



About This Guide:

The purpose of this Business & Permitting Guide is to serve as a marketing tool to attract new businesses to the Town of Stoughton and to serve as a “How To” open a business in the town guide. The guide was developed by the Director of Economic Development with assistance from the Metropolitan Area Planning Council utilizing a District Local Technical Assistance (DLTA) Grant from the State.

It is highly recommended that a prospective business review this document and then contact the Director of Economic Development, Pamela McCarthy who can be reached at 781-341-1300 x9265 or pmccarthy@stoughton-ma.gov

This Guide Contains:

- Welcome Letter from Town of Stoughton
- Regional Context Map
- Zoning Map
- Key Town Official Contact Information
- Government Officials
- Local Utility Information/Community Data
- Business Resources for Start-up and Expansion
- Workforce Development & Training
- Required Licenses and Permits by Department (including fees)
- Permitting Flow Chart
- Stoughton Center Design Guideline Overview
- Local Amenities
- Community Organizations
- State Tax Incentives
- Request for Joint Department Meeting Form
- Acknowledgements

Additional Information Available Upon Request

Welcome to Stoughton, Massachusetts



In order to create a business friendly atmosphere the Economic Development Director serves as a primary point of contact for businesses. The Director will guide businesses through the process as they locate in or expand their existing business in the Town of Stoughton. Joint meetings with multiple departments will be arranged when necessary to expedite the licensing and permitting process.

The Town of Stoughton has adopted an Economic Development Master Plan which emphasizes the community's desire to attract additional businesses as well as support existing ones. Recently there has been a great deal of activity with new residential, commercial and mixed use projects being proposed and built with increasing frequency.

Businesses of all sizes are prospering in the Town of Stoughton including small retail establishments, professional offices, and restaurants as well as nationally recognized establishments such as Target, IKEA and Amazon. There is a wide variety of available housing options suitable for all income levels including affordable apartments, condominiums and single family homes.

A skilled workforce exists. However, if specialized training is necessary area schools including Massasoit Community College and Bridgewater State University are able to tailor programs to meet the needs of the employer.

The Town of Stoughton is committed to creating a high quality of life for its residents and the people that work here. Our community preservation committee has been purchasing and maintaining open space for the enjoyment of all. We have beautiful trails, playgrounds and a swimmable beach as well as a town owned golf course. Our recreation department as well as the Old Colony YMCA offer classes to keep people active.

Stoughton's convenient location close to Boston and affordability has attracted both businesses and residents. The close proximity of major highways as well as a commuter rail stop located in the Downtown makes it easy for employees, goods and customers to travel to and from your businesses.

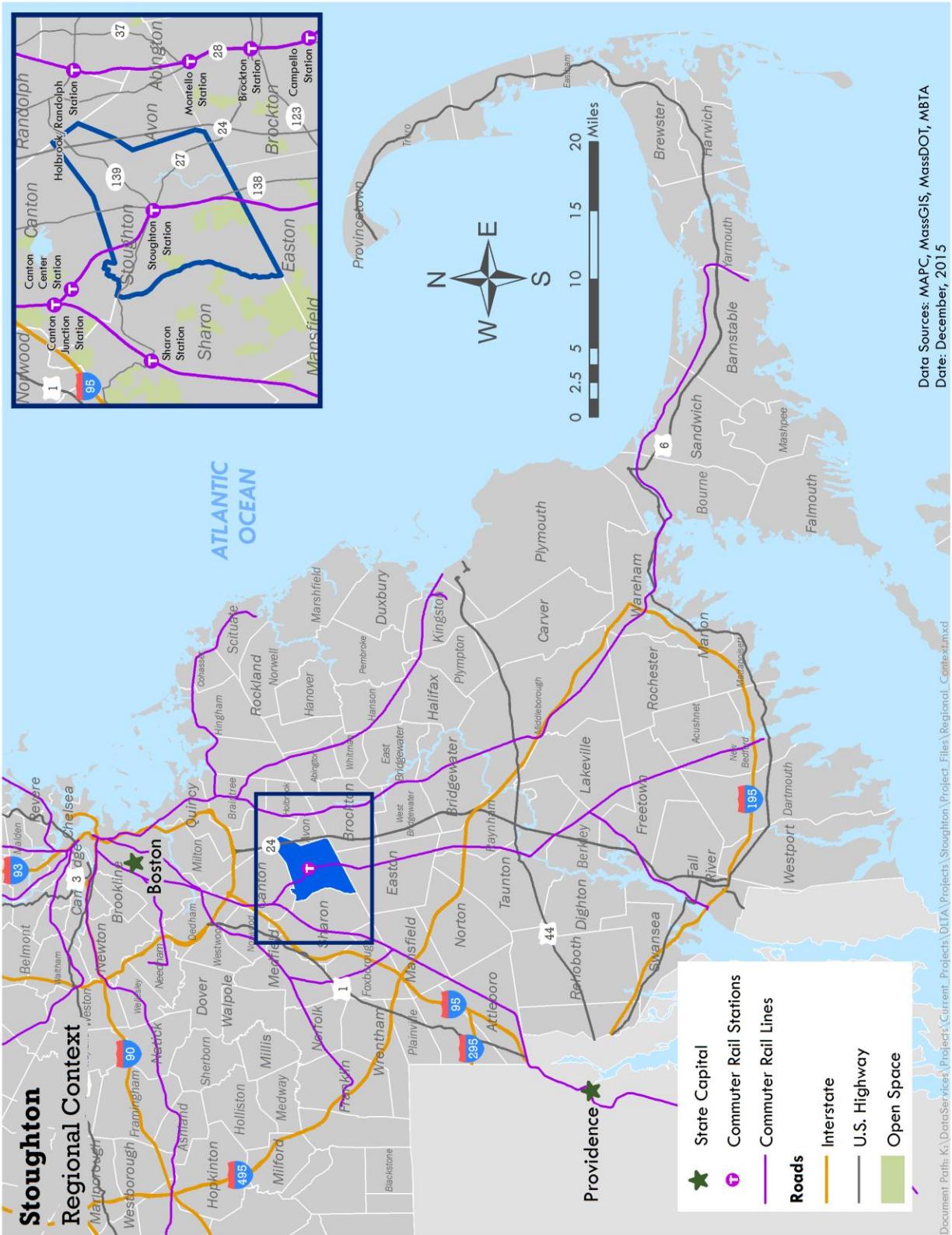
The Town will consider requests from companies that are providing a significant number of jobs and/or a substantial monetary investment to provide a tax incentive. If a tax incentive (TIF) is approved at the local level a company is then eligible for State tax incentives that can be significant.

If you would like additional information about starting or expanding a business please contact the Economic Development Director, Pamela McCarthy at 781-341-1300 x9265 or pmccarthy@stoughton-ma.org.

