



**CITY OF METHUEN
COMMUNITY DEVELOPMENT BOARD
APPLICATION FOR SITE PLAN APPROVAL**

APPLICANT:	Griffin Brook Owner LLC 55 Cambridge Street, Burlington, MA 01803
ADDRESS:	501 & 600 Griffin Brook Drive Methuen, MA

1. Application is hereby made for a Site Plan Approval under Section XII of the City of Methuen Comprehensive Zoning Ordinance.
2. Assessor's parcel ID of all affected parcels, location and general description of property bounded and described as follows:

Map 220, Parcel 165A, Lot 9D

Map 220, Parcel 165A, Lot 9E

- b. Premises affected are in Zoning District

IL

3. Ownership:

- a. Name and address of owner (if joint ownership, give all names):

Griffin Brook Owner LLC, 55 Cambridge Street, Burlington, MA 01803

- b. If applicant is not owner, check his/her interest in the premises:

	Prospective Purchaser Name	Address
	Lessee Name	Address
	Other Explain:	

4. General description of structure(s) and site:

Site: Warehouse / delivery hub
Building Size (inc. height & # of stories): 101,250 +/- sq. ft.
Site Amenities: Common Space Central Parking area, two separate loading facilities, fully accessible perimeter for fire truck access. Wooded buffer to adjacent properties.
Exterior Building Construction: Exterior walls are constructed of non-combustible insulated metal panels on a structural steel frame. Roof is a metal deck with continuous insulation and a Rubber Membrane roofing system. Concrete foundation and footings
Interior Building Construction: Building construction is intended to be Type IIA Construction for uses of B, S-1, F-1 and fully sprinklered. Interior construction of walls would generally be Gypsum wallboard on metal studs, Mezzanines if used would be constructed of steel frame as well.

Refer to plans numbered: **Site Development Plans Dated 4/6/2022** submitted with this application.

** In addition to the drainage calculations submitted, the Community Development Board may require the completion of traffic impact studies and review by the Commonwealth of Massachusetts.*

5. Deed recorded in Registry of Deeds in: Book: **16943** Page: **196** or
Land Court Certificate Number: _____, Book: _____ Page _____

I agree to pay for advertising in newspaper and incidental expenses:

SIGNED:



PRINTED:

Shawn Smith

DATED:

04/05/22

AUTHORIZATION

(to be signed by the owner of the subject property)

I am the record owner of the property for which this application is being filed with Community Development Board of the City of Methuen, and as such, I have been advised of and I am familiar with the work proposed for my property. My deed of ownership is recorded at the Essex North Registry of Deeds in book 16943

Page 196, and the street address is 501 & 600 Griffin Brook Drive

I hereby authorized and designate The Morin-Cameron Group, Inc. of
(name)

25 Kenoza Avenue, Haverhill, MA 01830
(address)

to file this application.

Name of Property Owner (please print) Griffin Brook Drive Owner LLC

Title: Vice President of Development

Signature: 

Date: 04/05/2022

Address: 55 Cambridge Street, Burlington, MA 01803

Telephone: (781) 272-2899

Kimberly Aulson

From: Solomon, Theresa M <TMSolomon@ci.methuen.ma.us>
Sent: Monday, March 7, 2022 2:32 PM
To: Kimberly Aulson
Subject: ABUTTERS LISTS
Attachments: 20220307142614861.pdf

Each list is \$35. I will need a \$70 check made to the City of Methuen.

*Theresa Solomon
Head Clerk
City of Methuen
Assessing Office
978-983-8530*

From: Ricoh <Ricoh@ci.methuen.ma.us>
Sent: Monday, March 7, 2022 2:26 PM
To: Solomon, Theresa M <TMSolomon@ci.methuen.ma.us>
Subject: Message from "RNP5838793FA2F8"

This E-mail was sent from "RNP5838793FA2F8" (MP 2555).

