

July 2020

# Town of Dighton

## Business

## Guide



A supplemental guide to navigating municipal permits and licenses in order to open and operate a business in Dighton, Massachusetts.

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# Welcome Letter from the Town Administrator

Town of Dighton  
Office of the Town Administrator  
Mallory E. Aronstein  
979 Somerset Avenue  
Dighton, MA 02715

Welcome to Dighton!

We are thrilled that you have selected the Town of Dighton as a potential location for your new business. We prepared this guide in an effort to assist you in navigating through our municipal bureaucracy in order to obtain the necessary permits and licences and to become familiar with current regulations and bylaws that may be applicable to your business.

Dighton is a gem of a community located along the scenic Taunton River. With agrarian roots, Dighton still boasts many working farms today. We have experienced significant population growth over the last five years and are seeking to expand our business community, both to serve the residents that live here and to diversify our tax base.

Included here, you will find information regarding which department may require a license or permit for you to operate within the Town. While this is not an exhaustive instruction manual for all permits and licenses issued through the Town, it does include the most common ones. This guide should tell you what you need to know and where your first stop should be to get started.

Thank you for your interest in locating in Dighton! We wish you success in your business endeavors and look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Mallory E. Aronstein". The signature is fluid and cursive.

Mallory E. Aronstein  
Town Administrator

# Welcome Letter from the Board of Selectmen

Town of Dighton  
Office of the Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715

Welcome to the Town of Dighton!

Dighton is a community that offers a wonderful quality of life and is well-positioned for commercial growth. We are excited to see so many people attracted to our beautiful community.

The following guide is a useful tool to navigate the town's permitting and licensing procedures and was created to assist you as you build your business. In this guide, you will find helpful tips and contact information for departments as you navigate the process that best suits your business needs. This guide is not all-inclusive, so please feel free to contact the relevant local officials and departments with any questions you may have. The Town of Dighton is committed to the success of our businesses and we will happily assist any business looking to locate here by streamlining our permitting process.

Thank you for selecting our community to serve as host to your business. We are confident that you have chosen the right place to begin your journey and we are happy to serve you!

Sincerely,

**Board of Selectmen**

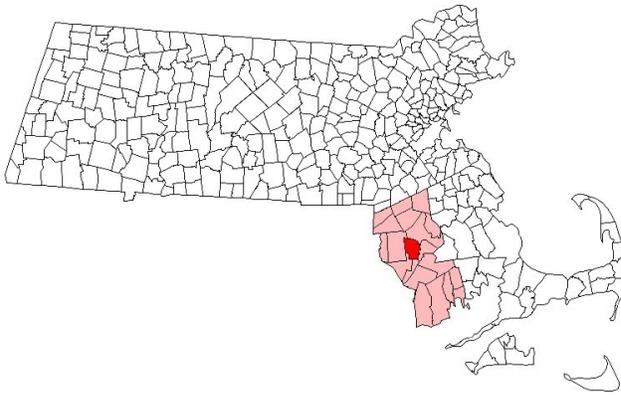
Brett R. Zografos, Ph.D., Chairman

Nancy J. Goulart, Clerk

Kenneth J. Pacheco, Member

# About the Town of Dighton

Dighton, Massachusetts is a small, historic town located along the Taunton River in Southeastern Massachusetts, about an hour’s drive from Boston and minutes from Providence. Named for the wife of one of the Town’s founders, Frances Williams Dighton, Dighton was incorporated in the spring of 1712 when early industries included shipbuilding and agriculture. Dighton still celebrates its agrarian routes with a significant number of working farms, the recent passing of a Right to Farm bylaw, and the formation of an Agricultural Commission. Dighton is mainly accessible through the well-travelled Routes 138 and 44, both of which constitute the Town’s commercial and industrial areas. Route 24 is accessed through the neighboring community of Berkley. An MBTA Commuter Rail Station is located in nearby Lakeville.



## Key Demographics

Population	8100
Households	2708*
Median Age	40.4 years*
Median Household Income	\$93,017*
Per Capita Income	\$37,406*
Labor Force (16+)	72.4%*

\*Data based on 2018, received from 2008-2018 American Community Survey

# Guide Overview

This guide has been created to help existing and prospective business owners in the Town of Dighton navigate the various municipal rules and regulations for commercial permitting and licensing needs. We hope to make the process of opening your business in our town easier and less stressful with the use of this guide. Please know that the many contacts listed in this guide are happy to assist you during any part of the permitting or licensing process. The Town of Dighton welcomes you to a community that would love to help your business prosper and grow.

It is important to note that this guide is meant to be a supplement to Town of Dighton bylaws and departmental rules, regulations, and procedures. It is not meant to serve as instruction for every possible type of business. Though there is a lot of useful and valuable information in this guide, some of which pertains to all business types, it is important to read through it in its entirety, choosing the information that pertains to your particular business type and needs. You may need to read through additional documents to find more specific information on your type of business. Again, we are happy to assist you when you have questions.

We welcome you to utilize this guide as a building block for your business and a tool for success.

**\*Note:** The information in this guide is subject to change. For most up-to-date information, please visit the Town of Dighton website at <https://dighton-ma.gov/business/index.php>.



# Opening a Business

## Getting Started

Welcome to the Town of Dighton! We are pleased you chose our community to begin your business and we are here to assist you as you navigate through the required permitting and licensing.

In order to know where to begin, first you must determine what possible permits, certificates, and requirements may be needed for your proposed business.

## Other Permits or Requirements May Be Needed

- Building Permit: Required if you construct, enlarge, alter, remodel, remove, demolish, or change the occupancy of a building.
- Certificate of Occupancy: If a Building Permit is required, you will need a Certificate of Occupancy once the work is completed.
- Special Permit: Check with the Zoning Board of Appeals and Planning Board to see if the use being planned requires a Special Permit in the zoning district where the property is located.
- Site Plan Review: Check with the Planning Board to see if this is required for the proposed business.
- Stormwater Management Permit: Check with the Health Department to see if this is required for the proposed business.

## Other Questions to Consider

### Is My Business Permitted in the Zoning District in Which the Property is Located?

Check with the Building Department to determine which zoning district your location is in and whether your proposed use is permitted. Restaurants, retail, office, and many other business uses are permitted by right in the Town of Dighton's commercial zoning districts.

## Will There be Sufficient Parking?

Each use has required parking based on a variety of factors, such as retail square footage or the number of restaurant seats. The requirements are detailed in Section III, 3100 of the Town of Dighton Zoning Bylaws.

## Am I Planning to Put Up a New Sign?

Signs require approval from the Zoning Board of Appeals and are subject to the requirements outlined in Section III, 3330 of the Town of Dighton Zoning Bylaws.

## Am I Planning to Serve Alcohol?

You will need to obtain an alcoholic beverage license approved at both the local (Board of Selectmen) and state (Alcoholic Beverages Control Commission) level.

# Obtaining a Business Certificate

## Who Must File?

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, you are required to have a Business Certificate if you are doing business under any name other than your own, or an approved home-based business.