Sincerely,

Robin Muksian, Town Manager

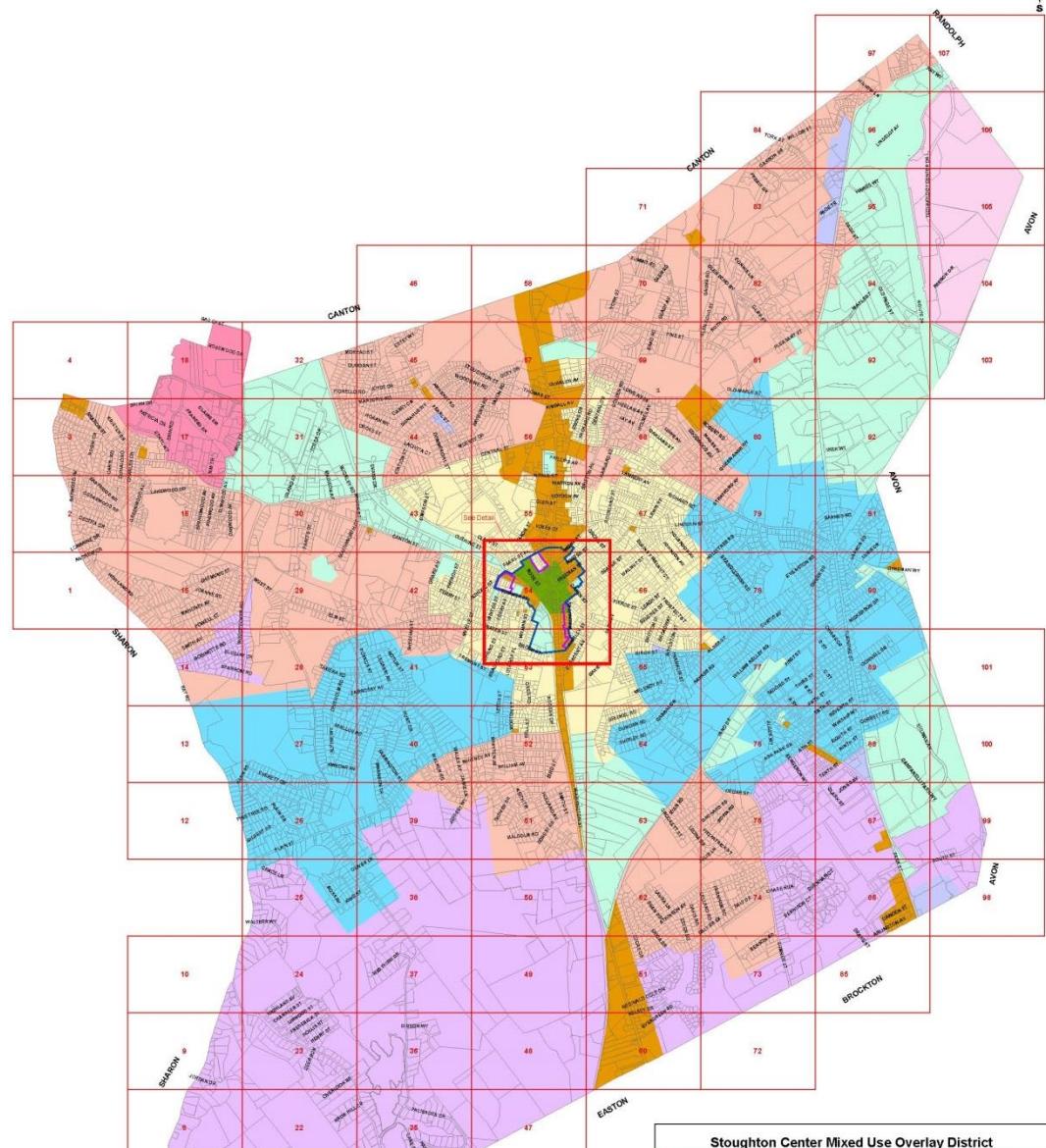
Pamela McCarthy, Economic Development Director





Town of Stoughton
Massachusetts

ZONING MAP



Legend

MAP INDEX

PARCEL

ZONING DISTRICTS

CBD

GB

HB

I

NB

RA

RB

RC

RM

RU

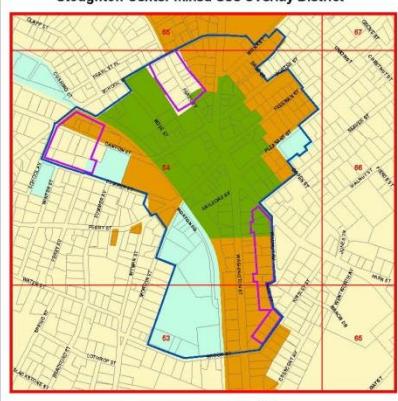
Area "A"

Area "B"

1 inch = 1,250 feet

0 1,250 2,500 5,000 7,500 Feet

Stoughton Center Mixed Use Overlay District



Stoughton Mixed Use Overlay District
Area "A" 78,2012
Area "B" 78,2012
1/2012

Contact Information

Town Hall 10 Pearl Street Stoughton, MA 02072
Main Number: 781-341-1300 Web: www.stoughton.org

Primary Point of Contact for Businesses

Economic Development Department

Pamela McCarthy, Economic Development Director
pmccarthy@stoughton-ma.gov
781-341-1300 x9265

Contact to set up initial meeting (joint department if necessary)

Executive Director of Development Services/Interim Town Manager – Marc Tisdelle

Reggie Medeiros-Kowalczykowski – Executive Assistant
reggie@stoughton-ma.gov 781-341-1300 x9211

<u>Board of Health</u> Lawrence Perry Town Sanitarian lperry@stoughton-ma.gov Office Administrator Kristen O'Brien 781-341-1300 x9261	<u>Select Board</u> Debra LeBlanc Administrative Assistant dleblanc@stoughton-ma.gov 781-341-1300 x9212 selectmen@stoughton-ma.gov	<u>Building/Zoning Department</u> Jack Erickson Building Commissioner/Zoning Officer jerickson@stoughton-ma.gov 781-344-6070 Mary Martin, Building/Zoning Secretary 781-232-9241 Voicemail Call to Make Appointments with Inspectors
<u>Conservation Commission/Environmental Affairs</u> James B. Conlon, M.S., R.S. Environmental Affairs Officer jconlon@stoughton-ma.gov 781-341-1300 x9262	<u>Engineering Department</u> Craig Horsfall, P.E. Interim Town Engineer chorsfall@stoughton-ma.gov 781-341-1300 x9264 Office Administrator, Kristen O'Brien 781-341-1300 x9261	<u>Fire Department</u> Michael Carroll, Fire Chief mcarroll@stoughton-ma.gov 781-344-3170 Headquarters located at 1550 Central St.
<u>Planning Department</u> Craig Horsfall, P.E. Acting Town Planner chorsfall@stoughton-ma.gov 781-341-1300 x9264 Office Administrator Kristen O'Brien 781-341-1300 x9261	<u>Public Works Department</u> Paul Giffune Superintendent pgiffune@stoughton-ma.gov 781-344-2112 Located at 950 Central Street	<u>Town Clerk</u> Stephanie Carrara, CMC/MMC Town Clerk scarrara@stoughton-ma.gov 781-341-1300 x9224

Government Officials

LOCAL

STOUGHTON SELECTMEN

Debra Roberts – Chair

Stephen Cavey – Vice Chair

Scott Carrara

Louis Gitto

Joseph Mokrisky

Stoughton Town Hall

10 Pearl Street

Stoughton, MA 02072

781-341-1300 x9212

selectmen@stoughton-ma.gov

STATE

GOVERNOR

Charlie Baker

Massachusetts State House

Office of the Governor

Room 280

Boston, MA 02133

617-725-4005

STATE SENATOR

Walter Timilty

Massachusetts State House

Room 213-B

Boston, MA 02133

617-722-1643

Walter.Timilty@masenate.gov

STATE REPRESENTATIVES

William C. Galvin

Massachusetts State House

Room 166

Boston, MA 02133

617-722-2692

William.Galvin@mahouse.gov

Edward Philips

Massachusetts State House

Room 33

Boston, MA 02133

617-722-2060

Edward.Philips@mahouse.gov

Utility Information/Community Data

Stoughton Utilities		
Type	Company	Contact
Cable/Internet/Phone	Comcast	1-844-818-9893
	Verizon	1-888-743-7211
Electricity	National Grid	1-800-322-3223
Natural Gas	Columbia Gas	1-800-677-5052
Water	Stoughton Department of Public Works (call for new connection)	781-344-2112
	Stoughton Water Department (call to transfer billing information to new business)	781-341-1300 x9379
Sewer	Stoughton Engineering Dept.	781-341-1300 x9261
Septic	Stoughton Board of Health	781-341-1300 x9273
Well	Stoughton Board of Health	781-341-1300 x9273

