Preliminary Subdivision Plan?

A Preliminary Plan is an optional process during which an applicant can submit a plan of a proposed subdivision to the Planning Board for review, guidance and recommendations. The Preliminary Plan process strives to resolve any questions and determine the need for any changes before proceeding to a definitive plan.



Who can file for Preliminary Subdivision approval?

Anyone may submit a preliminary subdivision plan prior to submitting a definitive plan of a subdivision. The Planning Board strongly recommends the submission of a preliminary plan for any subdivision of 10 or more lots.



How do I file a Preliminary Subdivision Plan?

1. **Application:** File the completed application and fee, stormwater management checklist and calculations, and copies of the site plan with the City Clerk's Office. You are encouraged to bring your application packets to the Office of Planning and Development to allow the staff to review the contents for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Meeting:** Upon filing your application, you will be provided with a date for your public meeting. This is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions that those present may have.



What is the timeframe for a decision?

The Planning Board must render a decision within 45 days of the filing of the application with the Office of the City Clerk. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Massachusetts General Law Ch. 41*
Planning Board Rules and Regulations Governing the Subdivision of Land:
<http://cityofattleboro.us/planning/pdf/rules.pdf>
Application form: <http://www.cityofattleboro.us/planning/pdf/formb.pdf>
Zoning Ordinance: <http://cityofattleboro.us/planning/pdf/C.pdf>

SUBDIVISION *Definitive Plans*



What is a Definitive Subdivision Plan?

A Definitive Subdivision Plan shows a complete and detailed plan of a subdivision of land and roadways.



Who can file for Definitive Subdivision approval?

Any person or developer wishing to subdivide land to create multiple buildable lots having frontage on a new roadway may file a definitive subdivision plan application.



How do I file a Definitive Subdivision Plan?

1. **Application:** File the completed application, fee, stormwater management checklist and calculations, certified list of abutters, and copies of the site plan with the City Clerk's Office. You are encouraged to bring your application packets to the Office of Planning and Development to allow the staff to review the contents for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. This public hearing is your opportunity to present your application to the Planning Board and any interested neighbors, as well as receive feedback on your proposal and answer any questions that those present may have.



What is the timeframe for a decision?

The Planning Board must render a decision within 135 days of the filing of the application with the City Clerk's Office. If the applicant submits the definitive plan within 7 months of the date on which the preliminary plan was submitted, the Planning Board must act on the plan within 90 days. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.

Contact Department of Planning and Development: 508-223-2222 x 3141

References *Massachusetts General Law Ch. 41*
Planning Board Rules and Regulations Governing the Subdivision of Land:
<http://cityofattleboro.us/planning/pdf/rules.pdf>
Application form: <http://www.cityofattleboro.us/planning/pdf/formc.pdf>
Zoning Ordinance: <http://cityofattleboro.us/planning/pdf/C.pdf>

STORMWATER MANAGEMENT



What is stormwater?

The term “stormwater” refers to any water that originates from precipitation events such as rain, snow, or ice melt.



Why is managing stormwater important?

Development alters the ability of soil to absorb water, which can then have adverse effects on public health, safety, and the environment. Stormwater that does not soak into the ground (a process known as “infiltration”) becomes runoff that flows along the surface of the land until it reaches streams, rivers, wetlands, or manmade drainage structures. Depending upon the timing and volume of the runoff, flooding problems can result. Runoff can also carry surface contaminants into bodies of water, resulting in local water pollution.



Who needs a Stormwater Management Permit?

Stormwater Management Permit applications are filed by persons who wish to alter or disturb an area 2,500 sq. ft. or greater. Construction, modification, or renovation of single-family dwellings as well as projects that will disturb an area less than 2,500 sq. ft. of property are notably exempt from the need for a stormwater permit.

Who oversees the Stormwater Management Permit process?



The Conservation Commission is the permit granting authority in nearly every case. When stormwater management is proposed in connection with a subdivision plan, the Planning Board is the permit granting authority and your stormwater management design is reviewed in conjunction with the subdivision (see [SUBDIVISIONS](#)).

[Continued on following page]

STORMWATER MANAGEMENT

(Continued)



How do I file a Stormwater Management application?