## For How Long Does a Business Certificate Remain Effective?

Business certificates shall be in effect for four (4) years from the date of issue and shall be renewed each four (4) years thereafter. A statement under oath must be filed with the Office of the Town Clerk upon discontinuing, retiring, or withdrawing from such business or partnership.

## Are Copies Available?

Copies of Business Certificates shall be available at the address at which such business is conducted and shall be furnished upon request during regular business hours to any person who has purchased goods or services from such business.

## Is There a Fine?

Violators are subject to a fine of not more than three hundred (\$300) dollars for each month during which such violation continues.

## How to Obtain a Business Certificate

1. Obtain all paperwork for the Business Certificate from the Office of the Town Clerk, located in the Town Hall, or from the Building Department located at the Old Town Hall. You may also access all the required documentation in the Permits & License Applications section of the Business page on the Town of Dighton website, located at <https://dighton-ma.gov/business/index.php>.
2. Fill out a Business Certificate Approval Application and submit to James Aguiar, Zoning Enforcement Officer, for his review and approval. Mr. Aguiar is located in the Building Department at Old Town Hall. His office may be reached at (508) 669-4524.
3. If the application is approved, the applicant may fill out the Business Certificate Form and file it with the Office of the Town Clerk. The filing fee is \$40. Checks or money orders are made payable to the Town of Dighton.
4. The Office of the Town Clerk will process the application and the applicant will receive a certified copy.
5. At any time during the life of the Business Certificate there is a change of name, address, or other circumstance that may affect its validity, please contact the Office of the Town Clerk. If the business is discontinued, a Statement of Discontinuance must be filled out and filed with the Office of the Town Clerk. The filing fee is \$10. Checks or money orders are made payable to the Town of Dighton.
6. The Business Certificate only entitles the business to register with the Town of Dighton. It in no way authorizes or waives any provisions of the Town of Dighton General Bylaws.
7. The forms must be signed by all parties in the presence of the Office of the Town Clerk.

# Business Certificate Form



## Commonwealth of Massachusetts Town of Dighton Business Certificate

In conformity with the provisions of Chapter 110, Section 5 of the General Laws and Amendments thereto notice is hereby given that the business of:

(NAME OF BUSINESS) \_\_\_\_\_

Is located at (address) \_\_\_\_\_ in Dighton, Massachusetts by the following person(s), entity, partnership, or corporation.

**Business Owner's Full Name (s):**

**Business Owner's Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Telephone#)**

**Signature(s):**

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me at \_\_\_\_\_ AM/PM on (DATE) \_\_\_\_\_ 20\_\_\_\_\_

NEW.....

AMENDED.....

WITHDRAWAL.....

RENEWAL.....

RESTRICTED TO HOME OFFICE ONLY....

\_\_\_\_\_  
*Town Clerk - Assistant Town Clerk  
Notary Public*

Received at the Town Clerk's Office \_\_\_\_\_ 20\_\_\_\_\_ At \_\_\_\_\_ AM/PM

Zoning Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_\_

*BUILDING COMMISSIONER*

**THIS CERTIFICATE IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 AND CHAPTER 110, SECTIONS 5 & 6 OF THE GENERAL LAWS.**

**CERTIFICATE EXPIRES \_\_\_\_\_ (FOUR YEARS FROM DATE FILED)**

(TOWN SEAL)

(FILING FEE - \$40.00)

\_\_\_\_\_  
*Town Clerk/Designee*

# Operating a Home Business

## What is a Home Business?

A home business is one conducted from a resident's home. The business is secondary to the use of the building for dwelling purposes.

## What are the Restrictions on the Type of Home Business I May Operate?

While home businesses are allowed as-of-right in every zoning district, businesses that operate out of a home cannot be detrimental or objectionable to the residential character of the neighborhood. This includes but is not limited to the following actions:

- Altering the exterior appearance of the home;
- Increasing vehicular traffic;
- Causing the emission of odor, gas, or smoke;
- Causing glaring or unshaded lights;
- Creating excessive dust or noise; or,
- Creating electrical disturbances.

Home businesses are allowed to construct a sign, but they must abide by the guidelines outlined in Section III, 3300 of the Zoning Bylaws. If a home business results in additional vehicles on the premises, an off-street parking plan is required as detailed in Section III, 3100 of the Zoning Bylaws. It is also important to note that home businesses cannot employ persons who live outside of the home. If you have questions about your home business, please contact the Building Department at (508) 669-4524 for additional information.

## How Do I Get Started?

The Home-Based Business Certificate Application, available on the Business page on the Town of Dighton website, must be completed and submitted to the Building Department. Visit the page at <https://dighton-ma.gov/business/index.php>.

# Home-Based Business Certificate Form



## *Town of Dighton Building Commissioner*

979 Somerset Avenue, Dighton, MA 02715  
Telephone (508) 669-4524

*Building Commissioner/Zoning Officer  
Town of Dighton  
1111 Somerset Ave.  
Dighton, MA 02715*

*Dear Mr. Aguiar:*

*This letter is being submitted as a request for a home-based business permit as outlined:*

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE#:** \_\_\_\_\_

**BUSINESS TYPE:** \_\_\_\_\_

**PROPERTY OWNERS:** \_\_\_\_\_

**NUMBER OF EMPLOYEES:** \_\_\_\_\_

**NUMBER OF VEHICLES:** \_\_\_\_\_

**CUSTOMER CONTACT:** \_\_\_\_\_

**LIST HOW THE BUSINESS WILL BE ADVERTISED:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_

# Building Permits

## What is a Building Permit?

Building Permits are issued to licensed contractors and homeowners to allow construction work on a residential or business property.

## Who Needs a Building Permit?

Building Permits are required whenever a project includes construction, addition, reconstruction, alteration, removal, demolition, relocation of a building, change of use or occupancy of a building or structure, or the installation or alteration of any equipment regulated by the State Building Code. Below is a listing of projects that typically require a Building Permit:

- Residential or commercial building
- Demolition
- Electric, including low voltage and alarms
- Signage
- Gas
- Installation of a swimming pool or hot tub
- Sheet metal
- Mechanical/HVAC
- Remodeling and/or repair
- Plumbing
- Tents, plastic membranes, carports, and/or canopies
- Sheds
- Wood stoves, fireplaces, pellet stoves, and/or coal stoves
- Trenches

## Who Oversees the Building Permit Process?

The Building Commissioner reviews and issues Building Permits.

