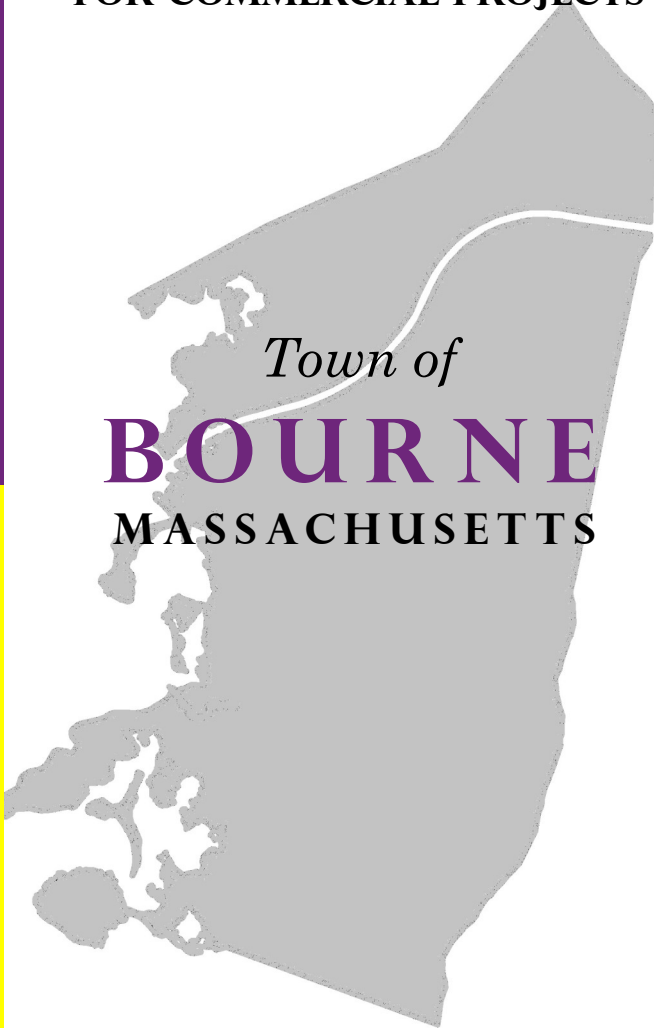


PERMITTING GUIDE
FOR COMMERCIAL PROJECTS



Town of
BOURNE
MASSACHUSETTS

June 2013

The information provided here in is as current and complete as possible, but there are details that are not covered, and there may be changes that have not yet been included.

Do not rely on this guide as your only source of information.

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Available at www.townofbourne.com

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INTRODUCTION

This guide includes a brief description of each of the Town of Bourne boards and departments that may have a role in a commercial development project.

Please check the Town of Bourne website at **www.townofbourne.com** for updates.

In some cases, the Commonwealth of Massachusetts also has a role in permitting; check their website at **www.mass.gov** for further information.

The Cape Cod Commission also has requirements based on the size of the project; check **www.capecodcommission.org** for further details.

BOARD OF HEALTH

508-759-0615 Ext. 1
24 Perry Avenue
2nd Floor — Rear of Building

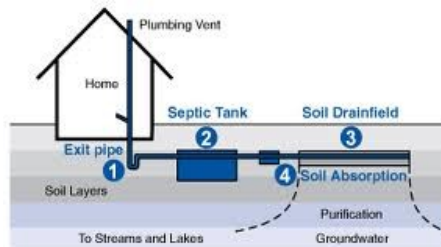
For any commercial development in Town, the Board of Health will be involved in the permitting of the Title 5 septic system and issuing permits for facilities and operations such as motels/hotels, semi-public pools, food service establishments, body art establishments and tobacco retailers.



The Board of Health is empowered to enforce existing State and Local health regulations. The Board has the right to promulgate its own health regulations to address the health concerns and septic issues in Town, therefore Bourne's regulations may be stricter

The Board of Health is a five-member elected board which meets the 2nd and 4th Wednesday of the month, 7:00 pm at Town Hall. Day to day operations are conducted by the Board of Health staff in Town Hall.