Community Data	
Location	
Stoughton is located 18 miles southwest of Boston in Norfolk County	
Community Facts:	
<ul style="list-style-type: none"> Total Area : 16.3 sq. miles Population (2010 Census): 26,962 Labor Force (16+,2012): 15,418 Median Age: 42.9 Number of Households: 10,596 Median Household Income: \$74,262 	<ul style="list-style-type: none"> Mean SF House Assessed Value (2018): \$367,000 Job Growth % (2010-2012): 7.8% Residential Tax Rate: \$14.41/\$1000 of valuation Commercial, Industrial & Personal Property Tax Rate: \$24.20/\$1000 of valuation
Sources: MA EOLWD (Data Common) 2006-2012; MassStats, 2010 Census; 2009-2013 ACS, Stoughton Assessor's Office	

Business Resources for Start Up & Expansion

Small Business Administration (SBA) – Massachusetts District Office

The SBA offers free or low cost, confidential, one-on-one counseling, classroom and web-based training, assistance in obtaining business loans, venture capital, surety bonds and government contracts. They partner with SCORE, the Massachusetts Small Business Development Center Network and the Center for Women & Enterprise and the Northeast Veterans Business Resource Center (NEVBCR).

Robert H. Nelson, District Director
10 Causeway Street, Room 265, Boston, MA 02222
617-565-5590 rnelson@sba.gov www.sba.gov/ma

Massachusetts Small Business Development Center Network (MSBDC) –

Southeast Regional Office The Massachusetts Small Business Development Center (MSBDC) Network provides one-to-one free comprehensive and confidential services focusing on, business growth and strategies, financing and loan assistance as well as strategic, marketing and operational analysis. In addition, low cost educational training programs are offered across the state targeted to the needs of small business.

200 Pocasset Street, Fall River, MA 02721
508-673-9783 (call to set up appointment locally) www.msfdc.org/semass

SCORE

Network of entrepreneurs, business leaders and executives who volunteer as mentors for small businesses.

1-800-634-0245 help@score.org www.SCORE.org

South Eastern Economic Development Corporation (SEED)

SEED was established in 1982 as a non-profit corporation and certified by the Small Business Administration (SBA) to package loans under the SBA 504 Program. SEED's mandate is to assist small businesses to start up, expand and create new jobs.

80 Dean Street (Route 44), Taunton, MA 02780
508-822-1020 info@seedcorp.com www.seedcorp.com

Massachusetts Office of Business Development (MOBD)

The Massachusetts Office of Business Development (MOBD) is the state's one-stop source for

businesses seeking to relocate to Massachusetts and businesses wishing to expand their current operations in MA.

Peter Milano, Senior Director – Business Development
360 Merrimack Street, Building 5, Lawrence, MA 01843
978-970-1193 peter.milano@massmail.state.ma.us www.mass.gov/mobd

MassDevelopment – Southeastern Massachusetts Regional Office

Provides an array of financing programs and real estate development expertise.

Jay Pateakos, Vice President, Business Development
275 Martine Street, Suite 201, Fall River, MA 02723
508-678-0533 jpateakos@massdevelopment.com www.massdevelopment.com

Massachusetts Life Science Center

The MLSC is an investment agency that supports life sciences innovation, research, development and commercialization.

1075 Main Street, Suite 100, Waltham, MA 02451
781-373-7777 info@masslifesciences.com www.masslifesciences.com

ACCION

Non-Profit providing affordable loans to entrepreneurs

Andrea Ierace, Manager of Lending – New England/Accion East
10 Fawcett Street, Suite 204, Cambridge, MA 02138
617-616-1598 www.accioneast.org

Massachusetts Growth Capital Corporation (MGCC)

The Mission of the Massachusetts Growth Capital Corporation is to create and preserve jobs at small businesses, women and minority owned businesses, and to promote economic development.

529 Main Street, Suite 201, Charlestown, MA 02129
617-523-6262 mgcc@massgcc.com www.massgcc.com

Discover Stoughton MA Marketing App

DISCOVER STOUGHTON MARKETING APP LAUNCH

Easily Search Stoughton Businesses on Your Phone

The Town of Stoughton has launched a marketing app that will allow Stoughton businesses the opportunity to market their business as they continue to recover from the impact of COVID-19. The app is also very useful to Stoughton residents and visitors that want to quickly search for businesses and restaurants as well as other information about Stoughton.

To Download the free app search for **Discover Stoughton MA** in your phone's app store.

Business Owners need to Claim your business. This will allow you to add your logo and photos, update information and business hours and offer local deals and special offers for free. Go to <http://claim.mycivicapps.com/> If you don't see your business or have questions email: [ListMyLocalBusiness@gmail.com](mailto>ListMyLocalBusiness@gmail.com)

The app is made possible through the work of Old Colony Planning Council working with the Town of Stoughton's Economic Development Department and with grant funding from the MA Office of Business Development.

If you have questions contact Pamela McCarthy, Economic Development Director at pmccarthy@stoughton-ma.gov



STOUGHTON IS IN YOUR HANDS
DOWNLOAD THE APP!

#DiscoverStoughtonMA

Discover Stoughton MA app interface showing a hand holding a smartphone displaying the app's home screen with various icons and a background image of a historic building.

STOUGHTON Business owners:
Claim your business!
You can add your logo and photos, update information and business hours, offer local deals and special offers for FREE.
<http://claim.mycivicapps.com/>
If you don't see your business or have questions, email: [ListMyLocalBusiness@gmail.com](mailto>ListMyLocalBusiness@gmail.com)

THE APP IS MADE POSSIBLE THROUGH THE WORK OF OLD COLONY PLANNING COUNCIL IN COOPERATION WITH THE TOWN OF STOUGHTON AND WITH GRANT FUNDING FROM THE MA OFFICE OF BUSINESS DEVELOPMENT.

Workforce Development & Training

MassHire Greater Brockton Career Center – A Program of UMass Donahue Institute

The MassHire Greater Brockton Career Center has a Business Services Team that is ready to help your company. Regardless of where you are in the business cycle, talk to our team about the wide array of programs, grants, and services including job postings, recruiting, on-the-job training and incumbent employee training that are available, free of charge.

Andrea Kingman, Manager of Business Services
34 School Street, Brockton, MA 02301
508-513-3442 akingman@masshirebcc.org <https://masshiregbcc.org/>

Greater Brockton Workforce Board

The Brockton Area Workforce Investment Board is one of 16 Workforce Investment Boards (WIB) statewide working to build links between the business community and the workforce. The WIBs also help connect employers with job seekers and provide current members of the workforce, and those seeking employment, with the training they need.

Sheila Sullivan-Jardim, Executive Director
34 School Street, Brockton, MA 02301
508-584-3234 admin@masshiregbwb.org masshiregbwb.org

Commonwealth Corporation - Workforce Training Fund Program

The Workforce Training Fund Program helps address business productivity and competitiveness by providing resources including grants to Massachusetts businesses to fund training for employees.