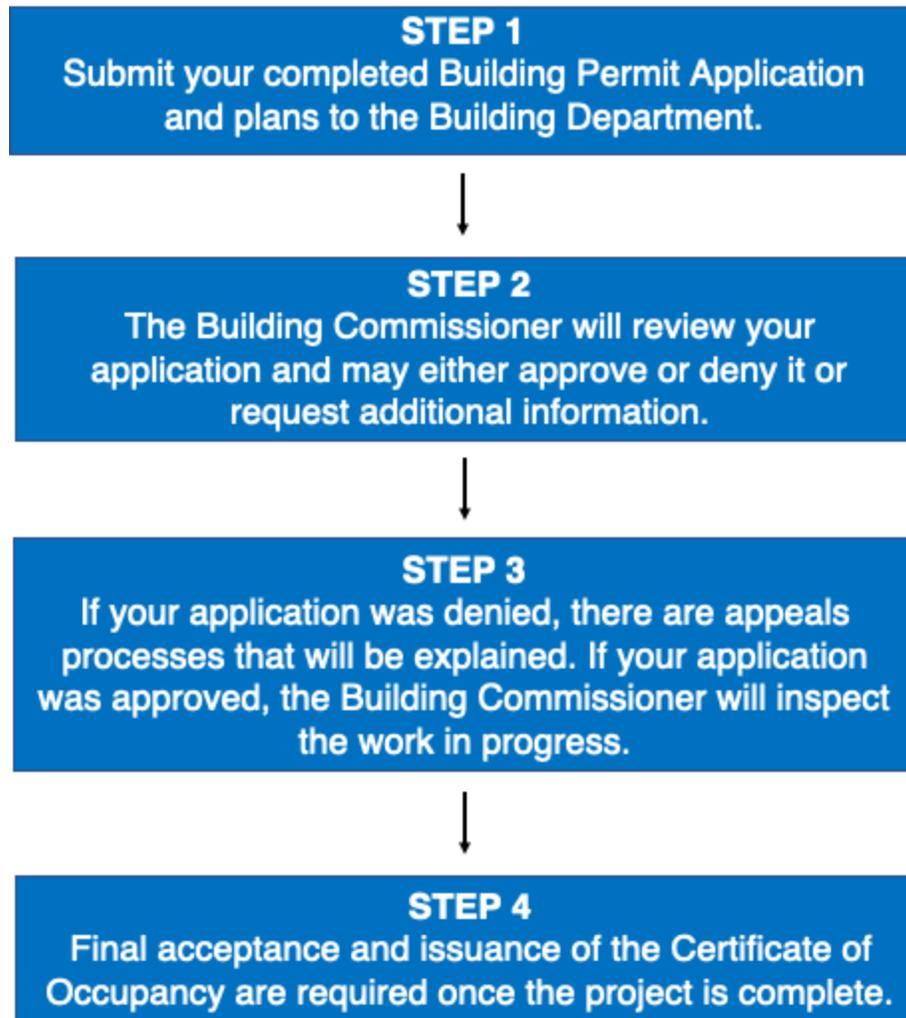
## What is the Difference Between Change of Occupancy and Change of Use?

A Change of Occupancy Permit is required when a change in the ownership of a business operating from a specific site, but not the type of business, occurs. A change of use permit is required when a change in the type of business operating from a specific site occurs.

## How Do I Obtain a Building Permit?

The Building Permit Application may be accessed on the Business page on the Town of Dighton website. Submit a completed Building Permit Application and plans to the Building Department. A Building Permit must be issued in order to begin construction. Elements such as foundation, plumbing, and electrical may be permitted separately under certain conditions. Title V inspections are required by the Board of Health for on-site septic systems. They will review floor plans for potential increases in sewage flow. Periodic inspections must be scheduled as elements of the project are completed. After your work is completed and final inspection and review is conducted, the project will receive a Certificate of Occupancy from the Building Department, which is required in order to occupy the building. In addition, any building that requires a fire alarm or sprinkler system must be reviewed and approved by the Fire Department.

# Building Permit Process Flow Chart



# Zoning Board of Appeals

## Zoning Appeals

### What is a Zoning Appeal?

Zoning Appeals are reviews of the decisions or orders of Town boards or officials relative to the Town of Dighton's Zoning Bylaws.

### Who May File a Zoning Appeal?

A Zoning Appeal can be made by any person aggrieved by an inability to obtain a permit or by an order of the Building Commissioner/Zoning Enforcement Officer.

### Who Oversees the Zoning Appeal Process?

The Zoning Board of Appeals (ZBA) is the administrative authority that reviews Zoning Appeal Applications and either upholds or overturns the decision in question.

### How Do I File a Zoning Appeal?

1. Application: File the completed application (available on the Business page on the Town of Dighton website), copies of the site plan, certified list of abutters, any other supporting information, and the application fee with the Zoning Department. You are encouraged to bring your application packets to the Zoning Department to allow staff to review the contents of your application for completeness and accuracy, prior to the filing deadline to ensure your application and hearing are not delayed.
2. Public Hearing: Upon filing your application, you will be provided a date for your public hearing with the ZBA. This public hearing is your opportunity to present your application to the board and to any interested neighbors, as well as to receive feedback on your proposal and to answer any questions those present may have.
3. Notice to Abutters: Prior to submitting your application, you will need to request a list of abutters from the Assessing Department, which will be included in your completed application. Once your application is approved and the hearing date

is set, the Town will mail notification of the public hearing to your certified list of abutters. The Town will also place an advertisement in the Taunton Daily Gazette. The costs of these transactions are the responsibility of the applicant.

## What is the Timeframe for a Decision?

A Zoning Appeal must be filed within thirty (30) days of the decision or order. The ZBA must conduct the public hearing within sixty-five (65) days and must render a decision within a hundred (100) days of the applicant's filing date with the ZBA. Please note that the Town of Dighton will make every effort to expedite the permitting process ahead of these timelines. The ZBA may request the applicant sign a time extension form, depending on the ZBA's hearing schedule or depending on specific aspects of the case which may require additional time for review of the case or the decisions to be written.

After a decision is recorded with the Town Clerk, abutters are notified and any person aggrieved by the decision has twenty (20) days to appeal, which shall be filed with the Superior Court. Notice of the action with a copy of the complaint shall be provided to the Town Clerk so as to be received within the twenty (20) day timeframe. If no appeal is filed within twenty (20) days, the applicant must obtain the final stamped decision from the Town Clerk and file the signed decision with the Registry of Deeds prior to seeking a Building Permit.

## Special Permits

### What is a Special Permit?

A Special Permit may be granted by the granting authority, which is the ZBA unless specifically designated, in instances when a planned use for a property is prohibited in the district in which it is located.

### When is a Special Permit Granted?

Special Permits are granted upon the written decision of the ZBA that the benefit to the Town of Dighton and neighborhood outweighs the adverse effects of the proposed use, taking into account the characteristics of the site and of the proposal in relation to

the site. The ZBA takes into account a variety of factors in weighing its decision to grant a Special Permit, including but not limited to:

- Social, economic, or community needs which are served by the proposal;
- Traffic flow and safety, including parking and loading;
- Adequacy of utilities and other public services;
- Neighborhood character and social structures;
- Impacts on the natural environment; or
- Potential fiscal impact, including impact on public services, tax base, and employment

## How Do I Apply for a Special Permit?

The Special Permit Application may be accessed on the Business page on the Town of Dighton website. Submit a completed Special Permit Application to the ZBA, including site plans and the application fee.