***For additional
Information
see page on
Commercial
Licenses.***



CONSERVATION COMMISSION

508-759-0615 Ext. 6
24 Perry Avenue
2nd Floor — Front of Building

REGULATORY

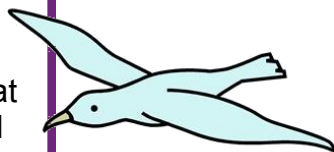
The Conservation Commission administers and enforces the Massachusetts Wetland Protection Act, G.L. Ch. 131 Sec. 40, its regulations, 310 CMR 10, and the Bourne Wetland Protection Bylaw 3.7. If your project is within 100 feet of a wetland resource area or within a FEMA designated flood zone you may have to file with the Conservation Commission.

Conservation approval should be obtained first, otherwise approvals from other boards may be delayed or require costly revisions.

Permitting materials are available at the Conservation office at Town Hall; or you can find them at:
www.townofbourne.com/Departments/Regulatory/Conservation

Day to day operations are conducted by the Conservation Agent.

The Conservation Commission is seven-member appointed commission that meets on the 1st and 3rd Thursday of the month at



ENGINEERING DEPARTMENT

508-759-0615 Ext. 2
24 Perry Avenue
2nd Floor—Front of Building

Before filing an application for development your first stop should be to the Engineering Department.

The Engineering department will help to locate your property and determine if it is likely to be located in a sensitive resource area such as a flood zone, water resource district, Zone II or within 100 feet of a wetland. They can also provide you with copies of assessor's maps, topographic maps,



You may also purchase the Zoning Bylaw, and Subdivision Regulations. In addition they will issue or confirm the street number and map and parcel of your project, which must be obtained before applying for a building permit.

www.townofbourne.com/Departments/Engineering

INSPECTION DEPARTMENT

508-759-0615 Ext. 3
24 Perry Avenue
2nd Floor—Rear of Building

The Building Inspection Department enforces all building codes, acts and regulations. They inspect all phases of construction, including electrical, mechanical and structural installations.

- The Building Inspector issues: Building permits, Occupancy permits & Demolition permits
- The Building Inspector is also the Zoning Enforcement Officer.
- The Plumbing Inspector is responsible for Plumbing sign-off and natural gas installation sign-off on building and occupancy permits.
- The Wiring Inspector is responsible for electrical sign-off on building and occupancy permits.

Building Permit application forms, inspection schedule and fees are also available at www.townofbourne.com under the Inspection Department link.



PLANNING BOARD

508-759-0615 Ext. 5
24 Perry Avenue
2nd Floor—Rear of Building

The Planning Board reviews all commercial developments & subdivisions. If a development requires site plan review, a special permit or an access determination, the Planning Board will schedule a public hearing to deliberate and issue their decision.

The nine elected members of the Planning Board meet on the 2nd and 4th Thursday of each month, 7pm at the Bourne Community Center, 239 Main Street, Buzzards Bay. The Planning Board Secretary is located in the Inspection Department at Town Hall, 2nd floor rear.

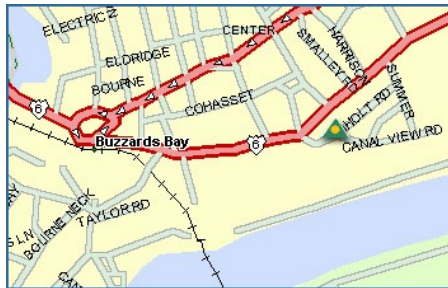


The Zoning Bylaw, Subdivision Regulations and Applicable Time Constraints for Planning Board processes are available at www.townofbourne.com under the Planning Board/Zoning Bylaws link.