2 Oliver Street, 5th Floor, Boston, MA 02109
617-727-8158 info@commcorp.org
https://commcorp.org/header_program/workforce-training-fund-program/

Massasoit Community College – Workforce Development and Community Education

Corporate & Professional Training for Your Organization. Will offer training at your site or one of three campuses including Brockton, Canton and Middleborough.

Maryellen Brett, Director
508-588-9100 x1302 mbrett1@massasoit.mass.edu
<https://massasoit.edu/academics/department/corporate-education/>

New Business - Steps for Licensing and Permitting

NOTE: Requirements are Business Specific - The Required Steps for Individual Businesses will be Checked off by Town Staff per Request; Fees are Subject to Change and Amount should be confirmed



Economic Development Office

The Director of Economic Development works under the direction of the Town Manager to facilitate the recruitment of new businesses and the retention of existing businesses. Technical assistance is provided to businesses as they seek resources available at the local and state level to assist with opening a new business or expanding an existing business in the Town of Stoughton. The Director acts as the Primary Point of Contact to entrepreneurs and business owners as they navigate the town's licensing and permitting process.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Contact Economic Development Director Pamela McCarthy 781-341-1300 x9265; pmccarthy@stoughton-ma.gov	Call or email Pamela McCarthy to determine if a joint department meeting is necessary. If it is, fill out "Request for a Joint Department Meeting Form" near end of guide and submit to Pamela McCarthy. (for smaller businesses a phone conference may only be necessary or a meeting with select departments)	N/A	



Town Clerk's Office

The Town Clerk acts as the Licensing Officer issuing state licenses such as marriage licenses, raffle/bazaar permits, Las Vegas Night permits as well as county and town licenses including dog and kennel licenses, burial permits, business certificates, auctioneer licenses, fuel storage permits, and physician registrations. The Town Clerk also serves the roles of Public Information Officer, Public Records Officer and Recording Officer.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Business Certificate	Prior to Opening Owner or Officer needs to sign; or needs to be notarized	New -\$50/4 years Discontinuing /Withdrawing \$25	
Underground Storage License	Yearly – Due in April	\$50	



Board of Selectmen

The Board of Selectmen is a five member board of elected officials who serve as the Town's chief policy board. The Board of Selectmen also serves as Licensing Authority, Street Commissioners and Water/Sewer Commissioners. A more complete description of the Selectmen's duties and responsibilities is contained in Article 3 of the Town Charter. Board members are elected for three year staggered terms.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Alcohol:			
Inn Holder/All Alcoholic Beverages	Contact Sharon Richmond, BOS Office	\$2,205	
Common Victualler/All Alcoholic Beverages	Contact Sharon Richmond, BOS Office	\$1,475	
Common Victualler/Beer and Wine Beverages	Contact Sharon Richmond, BOS Office	\$1,025	
Club/All Alcoholic Beverages	Contact Sharon Richmond, BOS Office	\$ 825	
Package Store/All Alcoholic Beverages	Contact Sharon Richmond, BOS Office	\$1,525	
Package Store/Beer and Wine Beverages	Contact Sharon Richmond, BOS Office	\$1,025	
Annual Licenses:			
Automotive Class I,II, III Dealer License	After Zoning is Approved Contact Sharon Richmond, BOS Office	\$100	
Taxi License	Contact Sharon Richmond, BOS Office	\$50/vehicle	
Common Victualler	Contact Sharon Richmond, BOS Office	\$50	
Automatic Amusement	Contact Sharon Richmond, BOS Office	\$100/each	
Billiards	Contact Sharon Richmond, BOS Office	\$100/each	
Lodging House	Contact Sharon Richmond, BOS Office	\$20	
Junk Collector (Pawn, Flea Market)	Contact Sharon Richmond, BOS Office	\$15	
Second Hand Jewelry	Contact Sharon Richmond, BOS Office	\$25	
Entertainment/Weekday, Saturday	Contact Sharon Richmond, BOS Office	\$25	
Entertainment/Sunday	Contact Sharon Richmond, BOS Office	\$50 plus State fee	
Fortune Teller	Contact Sharon Richmond, BOS Office	\$20	
Temporary Licenses:			
1-Day Beer and Wine	Contact Sharon Richmond, BOS Office	\$50/day	
1-Day All Alcoholic Beverages	Contact Sharon Richmond, BOS Office	\$50/day	



Board of Health

The Board of Health has the authority and responsibility to promulgate local regulations which are intended to protect the health, safety and well-being of the citizens. That responsibility is met by permitting, licensing and inspectional services.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Food Services Establishment Permit	After Business Certificate Obtained		
A. Food Services Establishment Permit	Application is filled out completely with Serve Safe certificates, Allergen Awareness (25+ seats), Worker's compensation forms and legible floor plan.	0-24 Seats \$150; 25-100 seats \$200; 101+ seats \$300	
B. Retail Food Service Establishment Permit	Application is filled out completely with Worker's Compensation forms and legible floor plan. If retail establishment has prepared non PHF for sale, a retail w/limited food service is required with Serve Safe certificates.	Retail food \$150; Retail Food w/limited food service \$150	
C. Bakery	Application is filled out completely. Serve Safe certificates are required, Allergen Awareness (25+ seats), Worker's compensation forms and legible floor plan.	Bakery \$150; Bakery w/limited food 0-25 seats \$200	
D. Frozen Desserts (manufacturing ice cream, ex. Soft Serve).	Application is filled out completely. Serve Safe certificates are required, Allergen Awareness (25+ seats), Worker's compensation forms and legible floor plan.	\$50	

Applications for Permits A-D are on the same "Food and Retail Application"

Tobacco Permit	Tobacco Applications are filled out, including forms to prevent Youth Sales are required as well as the Worker's Compensation form	\$100	
Tanning Salons	Applications are filled out including the Worker's Compensation form and legible floor plan.	\$100 per establishment	
Body Art Establishment/Practitioner	Applications are filled out for both the establishment and person performing the body art. Worker's Compensation form required. See application for list of additional paperwork needed for practitioner. Note: Tattoo Parlors are only allowed by Special Permit of Zoning Board of Appeals (ZBA), only in Highway Business (HB) Zone.	Practitioner \$100; Establishment \$200	

Dumpster Permits	Dumpster permits are required for all establishments that have a dumpster 4 cu yards or more or if total number of dumpsters equal greater than 4 cu yards and will be on the property for more than 6 months. There is no dumpster fee for recycling dumpsters at this time.	\$50 per dumpster; no more than \$250 per establishment Note: Dumpster Fees are included in the Food and Retail Food Establishment Permits.	
Mobile Food Trucks	Application is filled out, inspection of truck is required. Worker's Compensation form required. Application is sent to the P.D. for review.	\$125 per truck	
Public and semi-Public swimming pools/Whirlpools	Application is filled out. Certificates for Lifeguards and CPR trained staff are to be provided.	Year round \$100; Seasonal \$75	
A pre-Opening inspection is performed for all new establishments that require Board of Health permits excluding Dumpster permits. For new establishments in Stoughton that require a dumpster, the dumpster location should be clearly shown on the plan as per the dumpster regulations. A Dumpster Variance application is available.			