# Variations

## What is a Variance?

A variance is a waiver of a zoning requirement(s), typically a dimensional standard such as lot area, lot frontage, building height, or property line setbacks.

## Who Needs a Variance?

A variance is requested by property owners or developers whose proposed development does not satisfy one or more dimensional or density standards as prescribed in the Town of Dighton zoning bylaws.

## Who Oversees the Variance Process?

The ZBA reviews and acts on petitions for variances.

## How Do I File a Variance Application?

1. Application: File the completed Variance Application (available on the Business page on the Town of Dighton website), copies of the site plan, certified list of abutters, any other supporting information, and the \$750 application fee with the Zoning Department. You are encouraged to bring your application packets to the Zoning Department to allow staff to review the contents of your application for completeness and accuracy, prior to the filing deadline to ensure your application and hearing are not delayed..
2. Public Hearing: Upon filing your application, you will be provided a date for your public hearing with the ZBA. This public hearing is your opportunity to present your application to the board and to any interested neighbors, as well as to receive feedback on your proposal and to answer any questions those present may have.
3. Notice to Abutters: Prior to submitting your application, you will need to request a list of abutters from the Assessing Department, which will be included in your completed application. Once your application is approved and the hearing date is set, the Town will mail notification of the public hearing to your certified list of abutters. The Town will also place an advertisement in the Taunton Daily Gazette. The costs of these transactions are the responsibility of the applicant.

## What is the Timeframe for a Decision?

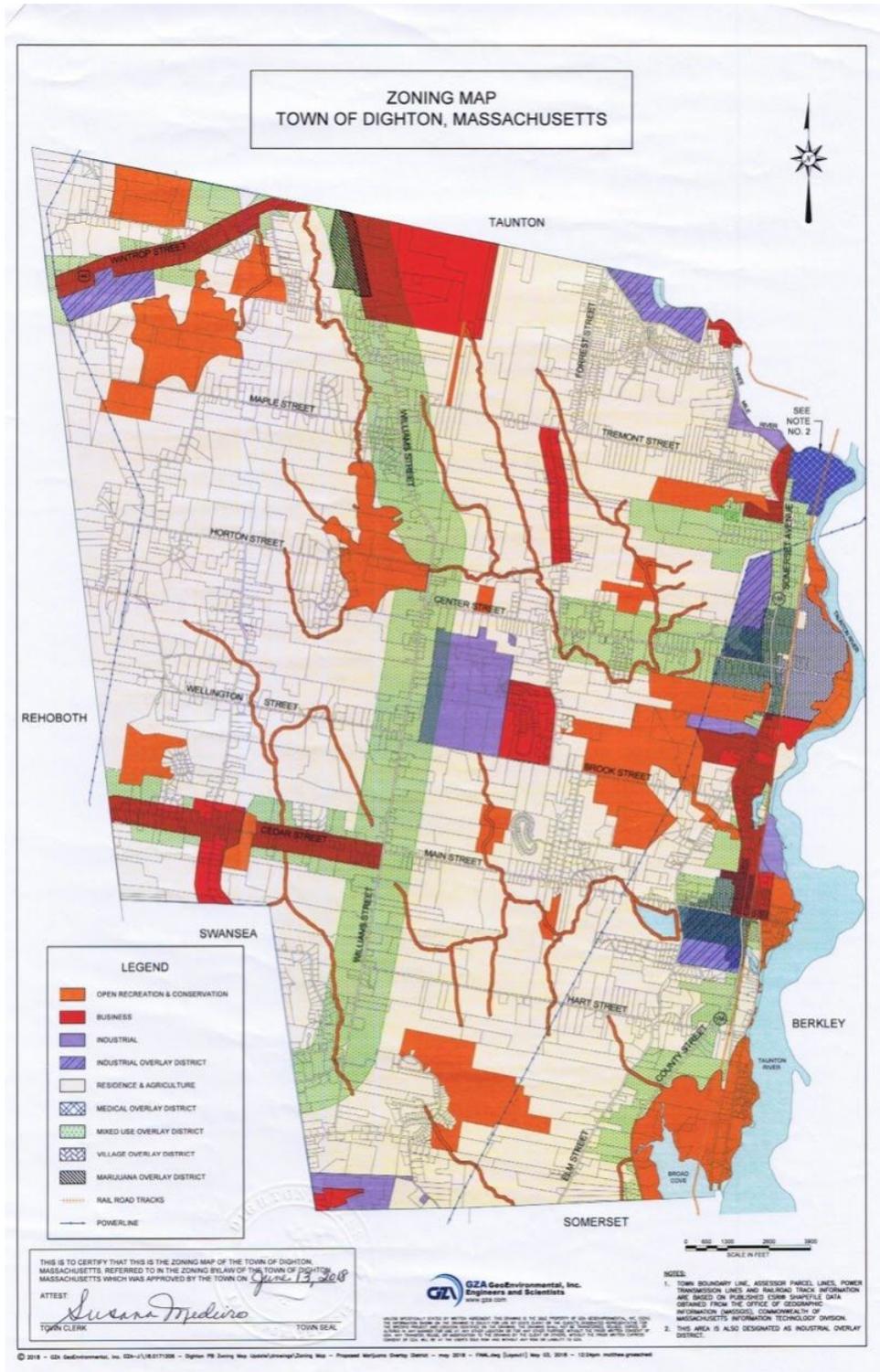
The ZBA must conduct the public hearing within sixty-five (65) days and must render a decision within a hundred (100) days of the applicant's filing date with the ZBA. Please note that the Town of Dighton will make every effort to expedite the permitting process ahead of these timelines. The ZBA may request the applicant sign a time extension form, depending on the ZBA's hearing schedule or depending on specific aspects of the case which may require additional time for review of the case or the decisions to be written.

After a decision is recorded with the Town Clerk, abutters are notified and any person aggrieved by the decision has twenty (20) days to appeal, which shall be filed with the Superior Court. Notice of the action with a copy of the complaint shall be provided to the Town Clerk so as to be received within the twenty (20) day timeframe. If no appeal is filed within twenty (20) days, the applicant must obtain the final stamped decision from the Town Clerk and file the signed decision with the Registry of Deeds prior to seeking a Building Permit.

## ZBA Fee Schedule

- Variance: \$750/application
- Special Permit: \$750/application
- Solar Variance: \$1,500/application
- Solar Special Permit: \$1,500/application
- Zoning Appeal: \$1,000/application
- Comprehensive Permit: \$750/application
- Modification of Comprehensive Permit: \$750/application
- Administrative Appeal of a Decision of the Building Commissioner: \$1,000/appeal

# Town of Dighton Zoning Map



# Fire Department

Below are the permits and inspections required by the Dighton Fire Department, if your business involves such types of work:

- Fire Protection System Permit (Sprinkler)
- Fire Protection System Permit (Alarm)
- Oil Burning Equipment Permit
- LP Gas Equipment Permit (per tank)
- Flammable/Combustible Liquid Storage Tank Removal Permit (per tank)
- Flammable/Combustible Liquid Storage Underground and Above Ground (per tank)
- Waste Oil Storage
- Fuel Transfer Permit (tank truck)
- Fire Protection System (Foodservice – Ansul System)
- Black Powder Storage Permit



For more information, you may contact Fire Chief Chris Maguy at (508) 669-6611 or visit the Dighton Fire-Rescue website at <https://dightonfire.com/>.

