



**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

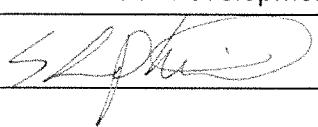
I hereby authorized and designate The Morin-Cameron Group, Inc. of
(name)

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

Methuen

Abutters List

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

03/07/2022

2:26:24PM

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

Certified Abutter's List

Assessor's Office

Methuen

22 MAR 2022

03/07/2022
2:26:24PM

Methuen
Abutters List

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	LOWELL	MA	01854
220-165A-9G	(VP) GRIFFIN BROOK DR LT 4A	WALES BROOK D TR		1001 PAWTUCKET BLVD	LOWELL	MA	01854
222-165A-107	(VP) 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-9D

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

03/07/2022

2:28:12PM

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

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

Abutters List

22 MAR 7 PM '21

Certified Abutter's List
Assessor's Office

Methuen, MA

03/07/2022
2:28:12PM**Methuen
Abutters List****Subject Parcel ID:****Subject Property Location:**

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220-165A-9G	(NP) GRIFFIN BROOK DR LT 4A	CAP FEDERAL LLC - PARK F	CAP FEDERAL LLC - PARK F	1001 PAWTUCKET BLVD	LOWELL	MA	01854

Parcel Count: 6

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
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HICKORY HILL GOLF COURSE INC
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LUC: 400

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LUC: 404

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C/O FARLEY WHITE MANAGEMENT CO
1001 PAWTUCKET BLVD
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(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



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

Easy Peel® Address Labels
Bend along line to expose Pop-up Edge®

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

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

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

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33 Geremonty Drive
Salem, NH 03079

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C/O Engineering Dept.
62 Arlington Street
Dracut, MA 01826

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City Hall, Room 201
4 Summer Street
Haverhill, MA 01830

Lawrence Planning Department
12 Methuen Street
Lawrence MA 01840

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

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

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100 Cambridge Street, Suite 300
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1001 Pawtucket Blvd.
Lowell, MA 01854

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

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



Firm Mailing Book For Accountable Mail

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

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 Getemonty 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	8	Total Number of Pieces Received at Post Office														

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

\$13.20



Firm Mailing Book For Accountable Mail

Name and Address of Sender:

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

Page 2 of 2

4046- 501 & 600 Griffin Brook Dr.

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1.		Merrimack Valley Regional Planning Commission 60 Main Street Haverhill, MA 01830-5000		.53												
2.		Department of Housing & Community Development 100 Cambridge Street, Suite 300 Boston, MA 02114		.53			\$50,000 in value									
3.		Eric R. Brox Peter F. Brox Trs 200 N. Lowell Street Methuen, MA 01844-1847		.53		and over			Required							
4.		Hickory Hill Golf Course Inc. 200 N. Lowell Street Methuen, MA 01844		.53		ed and			Required							
5.		Griffin Brook Drive Owner, LLC 55 Cambridge Street Burlington, MA 01803		.53					Delivery							
6.		CAP Federal, LLC c/o Farley White Management Co. 1001 Pawtucket Blvd. Lowell, MA 01854		.53		Charge			Delivery							
7.		Wales Brook D. Tr CAP Federal LLC-Park Road 1001 Pawtucket Blvd Lowell, MA 01854		.53		Charge			Delivery							
8.		The Morin-Cameron Group, Inc. 25 Kenoza Avenue Haverhill, MA 01830		.53		Charge			Delivery							

Check type of mail or service
 Adult Signature Required Priority Mail Express
 Adult Signature Restricted Delivery Registered Mail
 Certified Mail Return Receipt for Merchandise
 Collect on Delivery (COD) Signature Confirmation
 Insured Mail Signature Confirmation
 Priority Mail Restricted Delivery

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

\$13.20

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**
- 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