



# CITY OF MELROSE

## PLANNING BOARD

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4190  
Fax - (781) 979-4290

## Application Guidelines for Marijuana Establishment Special Permit

### PROCEDURE:

**Preliminary Application Review:** Submit one set of the Special Permit application materials to the Office of Planning and Community Development (OPCD). The Special Permit application materials will be reviewed for completeness within seven (7) days by OPCD staff and returned to the applicant with notification as to whether the application is complete and ready for filing.

**Filing the Application with the City Clerk:** Once the application is considered complete by OPCD staff, one (1) original and fourteen (14) copies of the application materials for the Special Permit may then be submitted to the City Clerk to be time stamped and filed. One (1) time stamped copy of the application materials will be filed with the City Clerk, one (1) time stamped copy will be returned to the applicant, and the remaining thirteen (13) copies will be distributed to the Planning Board and to Department Heads for review.

**Waiver Requests:** If the petitioner believes any of the required Special Permit Application Materials, as described on the "Checklist of Marijuana Establishment Special Permit Application Materials," are not applicable to the proposed project, the petitioner may request a waiver from the Planning Board. All waiver requests shall be put in writing and should be marked as such in the appropriate box of the "Checklist for Marijuana Establishment Special Permit Application Materials" form. The Planning Board will vote on the waiver request at the Public Hearing. If the waiver is not granted, the public hearing will be continued until the petitioner is able to provide the requisite materials.

**Public Hearing:** After the application has been filed with the City Clerk, OPCD staff will notify the applicant as to the date of the public hearing. OPCD staff will notify abutters of the public hearing pursuant to the regulations of chapter 40A, section 11 of the Massachusetts General Laws. A hearing date with the Planning Board will be scheduled within sixty-five (65) days of filing with the City Clerk.

**Decision:** The Decision of the Planning Board will be made within thirty five (35) days of the close of the public hearing. Decisions made by the Planning Board are filed with the City Clerk within fourteen (14) days of the vote, and a notice of the decision is mailed to the abutters and Petitioner.

### FEES:

An administrative fee for the Marijuana Establishment Special Permit is required with every Application. The fee is \$500 for each Special Permit Application. The applicant is also responsible for paying for the legal notice in the Melrose Free Press notifying the public of the public hearing. Reasonable technical fees may be required on a case-by-case basis when the size or complexity of a proposal warrants an independent review.

### APPLICATION MATERIALS:

To file an application for a Marijuana Establishment Special Permit, the following must be submitted when filed with the City Clerk:

- ☐ The Application Form (1 original and 14 copies)
- ☐ The "Checklist of Marijuana Establishment Special Permit Application Materials" (15 copies)
- ☐ All items described on the "Checklist of Marijuana Establishment Special Permit Application Materials" and waiver requests in writing, when applicable (15 copies)
- ☐ Administrative fee and signed "Fee Calculation Form" (1 copy)
- ☐ A signed copy of the Authorization Form for Advertising Fee (1 copy)
- ☐ A copy of the Building Commissioner's denial letter (15 copies)

**CITY OF MELROSE-- PLANNING BOARD**  
**Application Form for Marijuana Establishment Special Permit**

**INSTRUCTIONS:** Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the Marijuana Establishment Special Permit filing requirements.

**PROJECT ADDRESS AND SITE INFORMATION:**

NUMBER & STREET: \_\_\_\_\_  
ASSESSOR'S MAP & PARCEL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
TOTAL SITE AREA: \_\_\_\_\_  
LOT/S FRONTAGE: \_\_\_\_\_

**APPLICANT'S CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE (If applicable):**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**OWNER'S CONTACT INFORMATION (If different from Applicant):**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**SIZE OF EXISTING BUILDING:**

SQUARE FEET \_\_\_\_\_ FRONTAGE \_\_\_\_\_  
HEIGHT (FEET) \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

Present occupancy or use of each floor: \_\_\_\_\_  
\_\_\_\_\_

**SIZE OF PROPOSED BUILDING:**

SQUARE FEET \_\_\_\_\_ FRONTAGE \_\_\_\_\_  
HEIGHT (FEET) \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

**PROJECT DESCRIPTION:** (Briefly describe the proposed project. Please note an executive summary is also required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the applicant seeking zoning relief from the Zoning Board of Appeals? \_\_\_\_\_

If YES, please list zoning relief sought.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Melrose