# Board of Health

Below are the permits and licenses required by the Board of Health, if your business involves such types of work:

- Food Establishment Permit
- Bakery Permit
- Barn Permit
- Residential Kitchen Permit
- Seasonal Food Permit (5-month maximum)
- Temporary Food Permit (daily up to 7 consecutive days)
- Farmer's Market Permit
- Pre-School, Nursery, and Daycare Permits
- Nursing Home Permit
- Commercial Public Swimming Pool Permit
- Recreational Camp Permit
- Transfer Station Permit (daily or yearly)
- Commercial Stable Permit
- Disposal Works Installer's Permit
- Title V License
- Septage Hauler Permit
- Municipal Storm Drain Connection Permit
- Marijuana Retail Sales Permit
- Mobile Food Service Permit
- Milk & Cream Permit

## Board of Health Fee Schedule

### **Food:**

- Retail Food Store Permit: \$75/year
- Food Service Establishment Permit: \$125/year
- Bakery: \$100/year
- Residential Kitchen: \$75/year
- Food Truck (seasonal): \$75 (5-month maximum)
- Seasonal Food Permit: \$75 (5-month maximum)
- Farmer's Market (seasonal): \$25/season (May 15th through October 15th)
- Nursing Homes: \$150 plus \$0.50/bed/year
- Preschools, Nurseries, & Daycare Kitchen: \$125/year

- Mobile Food Truck: \$125/vehicle/year
- Milk & Cream: \$20/year
- Catering License: \$100/year or \$50/daily/event
- Temporary Food Permit: \$35 for first day and \$20/day after (7 consecutive day maximum)

**Miscellaneous:**

- Re-Inspections (non-septic related): \$50/inspection
- Swimming Pools (semi-public or public): \$100/year
- Tanning Establishments: \$100/year
- Body Art Establishment: \$200/year
- Body Art Practitioner: \$100/year
- Tobacco Vendor Permit: \$125/year
- Well Permit: \$150
- Recreational Camps: \$100
- Hotel/Motel Permit: \$100/year
- Marijuana Retail Sales Application: \$500
- Marijuana Retail Sales Permit: \$500/year
- Marijuana Re-Inspections: \$100
- Transfer Station (resident): \$15/year
- Transfer Station (non-resident): \$15/day
- Stormwater Management Permit Application: \$250
- Stormwater Management Permit (subdivision): \$200/lot
- Stormwater Management Permit (commercial): \$0.05/square foot of disturbance
- Stormwater Management Permit (solar): \$300/acre of disturbance
- Stormwater Illicit Discharge: \$100/day
- Municipal Storm Drain Connections (residential single-dwelling): \$100/initial connection and \$50 annual monitoring fee
- Municipal Storm Drain Connections (commercial or subdivision): \$500/initial connection and \$200 annual monitoring fee

**Animal Control:**

- Barn Permit: \$10/year
- Stable (residential): \$25/year
- Stable (commercial): \$50/year
- Leash Law:
  - 1st Offense - Citation
  - 2nd Offense - \$25

- 3rd Offense - \$50
- 4th Offense (or more) - \$100
- Animal Shelter:
  - Board (daily/nightly) - \$25
  - Kennel Fee - \$25 (for up to 5 dogs) and \$5/dog after 5 dogs
  - Adoption:
    - Dogs: \$200
    - Cats: \$150
    - Exotics: \$50
    - Farm Animals: \$150
  - Re-Inspections - \$50
  - Microchip Replacement - \$25
  - Not Cleaning After Pet - \$25

**Septic:**

- Percolation/Soil Testing (new construction): \$400/lot
- Percolation/Soil Testing (repair): \$200
- Ground Water Determination: \$75/lot
- Disposal Works Construction Permit (new residential construction): \$400
- Disposal Works Construction Permit (residential repair): \$200
- Disposal Works Construction Permit (new, shared/common/commercial): \$600
- Disposal Works Construction Permit (repair, shared/common/commercial): \$400
- Disposal Works Construction Permit (large systems): TBD at time of approval
- Disposal Works Construction Permit (revision or re-review): \$75/revision
- Variance Hearing Request: \$100
- Individual Component Repairs:
  - D-Box Replacement - \$100
  - Tank Replacement - \$100
  - Pump Chamber Replacement - \$100
  - Grease Trap/Filter: \$100
  - Cesspool Abandonment: \$100
- Conservation Site Review (new construction): \$25/acre
- Conservation Site Review (repair or failed system): \$25
- Reinspections: \$75/inspection
- Disposal Works Installer's License: \$200/year

**\*Notes:** Fees are doubled for operating without the proper permit and/or license, plus applicable fines under Massachusetts General Laws. All food-related permits and/or

licenses include two (2) annual inspections and one (1) reinspection. All non-profit food service vendors receive a discount of 50%, but 501(c) Certificate required for eligibility.

For more information, you may contact Office Manager Rosalind Grassie or Health Agent Todd Pilling at (774) 872-0943 or visit the Health Department website at [https://www.dighton-ma.gov/department/health\\_department/health.php](https://www.dighton-ma.gov/department/health_department/health.php).

# Stormwater Committee

## Stormwater Management

### What is Stormwater?

The storm “stormwater” refers to any water that originates from precipitation events such as rain, snow, or ice melt.

### Why is Managing Stormwater Important?

Development alters the ability of the soil to absorb water, which can then have adverse impacts on public health, safety, and the environment. Stormwater that does not soak into the ground becomes runoff that flows along the surface until it reaches a lake, pond, river, wetland, or catch basin. Depending upon timing and volume of runoff, flooding can result. Runoff can also carry contaminants into bodies of water, which results in water pollution.

### Do I Need a Stormwater Management Permit?

Stormwater Management Permit Applications are required for projects that result in the disturbance of 30,000 square feet or more. The Stormwater Committee may waive strict compliance of the Stormwater Bylaw and Stormwater Regulations if an action is allowed by federal, state, and local regulations, if it is in the public interest, and if it is not consistent with the purpose and intent of the Stormwater Bylaw or the Stormwater Regulations.

### Who Oversees the Stormwater Management Permit Process?

The Stormwater Committee, a subcommittee of the Board of Health, is the permit granting authority.

## How Do I File a Stormwater Management Permit Application?

1. Application: File the completed Stormwater Permit Application (available on the Business page on the Town of Dighton website), submission documents, certified list of abutters, any other supporting documentation, and \$250 application fee (plus any additional fees according to the application) with the Board of Health. You are encouraged to bring your application packets to the Health Department to allow staff to review the contents of your application for completeness and accuracy, prior to filing with the Board of Health.
2. Public Hearing: For solar photovoltaic installations, upon filing your application, you will be provided with a date for your public hearing. This hearing is your opportunity to present your application to the Stormwater Committee and any interested neighbors, as well as receive feedback on your proposal and answer any questions those present may have.
3. Notice to Abutters: Once the hearing date is set, the Town will provide a listing of all abutters that must receive the notice of the hearing. The Town will also provide the notice to send to abutters and will place the advertisement with the paper. The costs of these transactions are the responsibility of the applicant.

