



Town of Truro
P.O. Box 2030, Truro, MA 02666

**APPLICATION PACKET FOR
ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS (RME)
AND MEDICAL MARIJUANA TREATMENT CENTERS (MMTC)**

A. OVERVIEW OF STEPS IN THE STATE AND TRURO APPLICATION PROCESS

1. Signed Host Community Agreement with Town of Truro, then
2. Provisional License or Provisional Certificate of Registration from the State of Massachusetts, then

**BOTH HOST COMMUNITY AGREEMENT AND PROVISIONAL LICENSE OR
PROVISIONAL CERTIFICATE ARE REQUIRED BEFORE SUBMITTING THIS
APPLICATION PACKET TO THE TOWN OF TRURO**

3. Application for Adult Use Marijuana Establishments (RME) and Medical Marijuana Treatment Centers (MMTC) to the Town of Truro – Application Packet contains 3 sections:
 - a. General Application
 - i. Application Form
 - ii. General Checklist
 - b. Application for Site Plan Review from the Planning Board
 - i. Site Plan Review Application Form
 - ii. Required Plans and Other Information including Checklist
 - iii. Criteria Review
 - iv. Certified Abutters List
 - v. Filing Fee

Once Site Plan Review has been approved:

- c. Application for Special Permit from the Zoning Board of Appeals (ZBA)
 - i. Special Permit Application Form
 - ii. Required Plans and Other Information
 - iii. Certified Abutters List
 - iv. Filing Fee

B. TRURO PROCESS AFTER RECEIVING PROVISIONAL LICENSE/CERTIFICATE

This process requires applicants receive approvals from both the Planning Board and the Zoning Board of Appeals (ZBA). The order is Planning Board first for Residential Site Plan Review and then ZBA for a Special Permit. This packet includes information and forms for both processes.

1. If the applicant is a Craft Marijuana Cooperative (CMC) the requirements are:
 - a. An approved parcel-specific Site Plan for each parcel
 - i. *§100.3 ELIGIBILITY – The total number of parcels allowed to be utilized per Craft Marijuana Cultivator Cooperative licensee for Marijuana, and*
 - b. One (1) Special Permit for the CMC
2. The following marijuana establishment specific items specified in §100.7 A, B, C and D must be included with this application in addition to the material required for Site Plan Review and Special Permit Applications:
 - a. Security Plan (*process being determined with Police Chief*)
 - b. Resource Plan (Marijuana Cultivators and Marijuana Product Manufacturers)
 - c. Traffic Study and Circulation Plan
 - d. Copy of Provisional License or Provisional Certificate of Registration from the State of Massachusetts
 - e. Executed Host Community Agreement
 - f. Site Plan
 - g. Elevations of any proposed new construction for indoor growing and/or processing
 - h. Plan of any new signage
 - i. Narrative describing management and general operation of the facility
 - j. Fire Protection Plan (if applicable)
 - k. Table showing use and square footage of all proposed buildings



Town of Truro
P.O. Box 2030, Truro, MA 02666

APPLICATION FOR MARIJUANA ESTABLISHMENT APPROVAL

To the Town Clerk, the Planning Board and the Zoning Board of Appeals of the Town of Truro, MA

Date _____

The undersigned hereby files an application for a:

- ☐ Recreational Marijuana Establishment (RME)
☐ Medical Marijuana Treatment Center (MMTC)

Is the applicant either a Marijuana Craft Cooperative (MCC) or member of an MCC? _____

1. General Information

Applicant's Name _____

Applicant's Legal Mailing Address _____

Applicant's Phone(s), Fax and Email _____

Applicant is one of the following: *(please check appropriate box)*

**Written Permission of the owner is
required for submittal of this application.*

- ☐ Owner ☐ Operator* ☐ Lessee ☐ Other*

Owner's Name and Address _____

Physical Address of Parcel _____

Size of Parcel (in square feet) _____

2. Marijuana Craft Cooperative (MCC) Information (if applicable)

Name of MCC _____

MCC Member Information:

