

Special Permit Checklist

The process of obtaining a Special Permit from the Lynn City Council is a legal process so all applicants are advised to consult with an attorney familiar with this process.

1. Obtain a Special Permit Application from the City Clerk's Office,
2. The applicant completes and submits the special permit application, architectural and or site plans as necessary, other supporting information and filing fee with the City Clerk's office,
3. Petition advertised in local newspaper twice , once at least fourteen days prior to hearing with date and time of hearing, posted in City Hall and petition advertisement is mailed to all abutters by the City,
4. The special Permit application is sent to the Building Commissioner to determine if Site Plan Review is required for the petition request,
5. Applicant and or representative attends hearing held by the Lynn City Council, within 65 days of the petition, being filed to explain to the City Council why they should grant a special permit the project,
6. Lynn City Council renders decision within 90 days of the filing of the petition,
7. Lynn City Council files its decision with the City Clerk and mails to interested parties within 14 days of its vote of decision,
8. A 20 day appeal period commences once the City Council's decision is filed with the City Clerk's office. An appeal may be filed by other parties with the City Clerk during this twenty day time frame,
9. After the 20 day appeal period expires the City Clerk issues a certificate stating the date of decision, that no appeal was filed, or that the appeal was dismissed or denied,
10. The decision is filed at the Registry of Deeds by applicant,
11. Two years from vote of decision the rights granted by the special permit expire if not exercised through construction/substantial use not beginning,
12. If the Zoning Board of Appeals denies the petition, a new petition for the same relief cannot be heard within two years of the unfavorable decision,