## What is the Timeframe for a Decision?

The Stormwater Committee must conduct a public hearing with sixty (60) days of receipt of your application and must render a decision within sixty (60) days of the close of the public hearing. The Town of Dighton makes every effort to expedite the permitting process ahead of these timelines.

# Opening a Restaurant

## Getting Started

Restaurants are allowed by-right in the Town of Dighton's business zoning districts and by Special Permit in industrial overlay districts. In order to open a restaurant, you will need a Business Certificate from the Office of the Town Clerk as well as a Common Victualler License from the Board of Selectmen. If you are serving alcohol, an Alcohol Beverage License will be needed as well. The Board of Selectmen issues the following, in addition to many more: Common Victualer Licenses, Alcohol Beverage Licenses, and Automatic Amusement Licenses.

## What Other Permits or Requirements May Be Needed?

- Food Establishment Permit: To operate a business that sells pre-packaged or prepared food items, you must obtain a Food Establishment Permit from the Board of Health.
- Common Victualler License: To operate a business that sells pre-packaged or prepared food items, you must obtain a Food Establishment Permit from the Board of Selectmen.
- Building Permit: To construct, enlarge, alter, repair, remodel, remove, demolish, or change the occupancy or use of a building, a Building Permit issued by the Building Department is required.
- Certificate of Occupancy: If a Building Permit is required, you will need a Certificate of Occupancy from the Building Department once all the work has been completed.
- Site Plan Approval: All restaurants need to obtain this from the Planning Board.
- Milk/Cream Permit: Restaurants serving milk and/or cream need to obtain this permit from the Board of Health.

## Other Questions to Consider

### Will My Restaurant Have a Drive-Through Window?

Restaurants are prohibited from having a drive-through window in any district other than business zoning districts. Drive-through windows are allowed in the Village Overlay District with a Special Permit.

### How Much Parking Do I Need?

You must provide parking based on the total number of seats. One (1) parking space is required per employee on the largest shift and one (1) parking space per two and one-half (2.5) seats based on the maximum rated legal seating capacity of the facility.

### Am I Planning to Serve Alcohol?

If so, you will need to obtain an Alcoholic Beverage License from both the Town of Dighton and the Commonwealth of Massachusetts' Alcoholic Beverages Control Commission (ABCC). There are a limited number of licenses that can be issued by the Town of Dighton, so please contact the Board of Selectmen at (508) 669-6431 for availability before applying.

### Am I Planning to Install a New Sign?

New signs require approval from the Zoning Board of Appeals and are subject to the requirements outlined in Section III, 3330 of the Zoning Bylaws.

## Alcoholic Beverage Licenses

### What is an Alcoholic Beverage License and Who Needs One?

An Alcoholic Beverage License is required for establishments handling alcoholic beverages, including retail pouring and package sales. Any business that sells, stores, distributes, serves, or delivers alcohol must have an Alcoholic Beverage License.

## Who Oversees Alcoholic Beverage Licensing?

The application process varies for each type of license. You are strongly encouraged to consult the Office of the Board of Selectmen to determine which forms and processes to complete. It is important to note that a limited number of licenses can be issued by the Town of Dighton, so check for availability before applying. Both state application fees and local licensing fees apply.

## What is the Licensing Process?

1. Application and Public Hearing: Complete the appropriate online application on the Business page on the Town of Dighton website, print and sign it, and submit the fee. Then submit this application to the Office of the Board of Selectmen, who will post it as an agenda item for a public hearing. You will need to be present at the hearing to answer questions or concerns from the Board of Selectmen.
2. Notice to Abutters: Once the hearing date is set, the Town will provide a listing of all abutters that must receive the notice of the hearing. The Town will also provide the notice to send to abutters and will place the advertisement with the paper. The costs of these transactions are the responsibility of the applicant.
3. Local and State Review: The Board of Selectmen will review your application and, if approved, will forward it to the ABCC. Once approved by the ABCC, the Board of Selectmen will issue the Alcoholic Beverage License upon your submission of the licensing fee.

## What is the Timeframe for a Decision?

Please contact the Board of Selectmen for scheduling a public hearing. Once approved by the Board of Selectmen, the ABCC can take four (4) to six (6) weeks to approve an application.

## What are the Final Steps?

Your license must be renewed annually in November. The deadline to submit Alcoholic Beverage License applications is November 30th, to be acted upon by the Board of Selectmen in December. Any changes to the license, including transferring it,

appointing a new manager, or altering the premises, require a new application and review. If you stop operating a business, you must give up your license. If you plan to temporarily suspend your business operations, then you must notify the Office of the Board of Selectmen immediately.

# Opening a Registered Marijuana Dispensary

## Getting Started

Thank you for choosing the Town of Dighton to open your Registered Marijuana Dispensary (RMD)! Over the last few years, residents of Dighton have overwhelmingly supported legalizing both medical and recreational marijuana as well as the establishment of a Marijuana Overlay District, which has paved the way for potential RMDs to open up shop in Dighton. We hope that you will feel encouraged and supported by our community as you embark on this exciting new venture.

In order to get started, please review detailed information on how to apply for an RMD Certificate of Registration on [www.mass.gov](http://www.mass.gov). You may also want to familiarize yourself with specific information on licensure through the Cannabis Control Commission at <https://mass-cannabis-control.com/licensing/>.

Before you commence your municipal RMD process in the Town of Dighton by seeking to obtain a Letter of Non-Opposition, first consider what other permits, licenses, and/or requirements may be needed.

## What Other Permits or Requirements May Be Needed?

- Building Permit: To construct, enlarge, alter, repair, remodel, remove, demolish, or change the occupancy or use of a building, a Building Permit issued by the Building Department is required.
- Certificate of Occupancy: If a Building Permit is required, you will need a Certificate of Occupancy from the Building Department once all the work has been completed.
- Site Plan Review: Check with the Planning Board to see if this is required for the proposed business.
- Stormwater Management Permit: Check with the Health Department to see if this is required for the proposed business.

- Marijuana Retail Sales Permit: All dispensaries selling marijuana or marijuana products must obtain this permit from the Board of Health.

**\*Note:** Other regulations and permits may apply depending on your specific project plans.

## Other Questions to Consider

### Is My Proposed Site in a Marijuana Overlay District?

Pursuant to Section II, 2900 of the Zoning Bylaws, RMDs are only allowed in a Marijuana Overlay District by Special Permit by the Planning Board in accordance with the general Special Permit and Site Plan requirements as set forth in Section V, 5300 and 5400 of the Zoning Bylaws. Please refer to the Town of Dighton Zoning Map to view Marijuana Overlay District(s). Marijuana establishments that plan to cultivate, not sell, are allowed in industrial zoning districts, but still require a Host Community Agreement with the Town of Dighton.