Name _____

Mailing Address _____

Physical Address of Marijuana Establishment _____

Size of Parcel (in square feet) _____

Name _____

Mailing Address _____

Physical Address of Marijuana Establishment _____

Size of Parcel (in square feet) _____

Name _____

Mailing Address _____

Physical Address of Marijuana Establishment _____

Size of Parcel (in square feet) _____

Name _____

Mailing Address _____

Physical Address of Marijuana Establishment _____

Size of Parcel (in square feet) _____

Name _____

Mailing Address _____

Physical Address of Marijuana Establishment _____

Size of Parcel (in square feet) _____

Signature(s)

Applicant(s)/Representative *Printed* Name(s)

Owner(s) *Printed* Name(s) or written permission

Applicant(s)/Representative *Signature(s)*

Owner(s) *Signature(s)* or written permission

100 - MARIJUANA ESTABLISHMENT GENERAL CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Met	Not Met	Explanation, if needed	
<u>100.5 Applicability of Regulations</u>					
A	The use of land for cultivation, production, processing, manufacturing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of marijuana for commercial purposes is prohibited unless licensed by all applicable Massachusetts licensing authorities and permitted as an RME or MMTC under this section.				
B	The number of RMEs and MMTCs permitted in Truro shall be in accordance with the Use Table set out in §100.3, <i>supra</i> .				
C	Hours of operation for Recreational Marijuana Retailers and Medical Marijuana Treatment Centers shall not exceed the Alcoholic Beverages Control Commission (ABCC) maximum hours of operation for liquor licenses not to be drunk on premises pursuant to M.G.L. c. 138 §15, but may be limited by conditions of the Special Permit.				
D	Marijuana Retailers shall be located in structures without residences.				

100 - MARIJUANA ESTABLISHMENT GENERAL CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Met	Not Met	Explanation, if needed	
100.6 General Requirements					
A	No RME or MMTC shall be located within 500 feet, as measured from each lot line of the subject lot, of the following pre-existing uses: Public or private schools providing education in grades K-12.				
B	The 500-foot buffer distance under this section shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the RME or MMTC will be located.				
C	Applicants for an RME or MMTC shall provide the security plan approved by the Commission to the Police Chief, Fire Chief, Health Agent and Building Commissioner prior to the granting of a Special Permit.				
D	An executed Host Community Agreement shall be required prior to the granting of a Special Permit and Site Plan Approval for an RME or MMTC.				
E	No odor from marijuana cultivation, processing, manufacturing or retail may be noxious or cause a nuisance or danger to public health or impair public comfort and convenience. Marijuana establishments shall incorporate odor control technology and safeguards to ensure that emissions do not violate Board of Health regulations adopted pursuant to M.G.L c. 111, §31C, including but not limited to those specified for odors.				
F	All business signage, marketing, advertising and branding shall be subject to the requirements promulgated by the Commission and the requirements of the Truro Zoning Bylaw and Sign Code. In the case of a conflict, the more restrictive requirement shall apply.				
G	The hours of operation of the RME and MMTC shall be set by the Zoning Board of Appeals as a condition of the Special Permit.				

100 - MARIJUANA ESTABLISHMENT GENERAL CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Met	Not Met	Explanation, if needed	
100.6 General Requirements					
H	No RME or MMTC shall be located inside a mobile vehicle such as a trailer, van, or truck, unless operating as a licensed Marijuana Transporter. Craft Marijuana Cultivator Cooperatives, Marijuana Cultivators, MMTCCPs and Microbusinesses shall be allowed to utilize movable structures, except that natural screening, or other approved screening, shall be required as a condition of Site Plan Review, as necessary, to render such structures less visible from public or private ways or abutting properties. The number of movable structures shall be limited to no more than 2 per parcel unless additional containers are approved by the Planning Board in connection with Site Plan Review.				
I	No RME or MMTC shall be located inside a building containing transient housing such as motels or hotels.				
J	<p>To ensure compatibility with the residential character of Truro, the use of greenhouses, defined to have walls and roofs constructed predominantly of glass or other transparent or translucent materials, are to be encouraged in lieu of other types of enclosed buildings for marijuana cultivation.</p> <p>- The total aggregate floor area of all enclosed buildings used by an RME or MMTC within the Residential and NT6A Districts shall not exceed a floor area, as measured from the exterior faces of exterior walls, of 5,000 sq. ft. on a 2-acre lot, plus 500 sq. ft. for each additional contiguous acre of land, or minus 500 sq. ft. for each contiguous acre of land less than two acres, or as the case may be, where the square footage per acre specified above is pro-rated for a portion of an acre. Greenhouses and Gross Floor Area of any Dwelling Units shall be excluded from this floor area calculation.</p> <p>- Building lot coverage for marijuana cultivation, including greenhouses and other similar structures, in the Residential and NT6A Districts shall not exceed 25% of the parcel's total gross square footage.</p>				