OFFICE OF THE TOWN PLANNER

508-759-0615 Ext. 4
24 Perry Avenue
2nd Floor—Front of Building

The Town Planner is designated as the “Single Point of Contact” for development projects. It is recommended that you contact the Town Planner for a pre-application meeting.



The Office of the Town Planner conducts project reviews and makes recommendations to the Planning Board and other departments on development projects throughout the Town.

The Town Planner is also available to provide general information on development issues.



American Planning Association

Email: cmoore@townofbourne.com

ZONING BOARD OF APPEALS

508-759-0615 Ext. 512
24 Perry Avenue
2nd Floor—Rear of Building

The Zoning Board of Appeals is empowered to hear and decide applications for Variances, certain Special Permits and appeals from the decision of the Building Inspector.

Under State law, the Board of Appeals also reviews and decides whether to grant Comprehensive Permits for Chapter 40B affordable housing developments.





The five appointed members of the Board of Appeals meet on the 1st and 3rd Wednesday of the month at 7:30 PM at Town Hall.

ASSESSORS DEPARTMENT

508-759-0600 Ext. 510
24 Perry Avenue
1st Floor — Room 104

When filling out applications for permits or licenses, the Assessors office can provide parcel information such as: ownership, address, land use, lot size, buildings and property assessment.

**Available Online:
Property Record Cards**

Town of Bourne - Fiscal Year 2013									
PARCEL ID	OWNER	ADDRESS	LOT AREA	LAND USE	ASSESSMENT	DATE	STATUS	REMARKS	DATE
10000000000000000000
 									

Also when required the Assessor's will provide an abutter's list for a fee.

[www.townofbourne.com/Departments/
Administration/Assessors](http://www.townofbourne.com/Departments/Administration/Assessors)

BOARD OF SELECTMEN

508-759-0600 Ext. 503
24 Perry Avenue
1st Floor — Room 101

The Board of Selectmen is a five member elected board that sets general policy for the Town. They are also the special permitting granting authority for flea markets. The Selectmen also issue many licenses such as liquor, car dealers and common victualers. See the section on Commercial Licenses.



The five elected members of the Board of Selectmen meet at the Bourne Community Center, 239 Main Street in Buzzards Bay

on Tuesdays at 7 PM. Day to day operations are conducted through the Office of the Town Administrator.

TOWN ADMINISTRATOR

508-759-0600 Ext. 503
24 Perry Avenue
1st Floor — Room 101

The Town Administrator implements Town policies and coordinates Town operations. In addition, the Town Administrator accepts applications for various licenses for approval by the Board of Selectmen. Such licenses include food, entertainment, auctioneers, junk dealers, motor vehicle junkyard, lodging, B&B, taxi service, vehicle sales, hawkers and peddlers and livery services.

TOWN CLERK

508-759-0600 Ext. 505
24 Perry Avenue
1st Floor — Room 103

The Town Clerk is responsible for maintaining records for development projects. If a project requires a special permit it must be stamped in by the Town Clerk. Subdivisions and “approval not required” plans must also be stamped and filed with the Town Clerk. Once a project is approved, the decision will be filed with the Town Clerk. Once the appeal period has ended, the decision will be released.

***Business licenses are issued
by the Town Clerk’s Office.***



TOWN COLLECTOR

508-759-0600 Ext. 507
24 Perry Avenue
1st Floor — Room 105

The Town Collector certifies that the property owner owes no back taxes of any kind in Bourne. This is required by Town bylaw for any permit or project.

FIRE DEPARTMENT

508-759-4412
130 Main Street
Buzzards Bay MA 02532



The Fire Department, as part of its non-emergency services, provides the following services to support the permitting process in Bourne:

- Building Inspection & Site Plan Review
- Commercial Construction permits
- Fire Alarm Systems Inspection & Plan Review
- Hazard Inspection
- Pre-fire Planning

During site plan review, the Planning Board requires Fire Department review of site plans to determine that public safety vehicles can access the building and site adequately.