Scan Date: 03.07.2022 14:26:14 (-0500)
Queries to: ricoh@ci.methuen.ma.us



Patriot Properties

03/07/2022

2:26:24PM

Methuen

Abutters List

Filter Used: DataProperty.AccountNumber in (31005,15874,23913,15875,15876,29374,23918)

600 Griffin Brook Dr
220-165A-9D
Planning Board

22 MAR 7 PM 2:41

Certified Abutter's List
Assessor's Office

03/07/2022
2:26:24PM

**Methuen
Abutters List**

Page 1 of 1

Subject Parcel ID:

Subject Property Location:

ParcelID	Location	Owner	Co-Owner	Mailing Address	City	State	Zip
220-165A-103	4 WHEELER ST	BROX ERIC R	BROX PETER F TRS	200 N LOWELL ST	METHUEN	MA	01844-1847
220-165A-10A	200 NORTH LOWELL ST	HICKORY HILL GOLF COURSE IN		200 N LOWELL ST	METHUEN	MA	01844
220-165A-9D	600 GRIFFIN BROOK DR LT 5C	GRIFFIN BROOK DRIVE OWNER L		55 CAMBRIDGE ST	BURLINGTON	MA	01803
220-165A-9E	501 GRIFFIN BROOK DR LT 5B	GRIFFIN BROOK DRIVE OWNER L		55 CAMBRIDGE ST	BURLINGTON	MA	01803
220-165A-9F	401 GRIFFIN BROOK DR LT 6A	CAP FEDERAL LLC	C/O FARLEY WHITE MANAG	1001 PAWTUCKET BLVD	LOWELL	MA	01854
220-165A-9G	(NP) GRIFFIN BROOK DR LT 4A	WALES BROOK D TR	CAP FEDERAL LLC - PARK F	1001 PAWTUCKET BLVD	LOWELL	MA	01854
222-165A-107	(NP) WHEELER ST	BROX ERIC R	BROX PETER F TRS	200 N LOWELL ST	METHUEN	MA	01844-1847

Parcel Count: 7

End of Report

4 WHEELER ST	220-165A-103
LUC: 441	
BROX ERIC R	
BROX PETER F TRS	
200 N LOWELL ST	
METHUEN, MA 01844-1847	
200 NORTH LOWELL ST	220-165A-10A
LUC: 038	
HICKORY HILL GOLF COURSE INC	
200 N LOWELL ST	
METHUEN, MA 01844	
600 GRIFFIN BROOK DR LT 5C	220-165A-8D
LUC: 440	
GRIFFIN BROOK DRIVE OWNER LLC	
55 CAMBRIDGE ST	
BURLINGTON, MA 01803	
501 GRIFFIN BROOK DR LT 5B	220-165A-9E
LUC: 400	
GRIFFIN BROOK DRIVE OWNER LLC	
55 CAMBRIDGE ST	
BURLINGTON, MA 01803	
401 GRIFFIN BROOK DR LT 6A	220-165A-9F
LUC: 404	
CAP FEDERAL LLC	
C/O FARLEY WHITE MANAGEMENT CO	
1001 PAWTUCKET BLVD	
LOWELL, MA 01854	
(VP) GRIFFIN BROOK DR LT 4A	220-165A-9G
LUC: 442	
WALES BROOK D TR	
CAP FEDERAL LLC - PARK ROAD	
1001 PAWTUCKET BLVD	
LOWELL, MA 01854	
(VP) WHEELER ST	222-165A-107
LUC: 130	
BROX ERIC R	
BROX PETER F TRS	
200 N LOWELL ST	
METHUEN, MA 01844-1847	



Patriot Properties

Methuen

501 Griffin Brook Dr.
280-165A-9E
Planning Board

03/07/2022

Abutters List

2:28:12PM

Filter Used: DataProperty.AccountNumber in (31005,15874,23913,15875,15876,29374)

22 MAR 7 PM 2:41

Certified Abutter's List
Assessor's Office
Heidi J. J. J.