100 - MARIJUANA ESTABLISHMENT GENERAL CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
100.7 Application Requirements					
A	Security Plan				
1	The applicant shall submit a copy of its security plan, approved by the Commission as part of the issuance of a Provisional License, to the Police and Fire Departments for their review and approval prior to the issuance of Site Plan Approval.				
2	The security plan shall be updated on an annual basis and any changes shall be reported to the Police and Fire Departments.				
3	The security plan shall meet all security requirements of 935 CMR 500.110.				
B	Resource Plan				
1	All Marijuana Cultivators, including but not limited to Craft Marijuana Cooperatives and Microbusinesses, MMTCCPs, and Marijuana Product Manufacturers shall submit a resource use plan to the Planning Board outlining planned practices for use of:				
	energy				
	water				
	waste disposal				
2	and other common resources and to ensure there will be no undue damage to the natural environment.				
	The Resource Plan, if applicable, shall include:				
	electrical system overview				
	proposed energy demand				
	proposed electrical demand off-sets				
	ventilation system and air quality				
	proposed water system				
	utility demand				
The Planning Board may waive this requirement if it is determined that the scale and scope of the use does not require such review.					

100 - MARIJUANA ESTABLISHMENT GENERAL CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
100.7 Application Requirements					
C	Traffic Study and Circulation Plan				
1	The applicant shall submit a traffic circulation plan for the site to ensure the safe movement of pedestrian and/or vehicular traffic on site.				
2	A traffic impact and access study shall be required for all Marijuana Retailers and MMTCDRs. The study shall be based on standard traffic engineering guidelines developed by the Massachusetts Environmental Protection Act (MEPA). The Planning Board may waive the requirement of a traffic impact study if, in the opinion of the Planning Board, a traffic impact study is not necessary to ensure safe movement of pedestrian or vehicular traffic on site.				
D	In addition to the requirements of §70.4C and §30.8 all Site Plan Review applications and Special Permit applications shall include the following:				
1	A copy of a Provisional License or Provisional Certificate of Registration from the State of Massachusetts as an RME under 935 CMR 500.00 or a MMTC under 935 CMR 501.00;				
2	An executed Host Community Agreement;				
3	A site plan showing existing conditions on the site and the boundaries of any proposed outdoor growing area;				
4	Elevations of any proposed new construction for indoor growing and/or processing;				
5	A plan of any new signage;				
6	A narrative describing the management and general operation of the facility;				
7	A security plan;				
8	A fire protection plan (if applicable);				
9	A table showing the use and square footage of all proposed buildings; and				
10	A completed Special Permit or Site Plan Review application form.				



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

PROCEDURE FOR SUBMITTING SITE PLAN REVIEW APPLICATION FOR ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS (RME) AND MEDICAL MARIJUANA TREATMENTS CENTERS (MMTC)

A completed application consisting of each of the requirements of §70 and §100 will be filed as follows:

- ten (10) packets to be filed with the Town Clerk; AND
- a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at esturdy@truro-ma.gov.

Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week.

The following information and requirements must be filed with all applications for Site Plan Review consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

☐ **1 – Official Application Form – Original and Nine (9) Copies**

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

☐ **2 – Required Plan(s) and Other Information including Checklist (Ten (10) Copies)**

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Zoning Bylaw. The application shall include each of the requirements of §70 and §100 as listed in the attached Checklist which is to be submitted as part of the official application. These items include:

- Copy of Provisional License or Provisional Certificate of Registration from the State of Massachusetts
- Executed Host Community Agreement
- Site Plan(s) as appropriate
- Elevations of any proposed new construction for indoor growing and/or processing
- Plan of any new signage
- Narrative describing management and general operation of the facility
- Security Plan
- Fire Protection Plan (if applicable)
- Table showing use and square footage of all proposed buildings

☐ **3 – Criteria Review**

Applicant will briefly state how they meet each of the review criteria in §70 and §100 using the format provided in this packet.