Planning Board

The Stoughton Planning Board is responsible for numerous matters related to community planning, development, and land use. The Board also has jurisdiction over the permitting process for subdivisions, site development, and projects proposed within the Stoughton Center Mixed Use Overlay District as well for site plan review of larger projects.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Form A/NR (Approval Not Required)	Required for all land that is subdivided	\$100, plus \$50 for each lot	
Definitive Subdivision Plan	Required for all subdivisions	\$2,000	
Modification of a Definitive Subdivision Plan	Required if subdivision plan is modified	\$500 plus \$50 for each new lot created	
Stoughton Center Mixed Use Overlay District (SCMUOD)	Defined Downtown Area (see zoning map) – Special Permit and Site Plan Review process	\$500 plus \$.10 per sq. ft. of gross floor area	
Site Plan Approval	Required for new business, commercial, industrial and site expansion of the use.	\$500 plus \$.10 per sq. ft. of gross floor area	

Sign Permit	Required for signs that exceed the zoning bylaw. Requirement requires a “Special Permit” (check with Building Department)	\$150	
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All subdivisions, special permits and site plans will require public hearings according to the Zoning Act, Chapter 40A. The proposal shall be advertised for two (2) successive weeks. The Applicant will be responsible for the advertisement costs.



Building Department

The Building Department oversees the construction, alteration, repair and demolition of structures throughout the town. We enforce bylaws and regulations related to zoning, building, plumbing, gas-fitting, electrical, fire safety and demolition

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Certificate of Inspection	Required for certain occupancies – Inquire at Building Department	\$75	
Certificate of Occupancy	Required for new or change of occupancy – Inquire at Building Department	\$50	
Building Permit	Required for most construction projects – Inquire at Building Department	\$11/1000 Res. \$15/1000 Commercial	



Zoning Board of Appeals

The Zoning Board conducts hearings and decides on the merits of granting variances and special permits. Applications are handled by the Building Department.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Request for Variance or Special Permit	Apply at Building Department	Varies	



Engineering Department

The Engineering Department provides assistance to property owners by maintaining records of water and sewer services, stormwater infrastructure, on-site septic systems, and development plans. The Engineering Department will also provide guidance in drainage matters and other site issues. The office reviews development plans for the Planning Board, Conservation Commission and Zoning Board of Appeals. Once these projects are approved, the office periodically inspects the developer's work to assure compliance with the approved plans. The Department inspects and issues sewer connection permits and minor permits associated with building additions, decks, pools, etc.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Sewer Connection Permit	All new sewer connections or repairs to sewer service connections are permitted at the Engineering Department. Engineering staff will inspect construction for conformance to Town standards.	Residential =\$50 Commercial= \$2/gallon	
Minor Building Permit	Required for all small building projects such as additions, decks, pools, solar array, etc.	Residential=\$30 Commercial=\$75	
Technical Engineering Reviews (Commercial, Industrial, etc.)	Required for all new Commercial, Industrial and Site Expansions	Included with Application Fee for Site Plan Review or Subdivision submittals	
Technical Engineering Reviews (Residential New Construction)	Required for all new Residential Construction	\$250 (includes one test hole)	
Site Development Inspections	Required for all new Commercial, Industrial, or Residential Building and Site Expansions	Included with Application Fee for Site Plan Review or Subdivision submittals	
Trench Permits	Required for any type of excavation classified as a "trench"	\$50	
Ground Water Determinations	Required for the design of building foundations, stormwater designs, or on-site sanitary disposal system. Engineering staff must be present at type of evaluation.	\$100	
Floodplain and Wetland Resource Assistance	We provide technical assistance to the public regarding flood zones and wetland resource areas.	No Charge	

Geographic Information System (GIS) Operations	With the use of our GIS system, we can make custom maps for any property located in Town. We can also generate abutter lists as required for many projects.	No Charge	
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Conservation Commission/Environmental Affairs Officer

The Conservation Commission and Environmental Affairs Officer determine whether or not there are wetland issues that need to be addressed when constructing a new building or adding onto an existing one.

Tasks/Forms/Applications	Instructions	Fee	Required (if checked)
Application for a Determination of Applicability (Not Including Wetland Resource Area Delineation)	Contact Environmental Affairs Officer at extension 9202 or 9187 for a list of instructions	<ul style="list-style-type: none"> - Basic Fee \$50 - Per Each New Single Family Lot \$100 - Addition to a Non Residence or Parking Lot, or for Earthwork to a Non Residence \$150 - Each New Non Residential Building & Associated Work \$250 	
Application for a Permit -Notice of Intent	Contact Environmental Affairs Officer at extension 9202 or 9187 for a list of instructions. Refer to S.191.94 for instructions.	<ul style="list-style-type: none"> -Basic Fee \$50 PLUS: - Commercial or Industrial Project (Including Res. Subdivisions) \$500 - Each Building Lot in or Partially in a Buffer Zone \$100 - Each Replication Area on the Site \$200 	

Application for Permit -Abbreviated Notice of Resource Area Delineation (ANRAD)	Contact Environmental Affairs Officer at extension 9202 or 9187 for a list of instructions.	Basic Fee \$50 PLUS: -Residential \$100 - All Other \$1.00/LF	
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Additional MassDEP Filing Fees will be necessary for most projects involving Wetland Filings.



Department of Public Works

The Department of Public Works manages the construction, maintenance, cleaning and use of public infrastructure throughout the town. Public Works is made up of Forestry & Parks, Highway, Water, Sewer, Sanitation and Maintenance. Public Works is responsible for streets, street lighting, pedestrian ramps, snow removal, deicing, cleaning and repairing of storm drains, water treatment and distribution, wastewater collection services, forestry and trash collection.

Tasks/Forms/Applications	Instructions/Timing	Fee	Required (if checked)
Water Connection Application	Fill out and submit to DPW prior to occupancy	None	



Fire Department (See Next Pages)



Stoughton FIRE & RESCUE

Emergency Numbers:

911, Alternate Emergency: (781) 344-3131

Address:

Station 1 - 30 Freeman Street

Station 2 - 1550 Central Street – Fire Department Headquarters and Fire Prevention Division
Stoughton, MA 02072

Plan Reviews

PLAN REVIEW - NEW OR RENOVATION

Stoughton Fire Department Plan Review is done in part to protect the consumer via the department overseeing and enforcing the codes and regulations in place for the safety of the general public. All plan reviews are conducted during normal business hours through the fire prevention division and administration at Station 2.

FIRE ALARM INSTALLATION WORK PERMITS & SPRINKLER INSTALLATION WORK PERMITS ARE REQUIRED INDEPENDENTLY OF ANY OTHER PERMIT

Commercial and/or Mixed Use - Completed by Fire Chief and/or Designee

Included in the review but not limited to the following:

- Emergency Lighting
- Directional Exit Signs
- Building Access & Egress
- Fire Lanes
- Sprinkler Design
- Fire Alarm System & Sprinkler Size (pending size of building & commodity protected)

- Fire Extinguishers - Amount & Placement (pending size of building & commodity protected)

Multiple Family Plan Review Three (3) Family or Greater - Completed by Fire Chief and/or Designee

Included in the review but not limited to the following:

- Fire Alarm System
- Emergency Lighting
- Directional Exit Signs
- Residential Sprinklers if applicable
- Carbon Monoxide Detectors

The Property Owner/Project Manager is to schedule a meeting with the Fire Chief; Required attendance at the meeting is the following:

- Project Manager if applicable
- Electrician and/or the Fire Alarm Company
- Sprinkler Company if applicable

Three (3) Sets of Plans are required

- One Marked and Stamped for the Actual System(s) for the Property Owner/Project Manager
- One Stamped for the Building/Zoning Commissioner
- Building Permit Application for signature
- One stamped set for Fire Department

Fees: See Fee Schedule on website or contact Fire Department for fee schedule

CONTACT THE FIRE CHIEF @ 781-344-3170 x 9751

Residential Plan Review: One (1) and Two (2) Family, Completed by the Fire Chief and/or Designee

Included in the review but not limited to the following:

- Fire Alarm System Only; Smoke Detectors & Heat Detectors
- Carbon Monoxide Detectors

Two (2) Sets of Plans are required:

- One Marked and Stamped for the Actual System for the Property Owner/Contractor
- One Stamped for the Building/Zoning Commissioner
- Building Permit Application for signature

FIRE ALARM PERMIT: Send in a licensed electrician to pull a Fire Alarm Permit, independent of all other permits prior to fire alarm work being started using the stamped plan as a guide

CONTACT DEPUTY CHIEF @ 781-344-3170 x 9752

Upon completion of the job call extension 781-344-3170 x 9750 to speak to Kathy to schedule a final inspection with the **Permit Number pulled by your electrician**. Final Inspection is included in the Fire Alarm Permit Fee.