The application package may be submitted in one or two stages:

Concept Plan: this is an optional submission used to determine the feasibility of your site design concept before detailed engineering design is performed. It is used to obtain feedback from the Conservation Commission prior to the submission of a Final Plan. Approval of the Concept Plan by the Commission does not obligate the Commission to approve a Final Plan.

Final Plan: this is the mandatory filing for obtaining a stormwater management permit.

1. **Application:** File the completed application, copies of the site plan, certified list of abutters, stormwater calculations, stormwater checklist, any other supporting information, and fee with the Office of the City Clerk. You are encouraged to bring your application packets to the Department of Planning and Development to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the City Clerk.
2. **Public Hearing:** Upon filing your application, you will be provided with a date for your public hearing. The public hearing is your opportunity to present your application to the Conservation Commission and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.



What is the timeframe for a decision?

The Conservation Commission must conduct the public hearing within 90 days and must render a decision within 21 days of the close of the hearing. The City of Attleboro makes every effort to expedite the permitting process well ahead of these timelines.



Final Steps

Your stormwater permit is valid for 3 years from the date of issuance. Upon completion of construction and stabilization of the site, you are required to apply for a Certificate of Completion within 90 days. This gives the Commission the opportunity to determine that all of the work required for the permit has been satisfactorily completed in accordance with the approved plan.

Contact	Conservation Agent: 508-223-2222 x 3145
References	<i>Stormwater Management Ordinance §19</i> Application form: http://www.cityofattleboro.us/conservation/pdf/swmp.pdf <i>Planning Board Rules and Regulations Governing the Subdivision of Land:</i> http://cityofattleboro.us/planning/pdf/rules.pdf

WETLANDS PROTECTION



What are wetlands?

A wetland is land that is saturated with water, either permanently or seasonally. Examples include meadows, marshes, swamps, bogs, and fens. The primary factor that distinguishes wetlands from other land forms is the characteristic vegetation that is adapted to its unique soil conditions. Wetlands consist primarily of hydric soil, which supports aquatic plants.



Why do we protect wetlands?

Wetlands, rivers, streams, lakes, brooks, ponds, reservoirs, and the underground aquifers in Attleboro are all part of a natural system that provides water for use by residents. Wetlands provide habitat and food for aquatic and terrestrial wildlife and act as a conduit for the movement of water from one area to another. Wetlands also serve as temporary storage areas for water, filtering out pollution, providing containment for floodwaters and allowing the filtered water to recharge to the groundwater table.



Who needs a wetlands permit?

A permit from the Conservation Commission is required for any proposed activity or project that proposes to fill or alter any of the following:

- a wetland resource area
- the two hundred (200') foot riverfront protection area
- the one hundred (100') foot buffer zone associated with a wetland resource area
- the one hundred twenty five (125') foot buffer zone associated with a certified or a potential vernal pool

The term “alter” includes, but is not limited to, any development, construction, destruction of vegetation, change in drainage characteristics or flow patterns, or change in the groundwater.



Who oversees wetlands permitting?

The Conservation Commission is responsible for administering both the Local Wetlands Protection Ordinance (LWPO) and the Massachusetts Wetlands Protection Act (MWPA). Proposed projects are reviewed based upon the proximity to a resource area and its design to minimize potential impacts.

—> Also see **WETLANDS PROTECTION: *Types of Permits***

Contact	Conservation Agent: 508-223-2222 x 3145
References	<i>Massachusetts General Law Ch. 131, §40</i> <i>Local Wetlands Protection Ordinance §18:</i> http://cityofattleboro.us/conservation/pdf/lwpo.pdf Application forms: http://www.cityofattleboro.us/conservation/forms.htm

WETLANDS PROTECTION

Types of Permits

Abbreviated Notice of Resource Area Delineation (ANRAD)



What is an ANRAD? An ANRAD is a procedure to confirm the location of Bordering Vegetated Wetlands (BVW) and other resources on a site. This process is commonly utilized prior to the preparation of detailed engineering plans to assist in sound project planning.



How do I file an ANRAD? File copies of your application, fee, site plan and certified list of abutters to the Department of Planning and Development. Once submitted, the Conservation Agent will perform a site visit to confirm your proposed BVW line. You will also be provided with the date of your public hearing to discuss the application.