☐ **4 – Certified Abutters List – Original and Nine (9) Copies**

A Certified Abutters List shall be obtained by the Applicant from the Truro Assessors Office and filed as part of the complete application. A copy of the “Certified Abutters List Request Form” is included in this packet.

☐ **5 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$250.00** for Site Plan Review. The filing fee is non-refundable.

Note: *Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner’s association.*

ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date and will proceed to post notice of a public hearing in accordance with Section 11 of Chapter 40A of the General Laws of Massachusetts.
- Either you or your agent/representative shall appear before the Board at the scheduled hearing. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit Ten (10) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Planning Department Assistant at esturdy@truro-ma.gov.

Please do not include a copy of these instructions with the application



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

APPLICATION FOR MARIJUANA SITE PLAN REVIEW

To the Town Clerk and the Planning Board of the Town of Truro, MA Date _____

The undersigned hereby files an application with the Truro Planning Board for the following:

☐ **Site Plan Review** pursuant to §70 and §100 of the Truro Zoning Bylaw

General Information

Business Type: RME or MMTC _____

Is applicant a Marijuana Craft Cooperative (MCC)? _____ If yes, a separate Site Plan Review packet must be submitted for each parcel

Description of Property and Proposed Project _____

Property Address _____ Map(s) and Parcel(s) _____

Registry of Deeds title reference: Book _____, Page _____, or Certificate of Title
Number _____ and Land Ct. Lot # _____ and Plan # _____

Applicant's Name _____

Applicant's Legal Mailing Address _____

Applicant's Phone(s), Fax and Email _____

Applicant is one of the following: (please check appropriate box)

*Written Permission of the owner is required for submittal of this application.

☐ Owner ☐ Operator* ☐ Lessee ☐ Other*

Owner's Name and Address _____

Representative's Name and Address _____

Representative's Phone(s), Fax and Email _____

-
- The applicant is **advised** to consult with the Building Commissioner, Planning Department, Conservation Department, and/or Health Department prior to submitting this application.
-

Signature(s)

Applicant(s)/Representative Printed Name(s)

Owner(s) Printed Name(s) or written permission

Applicant(s)/Representative Signature(s)

Owner(s) Signature(s) or written permission

Your signature on this application authorizes the Members of the Planning Board and town staff to visit and enter upon the subject property

100 - REGULATION OF MARIJUANA REVIEW CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
70.4(C) Site Plan Procedures and Plan Requirements					
1a.	An original and 9 copies of the Application for Site Plan Review				
1b.	10 copies of the required plans and other required information including this Checklist				
1c.	Completed Criteria Review				
1d.	Certified copy of the abutters list obtained from the Truro Assessors Office				
1e.	Applicable filing fee				
	Site Plans				
2a.	Site Plans shall be prepared, stamped and signed by a Registered Land Surveyor and Professional Engineer				
2b.	Site Plans shall be prepared at a scale of one inch equals forty feet (1"=40') or larger				
3	Site Plan shall include the following:				
3a. 1	North Arrow and a locus plan containing sufficient information to locate the subject property, such as streets bounding or providing access to the property.				
3a. 2	Zoning Information: All applicable Zoning Bylaw information regarding the site's development, both existing and proposed conditions. This information shall be placed in a table format which must list all setbacks; percent of lot coverage, broken out between building, pavement, landscape coverage, etc.; number of buildings; total amount of square feet; and any other applicable zoning information necessary for the proper review of the site plan.				
	<u>Existing:</u>				
	All setbacks				
	Percent (%) of lot coverage broken out between building, pavement, landscape coverage, etc.;				
	Number of buildings				
	Total number of square feet				
	Any other applicable zoning information necessary for the proper review of the site plan				