[www.townofbourne.com/Departments/PUBLICSAFETY/
FireDepartment](http://www.townofbourne.com/Departments/PUBLICSAFETY/FireDepartment)



POLICE DEPARTMENT

508-759-4420
175 Main Street
Buzzards Bay MA 02532

During project review by either the Planning Board or the Zoning Board of Appeals, the Police Department may be asked to submit comments pertaining to traffic safety issues. In addition, they sign off on interdepartmental advisory forms for:

- Building Permits (circulated by the Inspection Department)
- Special Permits (circulated by the Selectmen)

PUBLIC SAFETY

DEPARTMENT OF PUBLIC WORKS

508-759-0640
210 MacArthur Boulevard
Northbound
Bourne MA 02532

If your project requires a division of land, access to a public or private road, storm drainage, or any type of street work including pavement openings, the DPW will need to review and approve your plans. Street openings are generally the public utility's responsibility to obtain permits for service installations.



The DPW assists and advises the Planning Board on lot releases for subdivisions. Before a lot can be built on it must first be released by the Planning Board.

If a project is located on an unimproved or gravel road the Planning Board may request an access determination from the DPW.

DID YOU KNOW? Curb cuts on State roads require a curb cut permit from the Massachusetts Department of Transportation (MassDOT): www.state.ma.us/mhd

Email:DPW@townofbourne.com

SEWER COMMISSIONERS

508-759-0600 Ext. 11
24 Perry Avenue
Buzzards Bay MA 02532

The Downtown is served by a municipal sewer system and capacity is very limited. Projects proposed for the Downtown must contact either the Sewer Commissioners or the Sewer Inspector to verify if capacity is available. The Board of Selectmen serves as the Sewer Commissioners.

The Sewer Inspector runs the day to day operations and can be contacted through the Inspection Office at 508-759-0615 Ext. 337.

WATER DISTRICTS

210 MacArthur Boulevard
Bourne MA 02532

There are three independent Water Districts in Bourne. They are not departments of the Town, however, they do provide confirmation that water service will be provided to the site. They also review site plans for projects located in Water Resource Protection Districts. Contact the water district directly for information on documentation and fees.

Bourne Water District
Pocasset Village
211 Barlow's Landing Rd
508-563-2294

Buzzards Bay Water District
Buzzards Bay Village
15 Wallace Ave
508-759-4631

N. Sagamore Water District
Sagamore Beach Village
65 Squanto Rd
508-888-1085

COMMERCIAL LICENSES & PERMITS

Commercial licenses and permits are issued by the following Boards and Departments. *NOTE:* This list is a partial list and is subject to change; you should check with the applicable department for details.

BOARD OF HEALTH

Bakery License	Recreational Camp License
Cesspool Cleaning Permit	Rubbish Collectors License
Food License	Septic Disposal Installers License
Funeral Director License	Septic System Permit
Massage Therapy License	Tanning Facility License
Motel License	Tattooing License
Piggery License	Tobacco Sales License
Public/Semi-Public Swimming Pool Permit	
Trailer Park, Campground & Mobile Home License	

FIRE DEPARTMENT

Ansul System Permit	Sprinkler System Permit
Blasting Permit	Tank Permit (LP gas & other)
Fire Alarm Permit	Tar Pots/Torch Permit
Flammable Liquids Permit	Waste Oil Install & Remove Permit
Oil Burner Permit	Cutting & Welding Permit
Blasting Permits	
Burning/Brush Permit (Jan 15-May 1)	
Underground Storage Tank Install & Remove Permit	
Other Permits Required by 527 CRM 1.04	