Timeframe: A decision will be made within 21 days of the close of the public hearing. If approved, the Commission will issue an Order of Resource Area Delineation (ORAD). The ORAD is valid for a period of 3 years from the date of issuance.

Request for Determination of Applicability (RDA)



What is an RDA? An RDA is a procedure to determine whether the work you are proposing will affect any adjacent wetland resources and allows the Commission to determine whether your proposed work is subject to the LWPO or the MWPA (and thus, requires further permitting).



How do I file an RDA? File copies of your application, fee, site plan and, if filing under the LWPO, the certified list of abutters. At this time you will be provided with the date of your public hearing to discuss the application.



Timeframe: A decision will be made within 21 days of the initial application filing. The Commission issues a Determination of Applicability (DOA) stating that the work is either: not subject to the LWPO or MWPA and may proceed without further permitting (a negative determination), or that further permitting is required (a positive determination).

Notice of Intent (NOI)



What is an NOI? An NOI is the procedure to allow proposed work within the 100-foot buffer area or within a wetland resource area itself.



How do I file an NOI? File copies of your application, fee, site plan, stormwater management calculations and certified list of abutters. At this time you will be provided with the date of your public hearing to discuss the application.



Timeframe: A decision will be made within 21 days of the close of the public hearing. If the proposed work is found to not incur significant, adverse impacts to a wetland resource area, the Commission will issue an Order of Conditions (OOC). The permit is valid for 3 years.



Final Steps: Once the work is completed, you must close out your permit by applying for a Certificate of Compliance (COC), which will allow the Commission to verify that all of the work was performed in compliance with the MWPA and LWPO. The process requires an application, a statement from the project's professional engineer and a site visit from the Conservation Agent.

WETLANDS PROTECTION

Types of Permits

Local Wetland Permit (LWP)



What is a LWP? A LWP is a procedure that allows proposed work in an area that may impact a “Wetlands Protection Zone” as defined in the Attleboro Local Wetlands Protection Ordinance. This includes the proposal of work within 25’ feet of wetlands and within 125’ feet of certified or potential vernal pools. In many instances, an NOI and LWP will need to be filed concurrently.



How do I file a LWP? The process requires the submission of copies of your application, site plan, and certified list of abutters, after which you will be provided with a date for your public hearing to discuss the application.



Timeframe: A decision will be made within 21 days of the close of the public hearing. If the work is found to not incur significant, adverse impacts to a wetland resource area, the Commission will issue a Local Wetland Permit. The permit is valid for 3 years.



Final Steps: Once the work is completed, you must close out your permit by applying for a Local Certificate of Compliance (COC), which will allow the Commission to verify that all of the work was performed in compliance with the LWPO.

Contact Conservation Agent: 508-223-2222 x 3145

References *Massachusetts General Law Ch. 131, §40*
Local Wetlands Protection Ordinance §18:
<http://cityofattleboro.us/conservation/pdf/lwpo.pdf>
Application forms: <http://www.cityofattleboro.us/conservation/forms.htm>



DEPARTMENTS & PERMITS

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
Assessor's Office	The Assessor's Department is responsible for establishing the value of all real estate and personal property located within the City of Attleboro for the purpose of taxation.	<ul style="list-style-type: none">• Certified abutters lists• Property valuation	Assessor's Office Phone 508-223-2222 Ext. 3131 Stanley J. Nacewicz – City Assessor assessor@cityofattleboro.us
Office of the City Clerk	The Office of the City Clerk is the municipal archival for the filing, maintenance, disposition, and preservation of City records and materials.	<ul style="list-style-type: none">• Business Certificates• Home Occupancy exclusion forms• Filings for Planning Board, Zoning Board and Conservation Commission• Applications for Class I, II, and III Auto licenses	Office of the City Clerk Phone 508-223-2222 Ext. 3111 Stephen Withers, City Clerk cityclerk@cityofattleboro.us
Community Development Office	The Attleboro Office of Community Development engages residents, non-profit organizations, and the general public in articulating the City's needs and priorities in an effort to revitalize neighborhoods by increasing safe, decent, and affordable housing, stimulating economic development, and supporting programs and services that provide public services.	<ul style="list-style-type: none">• Community Block Grant Funding• Business loans• Housing rehabilitation• Public facilities improvements• Social services support	Department of Planning and Development Phone 508-223-2222 Ext. 3330 Dorothy Brissette, Community Development Director comdevdir@cityofattleboro.us