100 - REGULATION OF MARIJUANA REVIEW CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
70.4(C) Site Plan Procedures and Plan Requirements					
	Proposed:				
	All setbacks				
	Percent (%) of lot coverage broken out between building, pavement, landscape coverage, etc.;				
	Number of buildings				
	Total number of square feet				
	Any other applicable zoning information necessary for the proper review of the site plan				
3a. 3	Assessor and Deed Information: The Truro Assessors Atlas Map(s) and Parcel(s) numbers and all plan and deed references.				
3a. 4	Graphic Scale				
3a. 5	Title Block - Including:				
	name and description of the project;				
	address of the property;				
	names of the record owner(s) and the applicant(s); and				
	date of the preparation of the plan(s) and subsequent revision dates				
3a. 6	Legend of All Symbols				
3a. 7	Property boundaries, dimensions and lot area				
3a. 8	Topography and grading plan				
3a. 9	Location, including setbacks of all existing and proposed buildings and additions				
3a. 10	Septic system location				
3a. 11	Location of (as applicable):				
	wetlands				
	the National Flood Insurance Program flood hazard elevation, and				
	Massachusetts Natural Heritage Endangered Species Act jurisdiction				
3a. 12	Driveway(s) and driveway opening(s)				
3a. 13	Existing and proposed lighting				
3a. 14	Existing landscape features both vegetative and structural				

100 - REGULATION OF MARIJUANA REVIEW CHECKLIST

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
70.4(C) Site Plan Procedures and Plan Requirements					
3a. 15	Limit of work area (area to be disturbed during construction, including parking and storage of vehicles and equipment) and work staging area(s)				
	Architectural Plans				
3b.	Architectural plans with all dimensions at a scale of no less than 1/8" = 1'-0", including:				
	elevations				
	floor plans				
3c.	Lighting specification, including style and wattage(s)				
	Neighborhood Context:				
3d.	Photographs or other readily available data concerning the location and size of buildings on lots adjacent to or visible from the lot under consideration in order to provide a neighborhood context for the property under consideration				
3e.	Re-vegetation/Landscaping plan , including both vegetative and structural features				

100 - REGULATION OF MARIJUANA REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
100.8 Additional Provisions Regarding Cultivation					
A	When indoor cultivation is proposed, existing buildings, barns, greenhouses, and containers shall be reused wherever possible. Any new construction that requires a building permit shall harmonize with nearby architectural styles to the greatest possible extent. The use of metal buildings or containers shall not be prohibited, however, reasonable natural screening, or other approved screening, may be required as a condition of the Special Permit or Site Plan Approval so as to render such structure less visible from adjacent public and private ways, and abutting properties.				
B	Security fencing, as required by the Commission, shall be as inconspicuous as possible and compatible with the surrounding neighborhood. In no case shall barbed wire topped fence or a similar style be permitted.				
C	All lighting shall comply with all Truro Bylaws and be shielded so as not to shed light onto adjacent properties. The Planning Board may require any artificial lighting system to employ appropriate components, including but not limited to LED components, equipped with deflectors in order to mitigate potential light pollution.				
D	The Planning Board shall include in its Site Plan Approval a mandatory condition of any cultivation activities, that sales, gifts or delivery of Marijuana or Marijuana products directly to the public shall be prohibited.				

ADDRESSING THE REVIEW CRITERIA

§100.1 PURPOSE

The purpose of the marijuana bylaw is to provide for the regulation of Adult Use Recreational Marijuana Establishments (“RME”) and Medical Marijuana Treatment Centers (“MMTC”) in accordance with An Act To Ensure Safe Access to Marijuana, Chapter 55 of the Acts of 2017 (the “Act”), and all regulations which have or may be issued by the Cannabis Control Commission, including, but not limited to 935 CMR 500.00 and 935 CMR 501.00, in locations suitable for such uses, which will minimize adverse impacts of RMEs and MMTCs on adjacent properties, residential neighborhoods, schools and other sensitive locations by regulating the siting, design, placement and security of such uses.

Instructions: Please provide the Planning Board with a short explanation of how your application meets each of the review criteria of §70.4D, 100.6E and H, and §100.9 of the Truro Zoning Bylaw. If you require extra space for your answers, please attach the additional information to your application in no more than four (4) pages. This is to provide the Planning Board with an overview of your rationale prior to the meeting.