### How Much Parking Do I Need?

Pursuant to Section III, 3100 of the Zoning Bylaws, any retail store or business is required to have one (1) space per two hundred (200) square feet of net leasable floor area or a minimum of at least three (3) spaces per establishment.

### Am I Planning to Install a New Sign?

Signs require approval from the Zoning Board of Appeals and are subject to the requirements outlined in Section III, 3330 of the Zoning Bylaws.

## Letter of Non-Opposition

### What is a Letter of Non-Opposition?

A Letter of Non-Opposition (or a Letter of a Support) is a letter issued by the Board of Selectmen indicating that they either support or do not oppose the siting and plans of the proposed RMD.

## Why Do I Need to Obtain a Letter of Non-Opposition?

A Letter of Non-Opposition (or a Letter of Support) must be submitted, along with the applicant's Siting Profile and additional information, to the Commonwealth of Massachusetts' Cannabis Control Commission as part of their required RMD Application Process. Additional information on this process may be found at [www.mass.gov](http://www.mass.gov) as well as <https://mass-cannabis-control.com>.

## Host Community Agreement

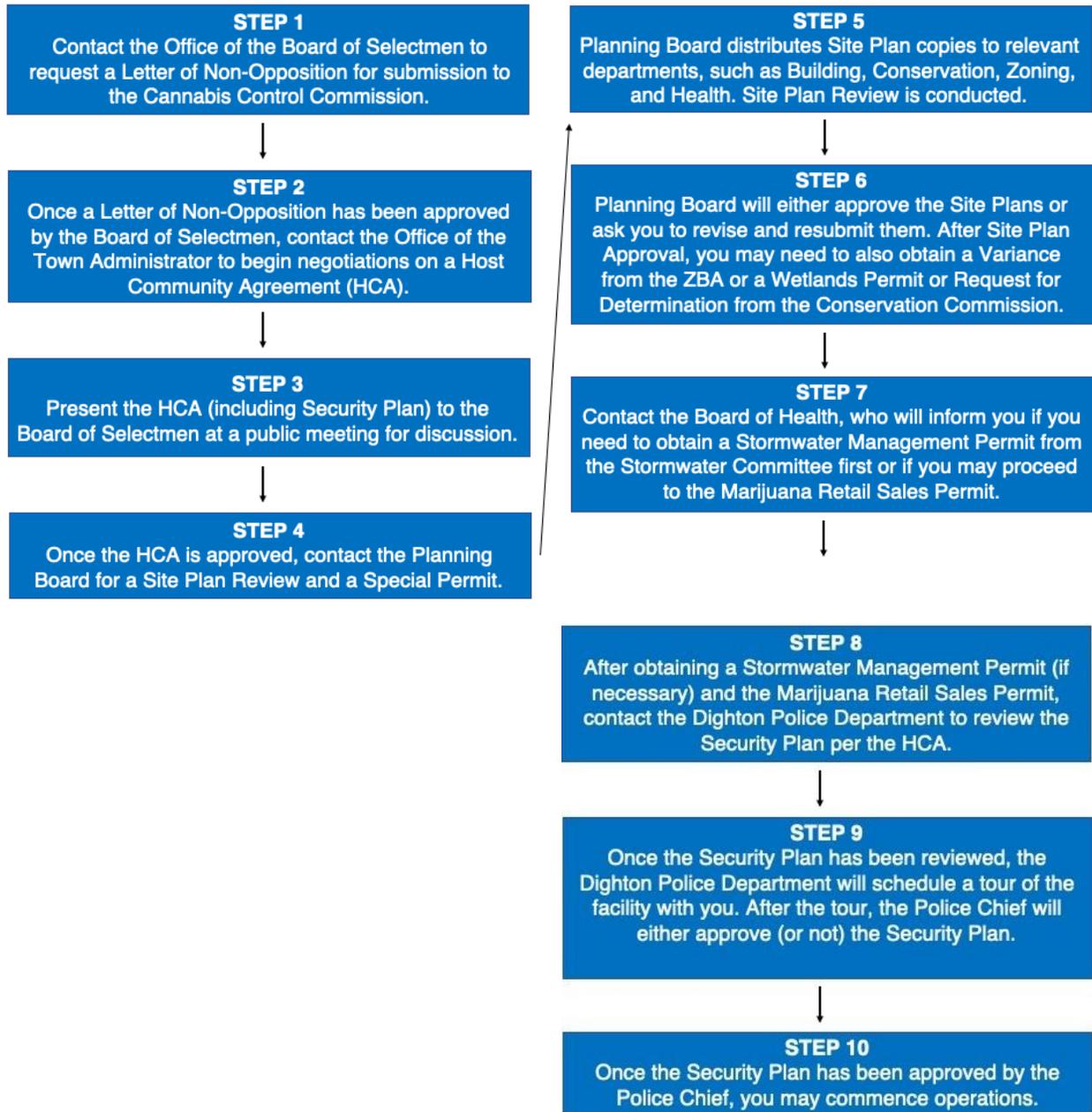
### What is a Host Community Agreement?

A Host Community Agreement (HCA) is an agreement between a marijuana establishment or RMD and a municipality that sets forth the conditions to have the proposed business located within the town or city. It includes, but is not limited to, all stipulations of responsibilities between the host community and the marijuana establishment or RMD.

### Why Do I Need to Obtain an HCA?

In order to be licensed through the Cannabis Control Commission, a marijuana establishment or RMD must execute an HCA with the municipality in which the proposed site is located.

# RMD Process Flow Chart



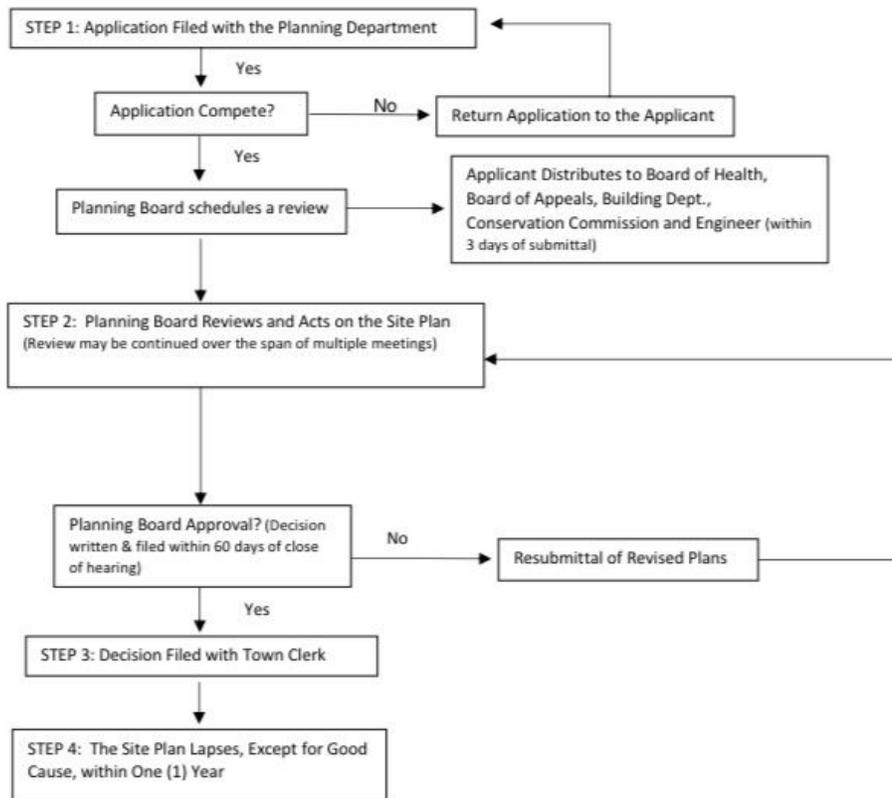
**\*Note:** This process applies only if the proposed site is in an established Marijuana Overlay District. Please verify the zoning district of your proposed site on the Town of Dighton Zoning Map before beginning this process. You can do so by contacting the Building Department.