DEPARTMENTS & PERMITS

Continued (2)

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
Conservation Commission	The Conservation Commission was established to promote and protect Attleboro's diverse natural resources, and to provide permitting review for projects proposed within, or nearby wetlands.	<ul style="list-style-type: none"> • Abbreviated Notice of Resource Area Delineations • Requests for Determination of Applicability • Local Wetland Permits • Notices of Intent • Stormwater Management Permits 	Department of Planning and Development Phone 508-223-2222 Ext. 3145 Gary G. Ayrassian - Director cityplanner@cityofattleboro.us Tara Martin, Conservation Agent conservation@cityofattleboro.us
Fire Department	The Fire Department provides fire protection, rescue, pre-hospital emergency medical services (EMS), public education, and fire prevention services.	<ul style="list-style-type: none"> • Fire prevention inspections • Installation & monitoring of municipal fire alarm system • Blasting permits • Outdoor fuel storage permits • Hazardous materials storage and processing permits 	Fire Department Phone 508-222-2325 Ext. 114 Fire Prevention: 774-203-1922 100 Union Street (Headquarters) 1476 West Street (Fire Prevention) Scott T. Lachance, Fire Chief ChiefLachance@cityofattleboro.us Dennis Perkins, Fire Prevention Captain fireprevention@cityofattleboro.us
Health Department	The Health Department is dedicated to the promotion of public and environmental health through the education and support of the citizens of the City.	<ul style="list-style-type: none"> • Title V septic system permits & inspections • Food Establishment Permits • Body Art Permits • Well Permits 	Health Department Phone 508-223-2222 Ext. 3242 Alan Perry, Health Agent health@cityofattleboro.us

DEPARTMENTS & PERMITS

Continued (3)

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
<p>Inspection Office</p>	<p>It is the responsibility of the Inspection Office to verify compliance with the provisions of all state and federal building codes, as well as the Zoning Ordinance.</p>	<ul style="list-style-type: none"> • All Trade Permits • Certificates of Inspection • Zoning Enforcement • Zoning Determinations • Architectural Access • Fire warning and suppression 	<p>Inspection Office</p> <p>Phone 508-223-2222 Ext. 3251</p> <p>75 Park Street</p> <p>Douglas A. Semple, Building Commissioner inspectionoffice@cityofattleboro.us</p>
<p>Mayor's Office</p>	<p>The Mayor is responsible for the daily management of the City Government.</p>	<ul style="list-style-type: none"> • Economic Development Incentive Program (EDIP) • Liquor Licensing • Sunday Entertainment Licenses • Mayor's Office of Economic Development 	<p>Mayor's Office</p> <p>Phone 508-223-2222 Ext. 3221</p> <p>Kevin J. Dumas, Mayor mayor@cityofattleboro.us</p> <p>Kathleen Ilkowitz, Mayor's Secretary mayorssecretary@cityofattleboro.us</p> <p>Alison Wood, Legal Secretary legalsecretary@cityofattleboro.us</p>
<p>Municipal Council</p>	<p>The Municipal Council serves as the legislative branch of municipal government.</p>	<ul style="list-style-type: none"> • Special Tax Assessments (STA) • Tax Increment Financing (TIF) Agreements • Class I, II and III Auto licenses • Taxi Drivers' licenses • Special Permits • Zoning Amendments • Street Discontinuances 	<p>Municipal Council</p> <p>Phone 508-223-2222 Ext. 3181</p> <p>Kenneth Owens, Administrative Assistant council@cityofattleboro.us</p>

DEPARTMENTS & PERMITS

Continued (4)