§70.4D – REVIEW CRITERIA

The Planning Board shall review Site Plans and their supporting information. It is the intent of Site Plan Review that all new construction shall be sited and implemented in a manner that is in keeping with the scale of other buildings and structures in its immediate vicinity in order to preserve the characteristics of existing neighborhoods. Such an evaluation shall be based on the following standards and criteria:

1. Relation of Buildings and Structures to the Environment. Proposed development relates to the existing terrain and lot and provides for solar and wind orientation which encourages energy conservation because:

2. Building Design and Landscaping. Proposed development is consistent with the prevailing character and scale of the buildings and structures in the neighborhood through the use of appropriate scale, massing, building materials, screening, lighting and other architectural techniques because:

3. Preservation of Landscape. The landscape will be preserved in its natural state insofar as practicable by minimizing any grade changes and removal of vegetation and soil because:

4. Circulation. Curb cuts and driveways will be safe and convenient and will be consistent with Chapter I, Section 9 of the General Bylaws of the Town of Truro because:

5. Lighting. Lighting will be consistent with Chapter IV, Section 6 of the General Bylaws of the Town of Truro. There will be protection of adjacent properties and the night sky from intrusive lighting because:

§100.6 – GENERAL REQUIREMENTS (all in Checklist)

- E.** No odor from marijuana cultivation, processing, manufacturing or retail may be noxious or cause a nuisance or danger to public health or impair public comfort and convenience. Marijuana establishments shall incorporate odor control technology and safeguards to ensure that emissions do not violate Board of Health regulations adopted pursuant to M. G. L. c 111 §31C, including but not limited to those specific for odors. *Briefly explain how you are addressing this:*

- H.** Craft Marijuana Cultivator Cooperatives, Marijuana Cultivators, MMTCCPs and Microbusinesses shall be allowed to utilize movable structures, except that natural screening, or other approved screening, shall be required as a condition of Site Plan Review, as necessary, to render such structures less visible from public or private ways or abutting parcels. *Briefly explain how you are addressing this:*

§100.9 – SITE PLAN REVIEW AND SPECIAL PERMIT CRITERIA

- A.** In addition to the Site Plan Review under §70 et. seq., and the Special Permit criteria under §30.8 the Planning Board and Zoning Board of Appeals, respectively, shall conduct all Site Plan Review and Special Permit determinations on a case-by-case basis, taking into consideration:

1. The particular form of Marijuana activity proposed:

2. The site location (including proximity of abutters, schools, or sensitive natural habitat) or historic properties identified in the Town's inventory of historic resources:

3. The traditional uses of the site and their similarity to or difference from the proposed activities:

4. The intensity of the proposed activities, including impacts on neighbors and the environment:

B. In addition to the Site Plan review criteria set forth in §70.4(D), the following shall additionally apply to the Planning Board’s review of any RME and MMTC:

1. The proposal shall provide for the protection of abutting properties and the surrounding area from detrimental site characteristics and from adverse impact from excess noise, dust, smoke, or vibration higher than levels previously experienced from permitted uses:

2. The proposal shall provide for structural and/or landscaped screening or buffers for storage areas, loading docks, dumpsters, rooftop or other exposed equipment, parking areas, utility buildings and similar features viewed from street frontages and residentially used or zoned premises:



TOWN OF TRURO

ASSESSORS OFFICE

CERTIFIED ABUTTERS LIST

REQUEST FORM

APPLICATION FOR ADULT USE

RECREATIONAL MARIJUANA ESTABLISHMENTS (RME) AND

MEDICAL MARIJUANA TREATMENT CENTERS (MMTC)

DATE: _____

NAME OF APPLICANT: _____

NAME OF AGENT (if any): _____

MAILING ADDRESS: _____

CONTACT: HOME/CELL _____ EMAIL _____

PROPERTY LOCATION: _____
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____ EXT. _____
(if condominium)

ABUTTERS LIST NEEDED FOR:

_____ Planning Board Site Plan Review _____ Zoning Board of Appeals Special Permit

FEE: \$15.00 per checked item (Fee must accompany the application unless other arrangements are made)

Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: _____ Date completed: _____

List completed by: _____ Date paid: _____ Cash/Check _____

Abutters List for: Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line as well as any other property owners within 300 feet of the property line.



Town of Truro Zoning Board of Appeals

P.O. Box 2030, Truro, MA 02666

PROCEDURE FOR SUBMITTING APPLICATION FOR SPECIAL PERMIT

ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS (RME) AND MEDICAL MARIJUANA TREATMENTS CENTERS (MMTC)

A completed application consisting of each of the requirements of §30.8 and §100 will be filed as follows:

- ten (10) packets to be filed with the Town Clerk; AND
- a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at esturdy@truro-ma.gov.

Additional material, *electronic and paper*, for a hearing shall be received no less than **ten (10) days** prior to the scheduled public hearing or the continuation of the public hearing.

