

TOWN OF FALMOUTH

Select Board Office, 59 Town Hall Square, Falmouth MA 02540 – 508-495-7320

Applications can be emailed to licensing@falmouthma.gov, mailed, or submitted to the Select Board Office.

Requests can take several weeks to review, then are submitted for approval by the Select Board, after which the license must be recorded at the Registry of Deeds .

Temporary Grant of Access License Procedure

1. Applicant should submit a formal letter to the Select Board with their name, email address, telephone number, and address of the subject property, describing the location, why the request is being made, and a Site Plan showing the area to be licensed. Letters should include the following:
 - What proposed work requires temporary access to town property? Are there construction or other projects on the property associated with the request?
 - Are there Building, Zoning, or other permits associated with the request? (If a Special Permit is needed from the Zoning Board of Appeals that application must be started *before* applying for the Grant of License which would be approved *pending* ZBA approval.)
 - If so, what is the status of the permits?
2. The Site Plan must contain the following:
 - Labeled as Exhibit (to be referenced in License)
 - Date
 - Scale
 - North Arrow
 - Monumentation related to the property
 - Property lines
 - Existing Improvements and setbacks
 - Right of Way labeled
 - Edge of pavement, sidewalk, and curbing (if present) depicted
 - Encroaching Improvements that are subject of the license clearly identified
 - Owner
 - Address
 - Deed Reference
 - Assessor Parcel Number
3. The letter and plan are reviewed by the Town Engineer, Zoning, and Town Counsel. The Conservation office or other departments may be included depending on the location and nature of the request.
4. Review by the Select Board is *tentatively* scheduled pending completion of the review.
5. If there are corrections needed or other concerns, the applicant can amend the request and resubmit.
6. If no change is needed, a license is prepared for Select Board approval.
7. Copies of the license are filed with Town Counsel's office and the Town Clerk, and a copy is emailed to the applicant.