This information is based on five (5) resources that Stoughton Fire Department adheres to:

1. Mass General Law, Chapter 148
2. Mass State Building Code, 780 CMR
3. Fire Prevention Regulations, 527 CMR 1:00 Massachusetts Comprehensive Fire Safety Code
4. Town of Stoughton Fire Prevention By-Law, Chapter 59
5. If applicable Elevator Regulations, 524 CMR
6. Mass.gov/dfs – Smoke/Carbon Regs

SMOKE INSPECTION

If you have questions about a commercial property or a 3 family or greater please contact the Fire Chief @ 781-344-3170, x 9751. For all other questions call the Deputy Chief @ 781-344-3170x

9752, or the Lieutenant of Fire Prevention @ 781-344-3170 x 9755. To schedule an appointment you may call Kathy @ 781-344-3170 x 9750.

Stoughton Fire tries to accommodate all residents in a timely manner. Typically we book smoke inspections 2 weeks in advance on Tuesday, Wednesday & Thursday mornings only. The certificate is valid for 60 days.

There is a **\$50.00*** fee per unit/two family or single family paid at the time of inspection in cash or a money order made payable to the Town of Stoughton. No personal and/or business checks are accepted. If there is not a representative at the inspection upon SFD arrival there is an additional **\$25.00*** fee per unit due when rescheduled. If the inspection fails there is an additional \$25.00* per unit due when rescheduled. **Fees are subject to change. Please contact Stoughton Fire Department to confirm current fee schedules.**

For all homeowners/realtors/contractors please have the existing homeowners name with the correct spelling available and a phone number to be used in case of cancellation due to an incident occurring that the inspector will be delayed or we have to reschedule. This is not a common occurrence but is needed in the event there is a major incident in or out of town.

According to Massachusetts General Law, Chapter 148, Section 59, you are to have your house number physically attached to the house, visible from the street, 3-inch numbers in height or greater, contrasting color to the house. The number may be on the door, the mailbox, a rock, a post, or the fence; that is not sufficient and is subject to failure. **It is imperative the number(s) is attached to the house.**

Smoke and CO Detector regulations. – See Town of Stoughton Website under Fire Department.

Carbon Monoxide Detectors need to be installed per Mass.gov/dfs – Smoke/Carbon Regs to pass inspection. - View site for more information.

Contractors or homeowners that have renovated please provide the Fire Alarm Permit number that was issued after the plan review and fee(s) were paid. This will enable SFD to cross reference our permit records for payment.

EMERGENCY CONTACT AND BUSINESS CONTACT INFORMATION

The following information will need to be provided:

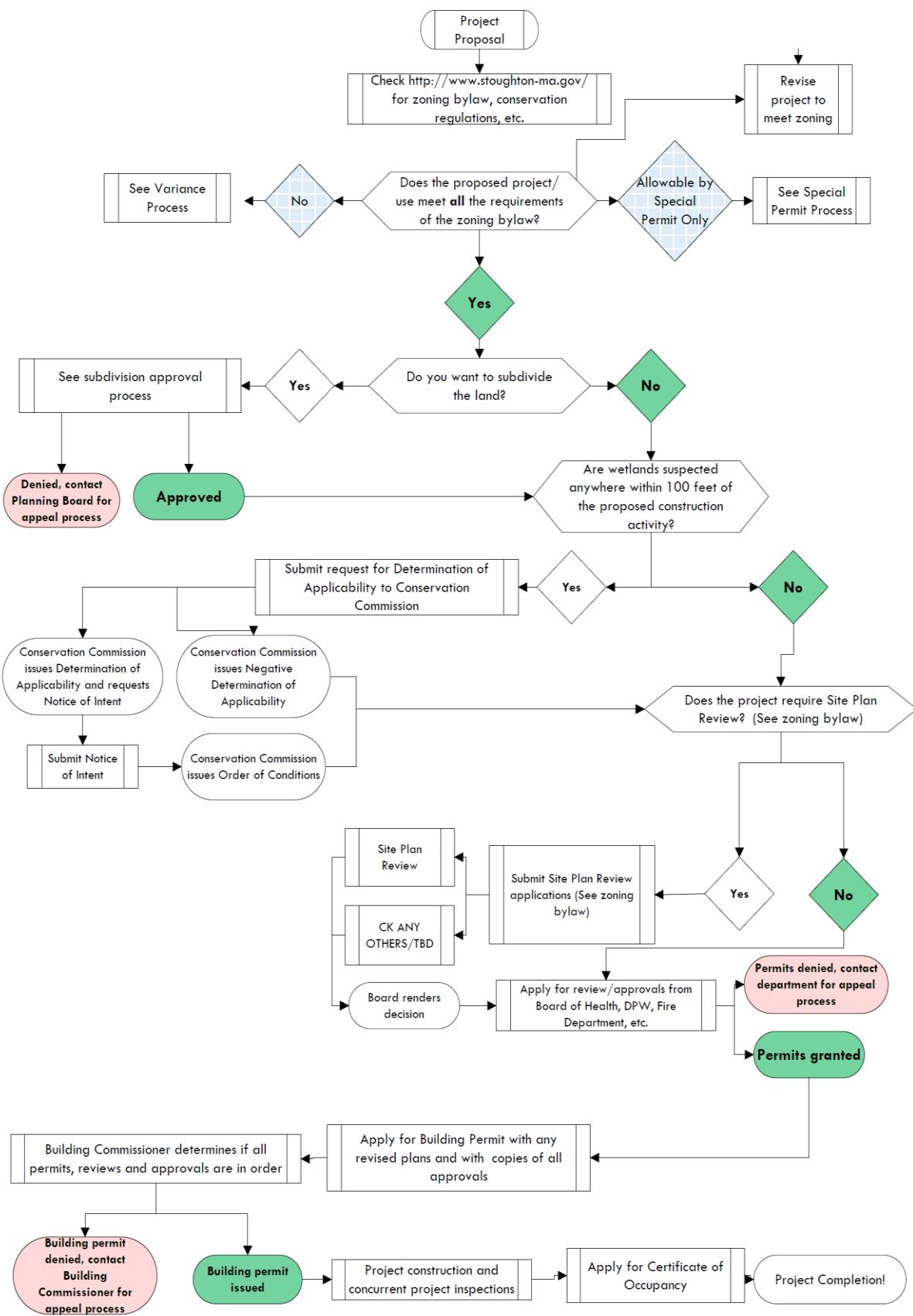
- Business Name
- Business Telephone Number
- Name of Owner/Manager

Emergency Contact Information:

- Two Emergency Contacts
 - Names
 - After Hours Telephone Numbers
 - Property Owner Contact Information

Please provide emergency contact information to Kathy McGrady @ 781-344-3170 x9750 or kmcgrady@stoughton-ma.gov

Permitting Flow Chart



Design Review Guidelines – Stoughton Center Mixed Use Overlay District

The Stoughton Center Mixed Use Overlay District (SCMUOD) zoning by-law enables residential development over, and in conjunction with retail and office uses within Stoughton's Downtown area. (See zoning map for designated SCMOUD area)

All projects using the Overlay District zoning by-law are required to undergo a Design Review process. Design Review involves assessment of the proposal against the relevant design guidelines contained in the Stoughton Center Design Review Guidelines document and the Site Plan Review criteria that is applied to all Special Permit applications under the Stoughton zoning by-laws. The Design Review process essentially provides a “one stop shop”, replacing the need to undergo a separate Site Plan Review for development proposals in the Overlay District.