The following information and requirements must be filed with all applications for Special Permit consistent with the Rules, Regulations and Fee Schedule of the Truro Zoning Board of Appeals.

☐ **1 – Official Application Form – Original and Nine (9) Copies**

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

☐ **2 – Required Plan(s) and Other Information including Checklist (Ten (10) Copies)**

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Zoning Bylaw for the type of Special Permit requested (including but not limited to §40.4 Wind Generators, and §40.5 Communication Structures, Buildings and Appurtenances). The application shall include each of the requirements of §30.8 and §100 as listed in the attached Checklist which is to be submitted as part of the official application. These items include:

- Copy of Provisional License or Provisional Certificate of Registration from the State of Massachusetts
- Executed Host Community Agreement
- Site Plan(s) as appropriate
- Elevations of any proposed new construction for indoor growing and/or processing
- Plan of any new signage

- Narrative describing management and general operation of the facility
- Security Plan
- Fire Protection Plan (if applicable)
- Table showing use and square footage of all proposed buildings

☐ **3 – Certified Abutters List – Original and Nine (9) Copies**

A Certified Abutters List shall be obtained by the Applicant from the Truro Assessors Office and filed as part of the complete application. A copy of the “Certified Abutters List Request Form” is included in this packet.

☐ **4 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$200.00**. The filing fee is non-refundable.

Note: *Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner’s association.*

ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date and will proceed to post notice of a public hearing in accordance with Section 11 of Chapter 40A of the General Laws of Massachusetts.
- Either you or your agent/representative shall appear before the Board at the scheduled hearing. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional information may be submitted prior to the scheduled public hearing provided it is received no less than **ten (10) days** prior to the hearing so that it can be included in the packet for Board Members to read and review. Submit ten (10) paper copies **AND** an electronic copy to the Planning Department Assistant at esturdy@truro-ma.gov. Plans must be submitted to the Town Clerk for filing. Information received less than **ten (10) days** before the scheduled hearing may result in a continuance of the hearing. New material brought to the meeting, that has not previously been filed/submitted, will not be reviewed at that meeting.

Please do not include a copy of these instructions with the application



Town of Truro Zoning Board of Appeals

P.O. Box 2030, Truro, MA 02666

APPLICATION FOR SPECIAL PERMIT

To the Town Clerk and the Zoning Board of Appeals of the Town of Truro, MA Date _____

The undersigned hereby files with specific grounds for this application:

1. General Information

Applicant seeks approval and authorization of uses under Section _____ of the Truro Zoning Bylaw concerning (describe): _____

Business Type: RME or MMTC _____

Is applicant a Marijuana Craft Cooperative (MCC)? _____ If yes, a separate Site Plan Review must be submitted for each parcel prior to appearing before the ZBA

Description of Property and Proposed Project _____

Property Address _____ Map(s) and Parcel(s) _____

Registry of Deeds title reference: Book _____, Page _____, or Certificate of Title
Number _____ and Land Ct. Lot # _____ and Plan # _____

Applicant's Name _____

Applicant's Legal Mailing Address _____

Applicant's Phone(s), Fax and Email _____

Applicant is one of the following: (please check appropriate box)

*Written Permission of the owner is required for submittal of this application.

☐ Owner ☐ Prospective Buyer* ☐ Other*

Owner's Name _____

Owner's Address _____

Owner's Phone(s), Fax and Email _____

Representative's Name _____

Representative's Address _____

Representative's Phone(s), Fax and Email _____

2. The initial special permit shall limit the amount of total canopy to a Tier 3 production level under 935 CMR 500.05 (20,000 sq. ft. or less) in the Residential District. Every year thereafter, the Craft Marijuana Cultivator Cooperative, MMTCCP or Marijuana Cultivator may apply to the Zoning Board of Appeals to modify the special permit to increase production levels one Tier per year to a maximum of Tier 8 production levels as established under 935 CMR 500.05 (70,000 sq. ft. or less) provided however (i) each licensee seeking to increase production levels must undergo additional Site Plan Review; and (ii) in no instance shall the Craft Marijuana Cultivator Cooperative, MMTCCP, or Marijuana Cultivator exceed the lot coverage and canopy limitations set forth elsewhere in this Bylaw. Cultivation in the Residential District is limited to parcels of 1.5 acres or more.

