



# ***Town of Oxford***

## ***Board of Selectmen***

***Memorial Hall - 325 Main Street  
Oxford, Massachusetts 01540-1797***

***Karen A. Crandell, Clerk***  
***Phone (508) 987-6027***  
***Fax (508) 987-6048***

### **APPLICATION FOR SPECIAL PERMIT**

Fee: \_\_\_\_\_

**PERMIT TYPE:**

- ( ) Animals (C. III, § 3.8)  
( ) Unregistered Cars (C. III, § 7.2)  
( ) Earth Removal (C. XVIII)

**APPLICANT:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**SUBJECT PROPERTY:**

\_\_\_\_\_  
(Street Location)

\_\_\_\_\_  
(Assessor's Reference: Map and Parcel)

*Registry of Deeds:*      *Book* \_\_\_\_\_ *Page* \_\_\_\_\_

\_\_\_\_\_  
(Owner's Name)

\_\_\_\_\_  
(Owner's Address)

**DESCRIPTION:** (Describe briefly any pertinent information about the proposed activity;  
e.g., type and number of animals; number of cars; or estimated quantity of removable earth)

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(For Earth Removal Special Permit, please provide supporting documentation as required by the Board's rules and regulations).

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)



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*Jennie L. Caissie, Chairwoman*  
*Henry J. LaMountain, Sr., Vice Chairman*  
*Susan M. Gallant, Secretary*  
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*Karen A. Crandell, Clerk*  
*Phone (508) 987-6027*  
*Fax (508) 987-6248*

**GUIDELINES FOR PERMITS FOR ANIMALS  
NOT COVERED BY TOWN BY-LAWS OR STATUTES**

1. Animals must be properly restrained.
2. Applicant must have adequate land.
3. Animals must not produce offensive odors or noise to neighbors.
4. A plan must be submitted with the following specifications:
  - a. Show the entire lot, with all abutters, and the location of facilities necessary for sheltering all animals.
  - b. Indicate on the plan what measures will be taken to reduce odor and flies, including animal waste storage and removal systems.
  - c. Determine how many animals will be allowed on the lot in relation to the plan. (One horse per acre, excluding house lot. – added by animal control director on 7/24/98)
  - d. Specify on the plan what measures will be taken to prevent noise problems and runoff.
  - e. Plan must comply with all Board of Health and Conservation Commission standards.
5. The Animal Control Officer/Animal Inspector will review the plan and inspect the site and discuss the permit with the abutters. Any comments and/or recommendations will be submitted to the Board of Selectmen to determine whether-or-not a permit shall be issued.
6. In any event, no cattle, sheep, goats, pigs, rabbits, or other grazing animals; chickens, roosters, ducks, geese, or other fowl shall be kept in the Central Business, General Business, Office Professional, Highway Interchange, Industrial, Light Industrial or Airport District Zones.
7. Exemptions may be allowed if it is determined by the Animal Control Officer/Animal Inspector that there is sufficient land to harbor animals.
8. The Permit must be renewed annually on the date of issue.
9. The guidelines are effective as of October 7, 1987, which is the date of the acceptance of the Oxford Zoning By-Laws.

Adopted by the Board of Selectmen, June 13, 1989.

## **SPECIAL PERMIT FOR ANIMALS NOT COVERED BY TOWN BY-LAWS**

updated 10/2009

The interested party needs to write a letter to the Building Inspector (Adelle Reynolds, 325 Main Street, Oxford) requesting a determination in writing in regard to their property being zoned for this particular use.

If the Building Inspector o.k.s this use ~

Give the applicant "Application for Special Permit" form from the applications drawer. Also give the list of "Guidelines for Permits for Animals Not Covered by Town By-Laws or Statutes" form – also found in drawer.

Applicant must obtain a list of abutters to the property certified by the Assessor (cost \$10.00) from the Assessor's office (508) 987-6036. The original must be turned in to the Board of Selectmen's Office.

A public hearing must be scheduled with the Board of Selectmen – applicant pays for a public hearing notice to be advertised in the newspaper (x 2). It must be published twice, on two different weeks. The cost is approximately \$45.00 for each week that it is published (= \$90.00). Checks for the publication should be made out to: Town of Oxford.

A copy of the public hearing notice is mailed by the applicant to each abutter using certified mail. Abutters must be informed of the hearing date three weeks prior to the hearing. Applicant must submit green U.S.P.S. certified mail receipts, as well as, U.S.P.S. return receipt post cards as proof of certified mailing to the B.O.S. Clerk at the hearing.

The applicant needs to submit a plan as soon as possible (as indicated on the Guidelines Form) and meet with Animal Control (contact Police Dept. @ (508) 987-0156 – they will take a message) and the Board of Health (508) 987-6045.

B.O.S. office sends Application for Special Permit to the following Town Departments to ask for their recommendations to the Board of Selectmen:

Town Manager  
Animal Control  
Board of Health Agent  
Town Engineer  
Conservation Commission

(Have the department submit these no later than one week prior to the applicant's public hearing so that the Board of Selectmen will have time to review them before the vote.)

If approved by the B.O.S., the fee for the permit is \$50.00 and must be renewed annually by the applicant before the anniversary date of issue. (This is a simple process, whereby the B.O.S. office sends a reminder invoice approximately 3 weeks prior to expiration.)

B.O.S. office must prepare a Certificate of Action to be submitted to the Town Clerk for an appeal period of 20 days, after which the Town Clerk may prepare a Certificate of "No Appeal".

Remind applicant to attach their Special Permit to their deed at the Registry of Deeds in Worcester.

Note: Snakes eight (8) feet in length or longer must apply for a state permit in addition to the Town Special Permit.