Submission Requirements:

1. Color Photographs showing existing buildings and site conditions adjacent to the proposed project area
2. All data required to enable the SPGA to determine the amount and frequency of traffic volumes generated and the extent of compliance with off-street parking and loading requirements
3. Schematic design plans and elevations including:
 - ✓ Context plan showing existing and proposed building footprints and relationships to structures on contiguous lots
 - ✓ Site Plan which accurately locates all existing and proposed buildings and structures with their proposed uses as well as gross floor areas, parking areas, driveways, service areas, usable open space, landscaped areas (including proposed fences, walls, planting areas and walkways), all facilities for storm drainage, sewerage, refuse, other waste disposal and other utility systems
 - ✓ Ground Floor Plan indicating major dimensions, gross and net floor area, proposed uses of interior areas in appropriate scale, access points for pedestrian and service areas.
 - ✓ Typical floor plan indicating major dimensions, gross and net floor area, proposed uses and vertical circulation for upper level floors
 - ✓ Context elevations as viewed from street frontage(s) indicating the proposed building(s) and adjacent building(s)
 - ✓ Elevations defining heights, proposed entrances, fenestration, signage, all materials, finishes, colors and features of the entire project
 - ✓ Lot and building section, including relationship of building height and street width
 - ✓ Sign plan indicating location, size, illumination and design of all signs on the site
 - ✓

Note: The above list is not exhaustive. The Special Permit Granting Authority may require more or less information depending on the nature of each application.

A complete set of Design Review Guidelines as prepared by the Town of Stoughton and the Metropolitan Area Planning Council will be furnished upon request.

LOCAL AMENITIES

Cedar Hill Municipal Golf Course



Location: 1137 Park Street Phone Number: 781-344-8913 Stoughton.org/cedar-hill-golf-course-0

Cedar Hill Golf Course is a 9-hole Par 33 Golf course owned and operated by the Town of Stoughton. The Facility has a stocked golf shop, a restaurant and a practice putting green. The Mission of Cedar Hill Golf Course is to provide a positive golfing experience for a reasonable price.

Old Colony YMCA



Location: 445 Central St. Phone Number: 781-341-2016 oldcolonyymca.org/locations/Stoughton-branch

Corporate Membership Packages Available – Call for details

Benefits of Healthy Employees: Increased Morale, Productivity and Retention; Decreased Absenteeism and Healthcare Costs

Our Offerings Include: Group Classes, Healthy Lifestyles, Personal Fitness and Water Activities

Open Space/Recreation

Ames Pond:



Ames Long Pond, located on Highland Street on the Stoughton/Easton border, is the location for the Town's supervised swimming program. Significantly removed from the hustle and bustle of downtown, the beach is located in a distinctly country setting. Bordered by shade trees, the beach area is a welcoming spot to beat the heat, especially for families with young children and senior citizens. Amenities include public bathrooms and a dock system. Water quality is tested weekly during the months of June, July, and August. The hours of supervision by certified lifeguards during the summer months are 10:00 a.m. to 5:00 p.m.

[The Bradley Lessa Memorial Playground & Storybook Trail:](#)



The Bradley Lessa Memorial Playground is located off of West Street. It is a magnificent playground nestled adjacent to the trails at the town-owned conservation land known as the Libby property. The playground structure was a gift to the Town in 2006 from the Lessa family in memory of their son.

In conjunction with the Stoughton Public Library and Public Works Department, the Storybook Trail offers the unique opportunity to walk in the woods and read a story at the same time. The library rotates in new books three to four times a year for your enjoyment throughout the seasons.

[Halloran Park & Children's Playspace at Halloran Park:](#)



Halloran Park features a 1/4 mile long lighted walking path around a 2 acre grass park featuring a basketball court and horseshoe pit.

The Children's Playspace at Halloran Park is a playground that was totally renovated in 2014. The playground features swings, a large slide, and a tire dragon. Picnic tables, grills and park benches border the playground equipment creating an area for all to relax at and enjoy.

LOCAL CLUBS & ORGANIZATIONS

As Listed in the Town of Stoughton Human Services Community Calendar

Amvets Post 1977 1575 Central St.781-344-7210 Meets every 4 th Tues. @ 7 p.m.	SAEC Stoughton Association of Exceptional Citizen781-344-7345
Clube Luis de Camoes 76 Porter St.781-344-9842	San John Filarmonica Society 845 Washington Street.....781-344-8314
Connect 24 Business Alliance (Stoughton/Randolph Chamber of Commerce) 65 Main St., Randolph, MA 02368.....781-963-6862 Email:.....info@connect24ba.com	Sons of Italy of Stoughton 548 R Washington Street.....800-552-6742
Friends of Stoughton Center Email:.....friendsofstooughtoncenter@gmail.com Websitefriendsofstooughtoncenter.org	Stoughton Beautification Committee Email:.....stoughtonbc@gmail.com
Food Pantries: St. Anthony's Free Market 2 Park Ave.....781-886-6070 x116 Email:.....foodpantry@stooughtoncatholic.org Friday mornings, 9 a.m. – 12 NOON & 2 nd Thurs. evening of each month 5-6 p.m. Ilse Marks Food Pantry 116 Seaver St. (behind First Methodist Church)781-344-2922 Tues. 8:30 – 10:30 a.m. Stoughton & Sharon Residents Only, ID required.	Stoughton Council on Aging 110 Rockland St., P.O. Box 582.....781-344-8882 Stoughton Fish & Game Association, Inc. 1651 Washington St..... Email:.....officers@stooughtonfishandgame.org
Fuller Craft Museum 455 Oak St., Brockton508-588-6000	Stoughton Historical Society 6 Park St.....781-344-5456 Open every Tues. 10-2 p.m. and Thurs. 6-8 p.m.
Girl Scouts Eastern MA Email:.....customercare@gsem.org	Stoughton Lions Club Darlene Hayner..... 781-408-1166 Meets every 2 nd & 4 th Tues. @ 6 p.m. at Cedar Hill
Knights of Columbus Grand Lodge of MA 14 Seaver St.781-344-9812	Stoughton Parent Advisory Council on Special Education Carolyn Campbell781-344-6714
Knights of Pythias Grand Lodge of MA 458 Pearl Street.....781-341-2422	Stoughton Public Library 84 Park Street781-344-2711 Website: www.stoughton.org/library
MOMS Club of Stoughton Email:.....stoughtonmc@gmail.com	Stoughton Public Health Association/Visiting Nurses 10 Pearl Street.....781-344-7011
National Scoliosis Foundation 5 Cabot Place #5781-341-6333	Stoughton Rotary Club Dave Sharaffa 339-987-7079 Meets every Mon. night @ Town Spa, 6 p.m.
Old Stoughton Musical Society P.O. Box 794781-775-9366 Website:oldstooughtonmusicalsociety.org	Stoughton Women's Club Email:.....n.urell@icloud.com Meets 1 st Thurs. each month
Portuguese National Club 21 Railroad Ave.781-344-9890	Stoughton Youth Commission 110 Rockland St.....781-341-2252
Rising Star Masonic Lodge 925 Pleasant Street..... 781-344-0059	VFW Post – Michael Romanuk 837 Washington St.....781-344-1645