- The applicant is ***advised*** to consult with the Building Commissioner, Planning Department, Conservation Department, and/or Health Department prior to submitting this application.
-

Signature(s)

Applicant(s)/Representative *Printed* Name(s)

Owner(s) *Printed* Name(s) or written permission

Applicant(s)/Representative *Signature(s)*

Owner(s) *Signature(s)* or written permission

Your signature on this application authorizes the Members of the Zoning Board of Appeals and town staff to visit and enter upon the subject property

100 - MARIJUANA SPECIAL PERMIT CHECKLIST

Applicant Name: _____		Date: _____	
No.	Requirement	Agree	Not Agree
Explanation, if needed			
30.8 Zoning Board of Appeals Special Permits			
A	Construction or operation under a building or special permit shall conform to any subsequent amendment of this bylaw unless the use or construction is commenced within a period of six months after the issuance of the permit and in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable.		
B	A special permit shall lapse after one year if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun by such date except for good cause.		
C	Special permits may be approved only after a finding by the Board of Appeals or Planning Board (as applicable, see use table) that the proposed use is in the opinion of the Board in harmony with the general public good and intent of this bylaw. The approval shall be subject to any other applicable provision of this bylaw and the Board may impose conditions, safeguards, and limitations on time and use, which in the Board's opinion are necessary to comply with the intent and purpose of this bylaw.		
D	The Board of Appeals or Planning Board (as applicable) shall adopt and from time to time amend rules relative to the issuance of such permits and shall file a copy of those rules in the office of the Town Clerk. Said rules shall describe the size, form, contents, style and number of copies of plans and specifications and the procedure for submission and approval of the permits.		
E	Special permits may only be acted upon following public hearings conducted in accordance with the provisions of Massachusetts General Law, Chapter 40A or amendments thereto, within 65 days after filing with the Board the application for the permit. The Board shall act on the application for special permits within 90 days following the public hearing.		

100 - MARIJUANA SPECIAL PERMIT CHECKLIST

Applicant Name: _____		Date: _____		
No.	Requirement	Agree	Not Agree	Explanation, if needed
100.9 Site Plan Review and Special Permit Criteria				
A	In addition to the Site Plan Review under §70 et. seq. and the Special Permit criteria under §30.8, the Planning Board and Zoning Board of Appeals, respectively, shall conduct all Site Plan Review and Special Permit determinations on a case-by-case basis, taking into consideration:			
1	The particular form of Marijuana activity proposed;			
2	The site location (including proximity of abutters, schools, or sensitive natural habitat) or historic properties identified in the Town's inventory of historic resources;			
3	The traditional uses of the site and their similarity to or difference from the proposed activities; and			
4	The intensity of the proposed activities, including impacts on neighbors and the environment.			
B	In addition to the Site Plan review criteria set forth in §70.4(D), the following shall additionally apply to the Planning Board's review of any RME and MMTC:			
1	The proposal shall provide for the protection of abutting properties and the surrounding area from detrimental site characteristics and from adverse impact from excess noise, dust, smoke, or vibration higher than levels previously experienced from permitted uses, and			
2	The proposal shall provide for structural and/or landscaped screening or buffers for storage areas, loading docks, dumpsters, rooftop or other exposed equipment, parking areas, utility buildings and similar features viewed from street frontages and residentially used or zoned premises.			



TOWN OF TRURO

ASSESSORS OFFICE

CERTIFIED ABUTTERS LIST

REQUEST FORM

APPLICATION FOR ADULT USE

RECREATIONAL MARIJUANA ESTABLISHMENTS (RME) AND

MEDICAL MARIJUANA TREATMENT CENTERS (MMTC)

DATE: _____

NAME OF APPLICANT: _____

NAME OF AGENT (if any): _____

MAILING ADDRESS: _____

CONTACT: HOME/CELL _____ EMAIL _____

PROPERTY LOCATION: _____
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____ EXT. _____
(if condominium)

ABUTTERS LIST NEEDED FOR:

_____ Planning Board Site Plan Review _____ Zoning Board of Appeals Special Permit

FEE: \$15.00 per checked item (Fee must accompany the application unless other arrangements are made)

Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: _____ Date completed: _____

List completed by: _____ Date paid: _____ Cash/Check _____

Abutters List for: Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line as well as any other property owners within 300 feet of the property line.