

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Doreen M. Goodrich, Chairman
Kenneth A. Holstrom, Vice Chairman
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Section 300

Motor Vehicle Class I & II Application Policy

- I. Application Packets – Application Packets are available at the Selectmen’s Office.
- II. Prospective applicants shall provide complete copies of the original application to the Board of Selectmen’s Office.
- III. The prospective applicant shall submit 8 copies of a 36” by 24” plan entitled “Preliminary Parking Program” at a 1’ to 40’ inch scale to the Board of Selectmen’s Office with the application.

The Plan shall include:

- Layout of the Building
 - Area for Car Display
 - Area for Customer Parking
 - Area for Employees
 - Area for Handicap Parking
 - Fire Lanes
- IV. Preliminary plans shall be submitted 30 days prior to the scheduling of a public hearing.
 - V. Preliminary plans will be submitted to the Development Coordinating Group (DCG), who shall meet with the applicant within 17 days of submittal.
 - VI. The DCG shall make recommendations and revisions to the plan and submit them to the applicant within 7 days of the meeting.
 - VII. The applicant shall then submit to the Board of Selectmen 7 plans entitled “Revised Parking Program”. The plans shall be signed by the Town Planner as having been approved by the DCG with any appropriate comments. Plans must be submitted within 7 days prior to the scheduled public hearing.
 - VIII. Upon approval of the Parking Program the applicant shall provide 3 plans entitled “Final Parking Program”. The plan shall be signed and dated by the applicant, Town Planner for the DCG and Chairman of the Board of Selectmen. The

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