# Site Plan Review Process Flow Chart



## TOWN OF DIGHTON

PLANNING BOARD  
 979 SOMERSET AVENUE  
 DIGHTON, MA 02715



# Economic Development Incentive Program

## What is the Economic Development Incentive Program?

The Economic Development Incentive Program (EDIP) is a tax incentive program designed to foster job creation and stimulate business growth in the Town of Dighton. To achieve these objectives, the EDIP allows companies to receive state tax credits and local property tax incentives in exchange for job creation, manufacturing job retention, and private investment commitments.

## What Types of Economic Development Incentives Does the EDIP Offer?

One type of local property tax abatement agreement available to businesses under the EDIP is the Tax Increment Financing (TIF) agreement. TIF agreements allow the Town of Dighton to negotiate a real estate tax abatement with a business. A TIF project involves development activities, such as new construction on vacant land or the expansion of an existing facility, that increase the tax value of the property. The Town of Dighton may approve a complete or partial abatement of the incremental increase in value resulting from the project for a period between five (5) and twenty (20) years. In addition, the Commonwealth of Massachusetts offers additional incentives, such as an increase in the Investment Tax Credit and a 10% Abandoned Building Tax Deduction.

## What is the Process?

A business initiates the process by submitting a letter-of-intent to the Office of the Town Administrator. The TIF Review Board and the Regional Office of the Massachusetts Office of Business Development work hand-in-hand with the business to develop the necessary documents for the TIF. These documents require ratification by the Board of Selectmen and the Commonwealth of Massachusetts' Economic Assistance Coordinating Council.

# Contact Information

**Town of Dighton  
Town Hall  
979 Somerset Avenue  
Dighton, MA 02715**

Board of Selectmen/Town Administrator (508) 669-6431, Ext. 100  
Mallory E. Aronstein, Town Administrator  
Karin Brady, Executive Assistant  
[kbrady@dighton-ma.gov](mailto:kbrady@dighton-ma.gov)

Town Clerk (508) 669-6431, Ext. 103  
Susana Medeiros, Town Clerk  
Pamela Waller, Assistant Town Clerk  
[pwaller@dighton-ma.gov](mailto:pwaller@dighton-ma.gov)

Planning Board (508) 669-6431, Ext. 114  
Timothy Rhines, Chairman  
Kerrie Easterday, Office Manager  
[keasterday@dighton-ma.gov](mailto:keasterday@dighton-ma.gov)

Zoning Board of Appeals (508) 669-6431, Ext. 119  
Zachary Caron, Chairman  
Jonathan Gray, Office Manager  
[jgray@dighton-ma.gov](mailto:jgray@dighton-ma.gov)

**Town of Dighton  
Old Town Hall  
1111 Somerset Avenue  
Dighton, MA 02715**

Building Department (508) 669-6431, Ext. 200  
James Aguiar, Building Commissioner  
Nancy Pinto, Office Manager  
[npinto@dighton-ma.gov](mailto:npinto@dighton-ma.gov)

Health Department (508) 669-6431, Ext. 204  
Todd Pilling, Health Agent  
Rosalind Grassie, Office Manager  
[rgrassie@dighton-ma.gov](mailto:rgrassie@dighton-ma.gov)

Stormwater Committee  
Nancy Goulart, Chairman  
Rosalind Grassie, Office Manager  
[rgrassie@dighton-ma.gov](mailto:rgrassie@dighton-ma.gov)

(508) 669-6431, Ext. 204

Conservation Commission  
William Frenette, Chairman  
Charles Mello, Conservation Agent/Secretary  
[cmello@dighton-ma.gov](mailto:cmello@dighton-ma.gov)

(508) 669-6431, Ext. 206

**Town of Dighton  
Fire Department  
300 Main Street  
Dighton, MA 02715**

Fire Department  
Christopher Maguy, Fire Chief  
Rebecca Moss, Administrative Assistant  
[rmoss@dighton-ma.gov](mailto:rmoss@dighton-ma.gov)

(508) 669-6611

**Town of Dighton  
Police Station & Communications Center  
1458 Somerset Avenue  
Dighton, MA 02715**

Police Department  
Robert MacDonald, Police Chief  
Karlene Bourque, Administrative Assistant  
[kbourque@dighton-ma.gov](mailto:kbourque@dighton-ma.gov)

(508) 669-6711

Communications Department  
Theresa Costa, Liaison to the Police Chief  
[tcosta@dighton-ma.gov](mailto:tcosta@dighton-ma.gov)

(508) 669-6711

# Additional Resources

The Town of Dighton website has a page dedicated exclusively for businesses: <https://www.dighton-ma.gov/business/index.php>. This page acts as a centralized hub for all relevant information pertaining to your commercial operations. You will find important sections such as Permits & Licensing Applications, Fee Schedules, Contact Information, Zoning Map, and information on the Taunton Area Chamber of Commerce.

Additionally, the Town of Dighton has notary public services in the event some of your paperwork requires a notary. Contact the Board of Selectmen's Office or the Office of the Town Clerk for notary services.

## Outside Organizations

Christine Joiner  
Membership & Events Manager  
Taunton Area Chamber of Commerce  
6 Pleasant Street  
Taunton, MA 02780  
Tel: (508) 824-4068  
[www.tauntonareachamber.org](http://www.tauntonareachamber.org)

Robert Nelson  
District Director - Boston Office  
Small Business Administrator  
10 Causeway Street, Room 265  
Boston, MA 02108  
<https://www.sba.gov>

Sue Whitaker  
Regional Director – Greater Boston  
Massachusetts Office of Business Development  
[susan.whitaker@mass.gov](mailto:susan.whitaker@mass.gov)

### Other Online Resources:

<https://www.mass.gov/starting-your-business>

<https://www.mass.gov/service-details/economic-development-incentive-program-edip>

<https://www.mass.gov/service-details/business-tax-credits>