### Checklist of Marijuana Establishment Special Permit Application Materials

<p>The following is the list of required materials for a Marijuana Establishment Special Permit. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Plans and renderings should be full size, not reduced, and prepared on a scale adequate for interpretation, which for site plans is usually not less than 1 inch equals 40 feet. Any of the requirements of a Marijuana Establishment Special Permit application may be waived by a majority vote of the Planning Board. Waiver requests must be in writing. Please see application guidelines for additional application requirements.</p>	<b>Applicant</b> (Check applicable column)		<b>Planning Board</b> (Office Use)	
	Included with Application	Waiver Requested	Waiver Accepted (Yes/No)	Date
OPERATION & MANAGEMENT PLAN containing a narrative describing the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana-infused products, on-site sales, distribution of educational materials, and other programs or activities. The Operation & Management Plan should also detail hours of operation, staffing, employee safety, fire prevention, ventilation system and air quality, and proposed utility demand.				
EVIDENCE of the Applicant's right or intended right to use the site for the establishment, such as an executed or draft deed or lease.				
DISCLOSURE, under statement of oath, of all owners, shareholders, partners, members, managers, directors, officers, trustees, or other similarly situated individuals or entities.				
REGISTRATION MATERIALS for all required licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies.				
SITE PLAN (information may appear on separate drawings at a scale of no less than 1 inch equals 40 feet) including:				
Parcel lot lines for the proposed project and surrounding parcels.				
Height and use of all buildings abutting the proposed project, including a building or buildings directly across from the proposed project but separated by a public or private right of way.				
Proposed parking plan including location of access and egress for vehicles and pedestrians.				
Location of existing and proposed buildings on the project site.				
Handicapped access provisions.				
Foundation lines of the proposed buildings, gross floor area, and building height.				
Location of solid waste containers and the nature of any required screening.				
Existing and proposed topography and the location of all natural features such as wetlands, streams, water bodies, and exposed bedrock to be removed, if any.				
Areas subject to a 100-year flood, if any.				
Proposed landscaping, including all screening and buffering of adjacent areas.				
Provision for fencing and walls.				
Location, material, and size of all signs.				
Location, materials and dimensions of loading areas, walkways and driveways.				
Location of all site lighting, style of light pole and fixtures, and description of method for mitigating light spillage onto adjacent properties.				

<b>Checklist of Marijuana Establishment Special Permit Application Materials (continued)</b>	<b>Applicant</b> (Check applicable column)		<b>Planning Board</b> (Office Use)	
	Included with Application	Waiver Requested	Waiver Accepted (Yes/No)	Date
FLOOR PLAN identifying square footage available and describing functional areas of the Marijuana Establishment.				
ELEVATION & FAÇADE RENDERING of the front, side and rear of proposed buildings, including roof appurtenances.				
SIGN RENDERINGS describing the dimensions and style of all proposed signage.				
CONSTRUCTION MANAGEMENT PLAN if renovations or new construction will occur, containing provisions for the protection of abutting properties during construction, and site excavation, demolition, blasting, and site reclamation plans if appropriate.				
SECURITY PLAN containing security measures for the marijuana establishment, including lighting, fencing, video monitoring, gates and alarms, among other elements, to ensure the safety of persons and to protect the premises from theft. The Security Plan should also detail security measures for the transportation of marijuana and marijuana products to and from off-site premises.				
TRAFFIC IMPACT ANALYSIS modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency, time of day, and scale of deliveries to and from the site.				
REVIEW LETTERS from the Melrose Police Department and Melrose Board of Health indicating that the materials were reviewed and safety and security measures of the Marijuana Establishment are adequate.				
COLOCATION NARRATIVE for a Marijuana Retailer that wishes to colocate with a Registered Marijuana Dispensary. The narrative should detail the physical separation between medical and adult-use (recreational) sales areas as well as describe how an area will be provided that is separate from the sales floor to allow for confidential consultation.				

**CITY OF MELROSE**  
**Administrative Fee Calculation Form**

An administrative fee for a Marijuana Establishment Special Permit is required with every Application. The fee is \$500 for each Application. Please sign this form and submit it with your payment and application materials to the City Clerk. Checks should be made payable to the City of Melrose. A copy of this form should be submitted with the Preliminary Application for Review by OPCD Staff.

Administrative Fee Calculation

A. ADMINISTRATIVE FEE \$ 500.00

*Please sign below to acknowledge the accuracy of the information provided and submit this form along with payment and application materials to the City Clerk.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MELROSE**  
**Authorization Form for Public Hearing Advertisement Fee**

To: Melrose Free Press  
Legal Advertising Department

I hereby authorize GateHouse Media Newspaper to bill me directly for the legal notice to be published two times in the Melrose Free Press newspaper for a notice of Public Hearing with the Melrose Planning Board. I understand the OPCD Staff will write and submit the advertisement, using the information contained on the application, and that the Melrose Free Press will bill me directly for the cost of the ad.

Errors and omissions in the application material are the responsibility of the applicant and could result in additional advertisement costs to the applicant.

Please note: An application cannot be scheduled for public hearing without advertisement. If the Melrose Free Press is unable to publish the advertisement due to non-payment by the applicant or other reasons related to actions or inactions by the applicant, the hearing date may be revoked and the City of Melrose may no longer be able to accommodate a hearing within 65 days of the filing date.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Hearing (to be completed by City): \_\_\_\_\_

Melrose Free Press Legal Advertisement Department  
Phone: 781-433-6930  
Fax: 781-433-7951