



**TOWN OF LITTLETON
FIREARMS BUSINESS
CHECKLIST**

EDITED: SEPTEMBER 16, 2024

Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460
(978) 540-2425

Attach this Firearms Business checklist to the special permit application for any project that is required to comply with Article XXXII Firearms Business

Project Address _____

Applicant _____

Application Date _____

Date Public Hearing Opens _____

Project Description _____

PLANNING BOARD ACTION

_____ APPROVED

_____ APPROVED WITH CONDITIONS

_____ DISAPPROVED

By vote of the Littleton Planning Board

_____ Date: _____

Special Permit Decision Filed with Town Clerk _____

Location Requirements: Town Code §173-238

Attached	Item
	<ol style="list-style-type: none">1. Proof that site is not located within 500 feet of a:<ol style="list-style-type: none">a) Residential use, residential zoning district, or mixed-use districts within which residential uses are allowed;b) Public or private elementary school, middle school, or high school;

	<ul style="list-style-type: none"> c) Child Care Facility, including family childcare homes, childcare centers, and/or nursery schools; d) Any establishment catering to or providing services primarily intended for minors, including, but not limited to establishments such as activity centers or commercial recreation centers (e.g. rock climbing gym, The Little Gym of Littleton); e) Church or other religious use; f) Public Park intended for passive or active recreation; or g) Playground.
	<p>2. The 500-foot distance shall be measured in a straight line from the nearest point of the structure within which the Firearms Business would operate (from the nearest point of the exterior of the tenant space if the Firearms Business is located in a structure occupied by multiple tenant spaces), to the nearest boundary line of a residential zoning district, a mixed-use district within which residential uses are allowed, or the nearest point of any property on which a public or private elementary school, middle school, or high school is located, or to the nearest point of any structure containing or associated with other uses listed in Subsection <u>A</u> above, provided, however, that if no structure is on the property the distance shall be measured to the property line of such use.</p>
	<p>3. The commencement of one or more of the uses listed in Subsection <u>A</u> above within 500 feet of a proposed Firearms Business location during the review of a special permit application for a Firearms Business (beginning on the date of submittal), following the issuance of a special permit, or following the commencement of the Firearms Business use shall not invalidate the Firearms Business uses, the special permit issued therefor, or the ability to renew any unexpired or unrevoked special permit.</p>
	<p>4. No Firearms Business shall be located inside a building containing residential dwelling units, including transient housing, group housing, hotels, motels, lodging houses, and/or dormitories.</p>
	<p>5. No Firearms Business shall be located within 500 feet of another Firearms Business. The 500-foot distance shall be measured in a straight line from the nearest point of the structure within which the Firearms Business would operate (from the nearest point of the exterior of the tenant space if the Firearms Business is located in a structure occupied by multiple tenant spaces) to the nearest point of the structure within which a Firearms Business is already operating.</p>

Application Materials: Town Code §173-239

Attached	Item
	<p>1. Name, residential address, business address, and telephone numbers of the legal owner or owners of the proposed Firearms Business.</p>
	<p>2. Name, residential address, business address, security plan, and telephone number of the manager of the proposed Firearms Business.</p>

	3. Name, residential address, business address, and telephone numbers of all persons having any equity, including beneficiaries or other interest in such Firearms Business, including but not limited to security interest, liens, mortgages, or other interest. In the event that a corporation, partnership, trust, or other entity is listed, the name, residential address, business address, and telephone number of every person who is an officer, director, shareholder, or trustee of the entity must be listed and meet with the Planning Board, in order that the SPGA may know who are the persons who actually own and control that Firearms Business.
	4. A sworn statement that neither the applicant, the manager, nor any person having any equity or other interest in the Firearms Business has been convicted of violating the provisions of MGL c. 140, §§ 122B, 130, 131N, or similar laws in other states.
	5. The total number of employees.
	6. Proposed security precautions.
	7. Evidence that the applicant has site control and the right to use the proposed site as a Firearms Business. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.
	8. The physical layout of the premises including the interior of the structure in which the Firearms Business will be located.
	9. A full description of the intended nature of the business.
	10. Copies of all State, Federal, and local firearms licenses and permits issued to the applicant. (Letter of Confirmation from Police Chief)
	11. Proof of a policy of insurance executed by an insurance company insuring the applicant against liability for damage to property and for injury to, or death of, any person as a result of the theft, sale, lease or transfer or offering for sale, lease or transfer of a firearm or ammunition, or any other operations of the Firearms Business. The limits of liability shall not be less than \$1,000,000 for each incident of damage to property or incident of injury or death to a person; provided, however, that increased limits of liability may be required by the SPGA in its discretion. The policy of insurance must contain an endorsement providing that the policy shall not be cancelled until written notice has been given to the SPGA at least 30 days prior to the effective date of the cancellation.

Special Permit Conditions: Town Code §173-243

Attached	Item
	1. A Firearms Business use shall be located in, and conduct all operations and transactions within, an enclosed building; this shall not prohibit operations involving the delivery or receiving of permitted goods and products, which may involve transfer to or from a motor- vehicle outside of an associated building.

	2. All publicly accessible entrances shall be visible from a public way. The SPGA may impose conditions requiring that fencing or plantings be installed along rear and side lot lines to screen the premises from adjoining properties.
	3. Drive-through windows and/or any interactions or sales to customers within vehicles are prohibited.
	4. The hours of operation of a Firearms Business shall be set by the SPGA, but in no event shall a Firearms Business be open to the public, performing deliveries, and/or otherwise operating before 8:00 a.m. and after 9:00 p.m. There shall be no exemptions to the prohibited hours of operation for emergencies.
	5. No person under the age of 18 shall be permitted on the premises of the Firearms Business unless they are accompanied by a parent or legal guardian.
	6. All Firearms Business uses shall conduct criminal background checks for all employees in accordance with state law.
	7. A Firearms Business shall not sub-lease space from a tenant of any building or structure and is prohibited from sub-leasing the Firearms Business use space to another Firearms Business.

Findings: Town Code §173-242

In addition to determining compliance with the requirements and conditions of this article and all other applicable sections of the Zoning Bylaw, the SPGA in its review of any special permit application for a Firearms Business shall find that the proposed Firearms Business:

	1. Meets all other applicable requirements of the Zoning Bylaw and the permitting requirements of all applicable agencies of the Commonwealth of
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	Massachusetts and the Town, and will otherwise comply with all applicable state and local laws and regulations.
	2. Is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest.
	3. Provides adequate security measures to ensure that no individual participants will pose a threat to the health or safety of other individuals. In making this determination the SPGA shall consider input from the Littleton Police Department, if any; and
	4. Adequately addresses issues of vehicular and pedestrian traffic, circulation, parking, and queuing, especially during peak periods at the Firearms Business.

No Accessory Use Firearms Business: Town Code §173-245

	1. Use of property as a Firearms Business shall necessarily be deemed a principal use for purposes of the Zoning Bylaw and shall be permitted exclusively in accordance with this Article XXXII . No Firearms Business may be allowed within the Town on the basis that such use qualifies as a permissible accessory use.
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