COMMERCIAL LICENSES & PERMITS

BOARD OF SELECTMEN

Amusement License
Sunday Amusement License
Auctioneer License
Automobile Dealers License
Business License,
Coin Operated Amusement Device Licenses
Common Victualers / Seasonal Common Victualers Licenses
Flea Market License
Gasloine Storage/Removal
General License
Innholders/Lodging/Change of Manager License
Junk Dealers License
Liquor License New/Transfer/Seasonal—ONE DAY
Miniature Golf License
Soliciting Permit
Taxi & Public Livery Permit
Use of Town Property License
Filing Fee Form

TOWN ADMINISTRATOR

Food Vendor Licenses	Hawker & Peddler Licenses
Junk Dealer Licenses	Use of Town Property
Yard Sales	

TOWN CLERK

Business Certificates	Business Discontinuance
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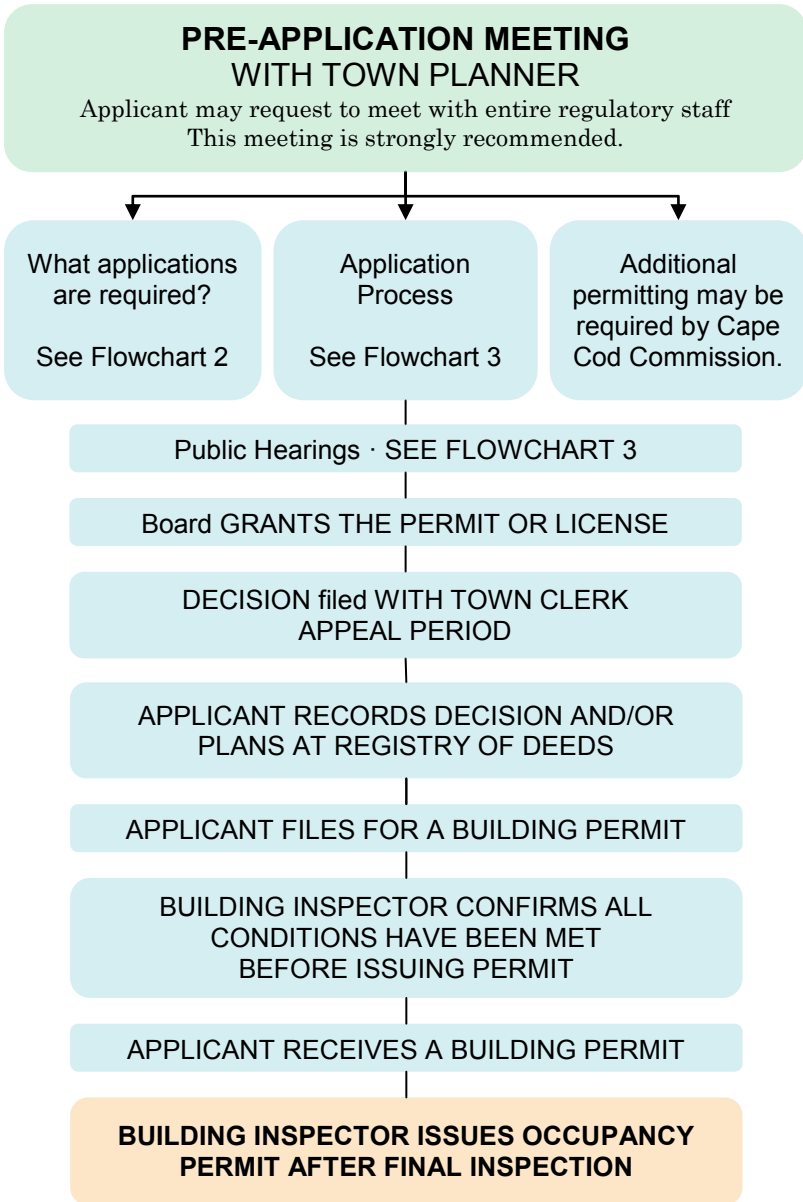
PERMITTING MATERIALS

Many of the documents used during the permitting process can be found in a downloadable format on the department pages of the Town website. Less widely used forms are available at the Board of Health, Inspection, Engineering and Planning windows at Town Hall. The following is a partial list of the documents you will need.