YOUTH SPORTS & RECREATION

FACILITIES

As Listed in the Town of Stoughton Human Services Community Calendar

<u>Youth Sports & Recreation</u>		Gibbons School: Softball Field, Soccer Field, Playground Equipment
Blue Hills Regional Technical School District Pool Day 781-828-5800 x249 Night 781-828-5802 x249 Wellness Center 781-828-5807 x276		Dawe School: Softball Field, Playground Equipment, Basketball
Children's Playspace @ Halloran Park Pierce St. 781-341-1300 x9244		South School Playground: Softball Field, Playground Equipment
Men's Slo-Pitch Greg Bouffard 781-915-8733		Wilkins School Athletic Complex: Softball Fields(4 – one with lights), JV/Varsity Baseball Field, Walking/Jogging Path, Multi-Purpose Field, Playground Equipment, Comfort Station
P.O.P.S. (Parents of Performing Students Boosters) Marlene Elmowitz 781-344-4000 x1254		Halloran Park (behind Jones School): Basketball Court, Open Grass Area, Horseshoe Pit, Picnic Tables, Barbecue Grills, Children's Playspace
Stoughton Recreation Department 15 Pleasant Street 781-341-1300 x9244		Little League Field: Baseball Fields (8) Elm St.
Stoughton Youth Baseball & Babe Ruth Ken Arbit 781-344-2484		Babe Ruth Field 85 Drake St.
STOYAC - Softball Brian Driscoll 617-308-5499		Manfred Kolz Youth Soccer Fields:West St.
Basketball George Dolinsky 781-344-8304		Bradley Lessa Memorial PlaygroundWest St.
Pop Warner Football Valerie Napier 508-649-0233		Mark's Field: Youth LacrosseBlackstone St.
Stoughton Youth Soccer Kevin Grant 781-344-1310		Meade's Meadow: Ice SkatingWashington St.
Stoughton Youth LaCrosse Dean Russo 508-208-0330 stoughtonlax@gmail.com		Ames Pond: Fishing, Swimming – Recreational, Instructional & Swim TeamHighland St.
Stoughton Youth Flag Football Ken Arbit 781-344-2484		Faxon Veterans Memorial Park: Gazebo, Concerts, Park AreaPark St.
<u>Outdoor Sports & Recreation Facilities</u>		Municipal 9-hole Golf Course – Cedar Hill 1137 Park Street 781-344-8913 stoughton.org/cedar-hill-golf-course-0
Hansen School: Softball Field, Playground Equipment, Basketball		Old Colony YMCA – Stoughton Branch 445 Central Street 781-341-2016 oldcolonyymca.org/locations/stoughton-branch

Massachusetts Office of Business Development

Economic Development Incentive Program (EDIP)



State Tax Incentives Available to Certified Projects

Massachusetts Economic Development Incentive Program (EDIP). The Economic Development Incentive Program is a tax incentive program designed to foster full-time job creation and stimulate business growth throughout the Commonwealth. Participating companies may receive state and local tax incentives in exchange for full-time job creation, manufacturing job retention, and private investment commitments.

Projects require approval of the Massachusetts Economic Assistance Coordinating Council (EACC). The EACC is a state board comprised of public and private sector officials which reviews and makes determinations on EDIP Projects. The Board evaluates a project based on the project's economic impact, considering such factors as industry, location, private investment, job creation and job retention. The EACC's administrative arm is the Massachusetts Office of Business Development, whose 6 regional directors provide a centralized source of information for businesses and municipalities. There are four categories of projects for companies that generate substantial sales outside of the Commonwealth and are seeking the Economic Development Investment Program Credits (EDIPC):

- **Expansion Project (EP):** A full-time job creation and capital investment project that can be located in any of the Commonwealth's 351 cities and towns; must be accompanied by a local incentives agreement from the municipality.
- **Enhanced Expansion Project (EEP):** A project with exceptional employment growth of 100 new full-time jobs or more within 2 years from approval and a substantial capital investment that can be located in any of the Commonwealth's 351 cities and towns.
- **Job Creation Project (JCP):** A project with exceptional employment growth of a minimum of 100 new-full time jobs or more within 2 years from approval where the capital investment does not increase the assessed tax value of the project site. These credits may only be claimed after employment growth is verified.
- **Manufacturing Retention Project (MRP):** A project located in a gateway community that requires a business to make a substantial investment and to create at least 25 new full-time manufacturing jobs and/or retain at least 50 full-time manufacturing jobs.

Local Tax Incentives Available to Certified Projects

Tax Increment Financing (TIF). A TIF agreement is a negotiated agreement between a company and the municipality that exempts some percentage of the increased assessed value of the property taxes to be realized after the private investment is complete. The agreement is drafted by the municipality and then voted on by City Council or Town Meeting. TIF agreements must be structured for a minimum of 5 years, however, may not exceed 20 years. A TIF agreement requires that the full tax is paid on the property as assessed prior to the new investment. This exemption from new property taxes on the added value may range from 5% - 100% and may adjust for each year of the TIF agreement. Personal property taxes currently being collected are not affected but may be negotiated if both sides agree. Taxes on the base value of the real property mirror any changes to the municipality tax rate.

Special Tax Assessment (STA). A STA agreement is another tool by which a municipality can negotiate local incentives for a company that is creating jobs, retaining jobs and/or making a private investment. The process of how this agreement is drafted and approved is the same as a TIF agreement. STA agreements apply to the entire assessed value of the property, not just the added value of new investment; therefore, some current as well as future local tax revenues are exempted for the term of the agreement. STA agreements have 5 year minimum and 20 year maximum term and must comply with a statutory schedule that limits the maximum percentage of real estate taxes that can be collected during the first four years of the arrangement, although the parties can negotiate for even lower amounts.

Please note: The EACC must also approve all local TIF and STA agreements whether or not the project is seeking state incentives.

For more information on the EDIP please see: <http://www.mass.gov/hed/economic/eohed/bd/econ-development/>.

Request for Joint Department Meeting Form

For a New, Relocating or Expanding Business

Please fill out this form to request an initial meeting with department personnel that will be involved with your project. Once the information is provided you will be contacted by Pamela McCarthy, the Economic Development Director informing you what information you need to submit. Once the information is submitted and reviewed you will be contacted with an appointment date.

Business Name_____

Business Owner Name(s) _____

Business Owner(s) Mailing Address_____

Business Owner(s) Email Address _____

Business Owner(s) Phone Number_____

Current Business _____ Yes _____ No

If yes, is this a _____ Relocation _____ Expansion

Type of Business_____

Have you established a financing source? _____ Yes _____ No

Have you chosen a location? _____ Yes _____ No

If yes, address _____

Do you plan to _____ Purchase a Space _____ Lease a Space

If you are purchasing do you plan to:

_____ Make no changes _____ Renovate _____ Build New

If renovating will changes be to _____ Exterior _____ Interior _____ Both

If Building New approximate square footage will be _____

(form continued on next page)

Request for Joint Department Meeting Form (cont.)

How many employees do you plan have? _____

How many patrons do you expect on a daily basis? _____

Other information that you think that town officials should know about (i.e. – is a drive thru required; what type of signage will you require, etc.) _____

Acknowledgements

This Guide was created with the assistance of many individuals including:

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Gregory Goldberg, Deputy Fire Chief

Michael Hartman, Town Manager

Michael Laracy, Fire Chief

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Kathy McGrady, Fire Department Administrative Assistant

Thomas McGrath, Building Commissioner/Zoning Officer

Donna Nolan, Stoughton Water Department

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