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
Department of Planning and Development	The Department of Planning and Development works with community leaders and the public to guide, foster, and support the growth of the City.	<ul style="list-style-type: none"> • Economic Development Incentive Program • Land use planning guidance • Environmental permitting • Technical and administrative support (see Conservation Commission, Planning Board, and Zoning Board of Appeals) 	Department of Planning and Development Phone 508-223-2222 Ext. 3141 Gary G. Ayrassian - Director cityplanner@cityofattleboro.us Stephanie Davies, Senior Land Use Planner seniorplanner@cityofattleboro.us Lauren Stamatis, Planning Administrator planning@cityofattleboro.us Dorothy Brissette, Community Development Director comdevdir@cityofattleboro.us Tara Martin, Conservation Agent conservation@cityofattleboro.us
Planning Board	The Planning Board administers local and state subdivision regulations, Site Plan Review, land development special permit applications (including the City's two water resource protection overlay districts), updates the Comprehensive Plan, and makes decisions and recommendations in regards to zoning amendments and rezoning petitions.	<ul style="list-style-type: none"> • ANR plans • Preliminary and Definitive subdivisions • Special Permits <ul style="list-style-type: none"> - OSRD - Mobile Home Park - Landfills - Water Resource Protection District • Zoning Amendments • Site Plan Review 	Department of Planning and Development Phone: 508-223-2222 Ext. 3141 Gary G. Ayrassian, Director cityplanner@cityofattleboro.us Stephanie Davies, Senior Land Use Planner seniorplanner@cityofattleboro.us Lauren Stamatis, Planning Administrator planning@cityofattleboro.us

DEPARTMENTS & PERMITS

Continued (5)

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
Department of Public Works – Highway Division	The Department of Public Works is responsible for the construction, alteration, repair, maintenance and management of public ways and sidewalks, storm drains and culverts.	<ul style="list-style-type: none"> • Inspections of newly constructed subdivision roadways • Road & sidewalk opening permits • Permits for installing driveway entrances • Permits for the installation of test pit borings and monitoring wells 	Department of Public Works Highway Division Phone 508-223-2222 Ext. 3160 Lance Hill - Superintendent dpwsupervisor@cityofattleboro.us Ron Dubuc – Asst. Superintendent of Operations dpw2@cityofattleboro.us
Water Department	The Water Department issues Water & Sewer permits, schedules all appointments for marking water services and mains, wastewater laterals and mains and all inspections.	<ul style="list-style-type: none"> • Water and Sewer Service Connection and Extensions permits • Blackflow Prevention device installation and removal permits 	Water Department Phone 508-223-2222 Ext. 1850; 774-203-1850 1296 West Street Paul Kennedy, Acting Superintendent water@cityofattleboro.us
Wastewater Department	The Department of Wastewater is responsible for the construction, repair, operation, maintenance, and management of the sewer collection system and wastewater treatment facility for the City.	<ul style="list-style-type: none"> • Fats, Oils and Grease (F.O.G) Discharge Permits • Industrial Wastewater permits • Spill and Slug Prevention Program • Total Toxic Organics (TTO)/Solvent Management Program 	Wastewater Department Phone 508-223-2222 Ext. 3181; 508-761-5167 27 Pond Street North (Off Route 152) Paul Kennedy, Superintendent waterpollutionsuperintendent@cityofattleboro.us

DEPARTMENTS & PERMITS

Continued (6)

Agency	Role/Responsibility	How We Can Help You	Contact Monday – Friday: 8:30AM to 4:30PM City Hall: 77 Park Street, Attleboro (unless otherwise noted)
Zoning Board of Appeals	The Zoning Board of Appeals was established to administer the zoning ordinance and the state zoning act in regard to special permits, variances, and appeals from the rulings of the Building Commissioner.	<ul style="list-style-type: none"> • Special Permits <ul style="list-style-type: none"> - Earth Removal - Flood Plain District - Principal & Accessory Uses - Non-conforming situations - Home occupations • Variances (from area, setbacks, lot frontage and width) • Administrative Appeals 	Department of Planning & Development Phone: 508-223-2222 Ext. 3141 Gary G. Ayrassian, Director cityplanner@cityofattleboro.us Stephanie Davies, Senior Land Use Planner seniorplanner@cityofattleboro.us Lauren Stamatis, Planning Administrator planning@cityofattleboro.us