Board of Health	<ul style="list-style-type: none"> • Septic Permit Application • Fee Schedule • Septic / Title 5 Regulations
Conservation	<ul style="list-style-type: none"> • Areas of Critical Environmental Concern (ACECs) • Bourne Wetland Protection Bylaw • Dock Construction Regulations (Bourne Wetlands Regulations) • Request for Determination (RDA) Filing Application • Abbreviated Notice of Resource Area Delineation Filing Application • Pre-Filing Site Inspection Form • Notice of Intent (NOI) Filing Application • Request for Certificate of Compliance
Engineering	<ul style="list-style-type: none"> • Assessor's Maps • Recorded Plans • Subdivision Regulations • Zoning Bylaws & Maps
Inspection	<ul style="list-style-type: none"> • Building, Electric, Plumbing, Gas Fitting, Mechanical, & Trench Permits • WC Affidavit Form • Building Fees Schedule • Inspection Work Schedule
Planning Board	<ul style="list-style-type: none"> • Applications • Application Time Constraints • Housing Action Plan • Minutes • Parking Regulations • Planning Board Members

PERMITTING PROCESS

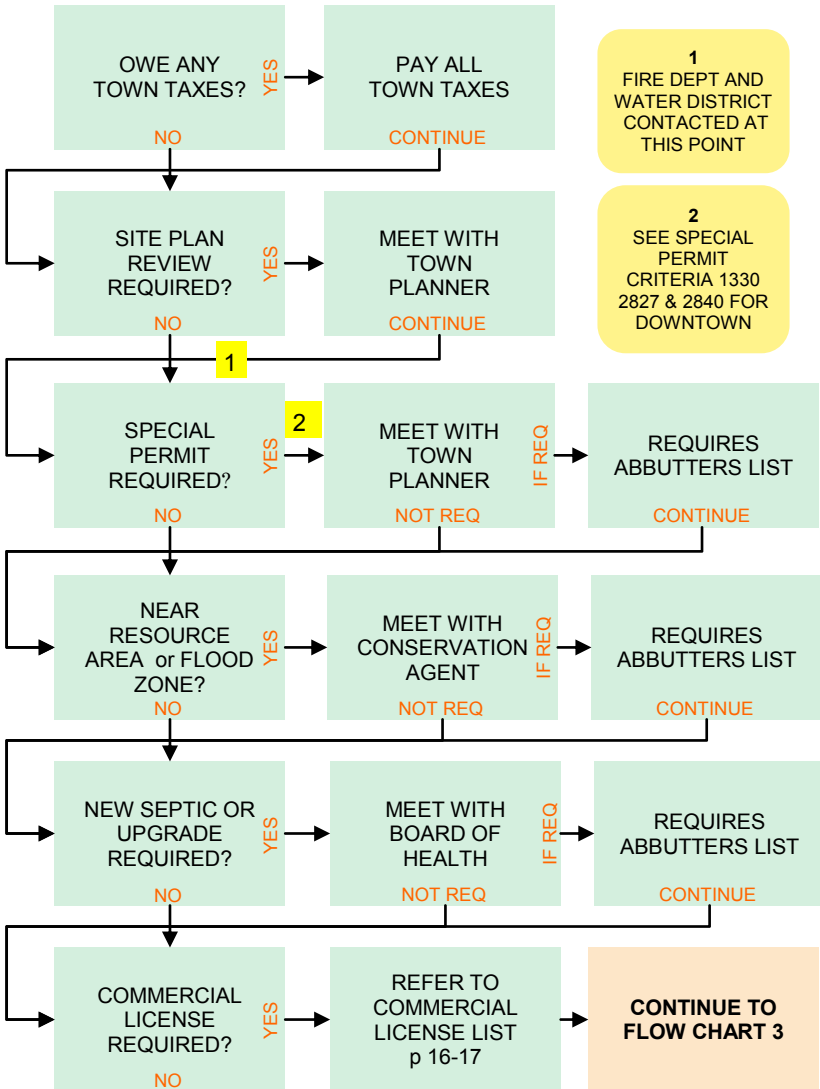
FLOWCHART 1: O V E R V I E W



PERMITTING PROCESS

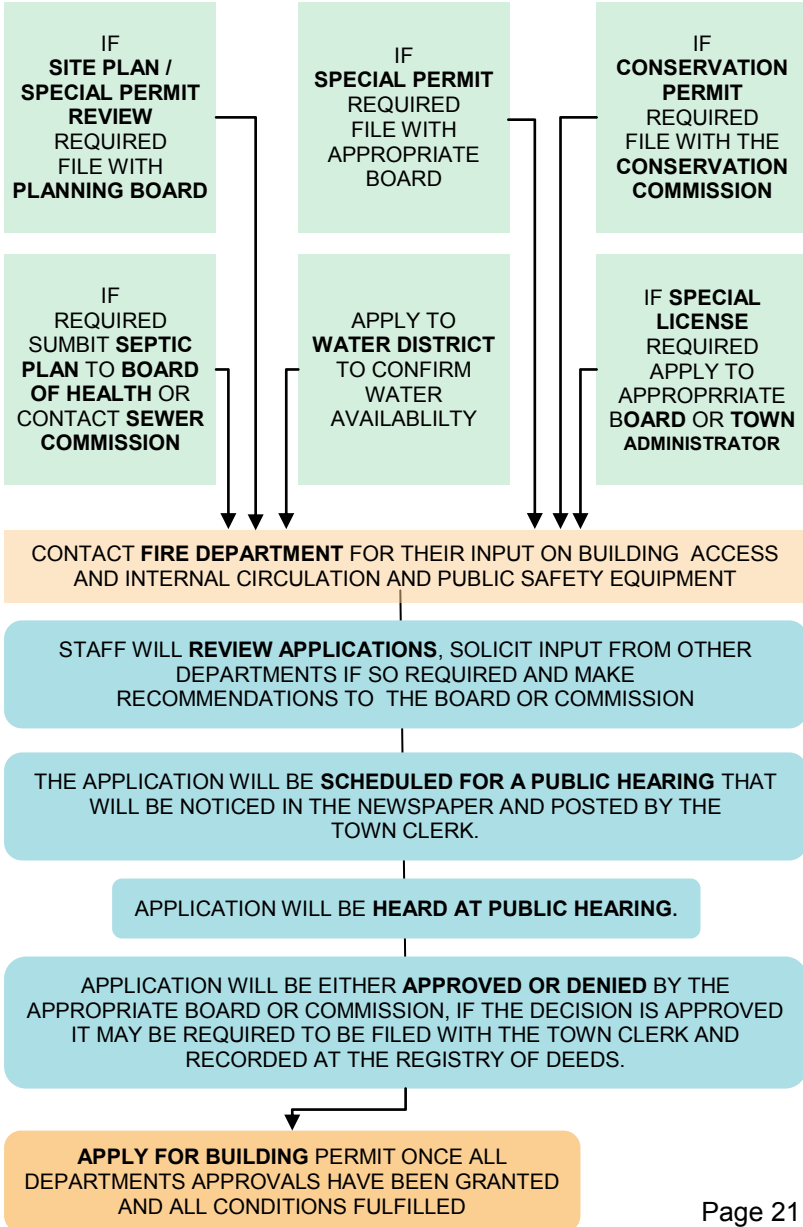
FLOWCHART 2: COMMERCIAL PERMITTING PROCESS

What are the application requirements?



PERMITTING PROCESS

FLOWCHART 3: APPLICATION & HEARING PROCESS





Town of Bourne
24 Perry Avenue
Buzzards Bay MA 02532
508-759-0600