03/07/2022
2:28:12PM

**Methuen
Abutters List**

Page 1 of 1

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Parcel Count: 6

End of Report

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BROX PETER F TRS	
200 N LOWELL ST	
METHUEN, MA 01844-1847	
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1001 PAWTUCKET BLVD	
LOWELL, MA 01854	



5160®

Easy Peel® Address Labels
Bend along line to expose Pop-up Edge®Go to avery.com/templates
Use Avery Template 5160

Office of Economic &
Community Development
41 Pleasant Street, Suite 217
Methuen, MA 01844

Town of Dracut Planning Board
C/O Engineering Dept.
62 Arlington Street
Dracut, Ma 01826

Lawrence Planning Department
12 Methuen Street
Lawrence MA 01840

Department of Housing &
Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Griffin Brook Drive Owner, LLC
55 Cambridge Street
Burlington, MA 01803

The Morin-Cameron Group, Inc.
25 Kenoza Avenue
Haverhill, MA 01830

Town of North Andover
Office of the Planning Dept.
Com Dev & Economic Development
120 Main Street
North Andover, MA 01845

Pelham Planning Board
6 Village Green
Pelham, NH 03076

Department of Community
Development & Planning
36 Bartlett Street
Andover, MA 01810

Eric R. Brox
Peter F. Brox Trs
200 N. Lowell Street
Methuen, MA 01844-1847

CAP Federal, LLC
c/o Farley White
Management Co.
1001 Pawtucket Blvd.
Lowell, MA 01854

Salem Planning Board
33 Geremonty Drive
Salem, NH 03079

Economic Development and
Planning
City Hall, Room 201
4 Summer Street
Haverhill, MA 01830

Merrimack Valley Regional
Planning Commission
160 Main Street
Haverhill, MA 01830-5000

Hickory Hill Golf Course Inc.
200 N. Lowell Street
Methuen, MA 01844

Wales Brook D. Tr
CAP Federal LLC-Park Road
1001 Pawtucket Blvd
Lowell, MA 01854

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Community Development
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Hickory Hill Golf Course Inc.
200 N. Lowell Street
Methuen, MA 01844

Wales Brook D. Tr
CAP Federal LLC-Park Road
1001 Pawtucket Blvd
Lowell, MA 01854



Name and Address of Sender:

The Morin-Cameron Group, Inc.
25 Kenoza Avenue
Haverhill, MA 01830

Page 1 of 2

4046- 501 & 600 Griffin Brook Dr.
Site Plan Approval

Check type of mail or service

- ☐ Adult Signature Required ☐ Priority Mail Express
☐ Adult Signature Restricted Delivery ☐ Registered Mail
☐ Certified Mail ☐ Return Receipt for Merchandise
☐ Certified Mail Restricted Delivery ☐ Signature Confirmation
☐ Collect on Delivery (COD) ☐ Insured Mail
☐ Insured Mail ☐ Signature Confirmation Restricted Delivery
☐ Priority Mail

Affix Stamp Here
(for additional copies of this receipt).
Postmark with Date of Receipt.
\$13.20

USPS Tracking/Article Number

Addressee (Name, Street, City, State, & ZIP Code™)

Postage

(Extra Service) Fee

Handling Charge

Actual Value if Registered

Insured Value

Due Sender if COD

ASR Fee

ASRD Fee

RD Fee

RR Fee

SC Fee

SCRD Fee

SH Fee

1. Office of Economic & Community Development
41 Pleasant Street, Suite 217
Methuen, MA 01844

.53

2. Town of North Andover
Office of the Planning Dept.
Com Dev & Economic Development
120 Main Street
North Andover, MA 01845

.53

3. Salem Planning Board
33 Geremonty Drive
Salem, NH 03079

.53

4. Town of Dracut Planning Board
C/O Engineering Dept.
62 Arlington Street
Dracut, Ma 01826

.53

5. Pelham Planning Board
6 Village Green
Pelham, NH 03076

.53

6. Economic Development and Planning
City Hall, Room 201
4 Summer Street
Haverhill, MA 01830

.53

7. Lawrence Planning Department
12 Methuen Street
Lawrence MA 01840

.53

8. Department of Community Development & Planning
36 Bartlett Street
Andover, MA 01810

.53

Total Number of Pieces Listed by Sender

Total Number of Pieces Received at Post Office

8

Postmaster, Per (Name of receiving employee)



The Morin-Cameron Group, Inc.
25 Kenoza Avenue
Haverhill, MA 01830

Page 2 of 2

4046-- 501 & 600 Griffin Brook Dr.
Site Plan Approval

Name and Address of Sender:		Check type of mail or service		Affix Stamp Here (for additional copies of this receipt). Postmark with Date of Receipt. \$13.20											
USPS Tracking/Article Number		Addressee (Name, Street, City, State, & ZIP Code™)		Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee
1.	Merrimack Valley Regional Planning Commission 60 Main Street Haverhill, MA 01830-5000	<input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		.53											
2.	Department of Housing & Community Development 100 Cambridge Street, Suite 300 Boston, MA 02114			.53											
3.	Eric R. Brox Peter F. Brox Trs 200 N. Lowell Street Methuen, MA 01844-1847			.53											
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8.	The Morin-Cameron Group, Inc. 25 Kenoza Avenue Haverhill, MA 01830			.53											
Total Number of Pieces Listed by Sender 8		Total Number of Pieces Received at Post Office		Postmaster, Per (Name of receiving employee)											

APPLICATION CHECKLIST

All petitioners **must** schedule an appointment with the Planning Division Director prior to submission of an application. Please call 978-983-8560 for an appointment.

All applications must be complete and submitted to the Community Development Office by 12:00 Noon, one week prior to the meeting. Late or incomplete applications will not appear on the agenda.

- ☒ Check for fee made payable to The City of Methuen. See Schedule of Administrative Fees
- ☒ Check for \$5000 Project Review Fee made payable to City of Methuen (to be returned if waived)
- ☒ 16 copies of completed application form
- ☒ 9 sets of 2'X 3' plans
- ☒ 8 sets of 11"X 17" plans
- ☒ 3 sets of Drainage Calculations and Traffic Studies (if required)
- ☒ 1 set of 2'X3' plans, a copy of the application, Drainage Calculations, Traffic Studies (if required), and any other pertinent information or correspondence delivered to the Board's consultant: **TEC, 146 Dascomb Road, Andover, MA 01810**
Any revised plans should also be delivered to TEC during the review process.
- ☒ Certified Abutters list from the Assessor's Office (Copies are not permitted)
- ☒ 1 set of address labels for each abutter, the applicant, the applicant's engineer & attorney.

The Community Development Office will prepare a legal notice for publication in the Eagle Tribune and to be mailed to abutters. Three weeks prior to the public hearing the applicant must provide proof of publication and submit the postmarked Certificate of Mailing Receipts in order to appear on the agenda.

- ☐ **CERTIFICATE OF MAILING - PS Form 3665 (the cost will be the cost of two first class stamps)**
 - ☒ Each abutter on the Certified Abutters List
 - ☒ The applicant
 - ☒ The applicant's engineer & attorney
 - ☒ The City of Methuen Community Development Board, the Planning Board of each abutting municipality, the Merrimack Valley Regional Planning Commission and the Department of Housing & Community Development

See attached list of addresses. **DO NOT USE CERTIFIED OR GREEN RETURN RECEIPT CARD**

City to prepare notice
- ☐ Proof of payment to Eagle Tribune for advertisement of the Public Hearing *city to prepare notice*

ADDITIONAL REQUIREMENTS

SPECIAL PERMIT APPLICATIONS:

- ☐ The first page of the **DECISION** must be mailed by regular 1st class mail to each abutter, the applicant, the applicant's engineer & attorney, the Planning Board of each abutting community, the Merrimack Valley Regional Planning Commission, and the Department of Housing & Community Development. Please notify the Community Development Dept. by email when you have mailed the decision. Certificate of Mailing is not required. **See attached list of addresses.**

ZONING AMENDMENT APPLICATIONS:

- ☐ Copies of the ORDINANCE must be mailed as described in the Special Permit requirements above.
- ☐ A legal notice advertising a favorable decision must be posted in the Eagle Tribune.

Building permits will not be issued without proof of mailing and/or advertisement of Decision