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Re: Case 4229 – Outstanding Application Review and Approval Fee | Richard Rosen –
Merrill Engineering & Land Surveyors

From: [REDACTED]

To: TOWN OF PLYMOUTH ZONING BOARD OF APPEALS

Date: Oct 19, 2026, 2:40 PM

Hi Spencer,

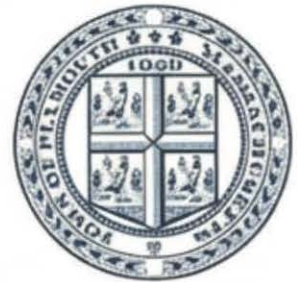
I just received your email. Is it possible I can pay this by check tonight?

If not, I will wire the funds in the morning.

Thanks,

Richard

On Monday, October 19, 2026 at 01:14:31 PM EDT, TOWN OF PLYMOUTH ZONING BOARD OF APPEALS
wrote:



**TOWN OF PLYMOUTH
ZONING BOARD OF APPEALS**

26 Court Street,
Plymouth, MA 02360

Dear Mr. Rosen,

RE: Case 4229 – Application Review and Approval Fee Settlement

Property Address: 8 Carver Street

Property Identification: Map 20, Lot 77

Application: Special Permit for the Construction of Eight (8) Residential Units in an Existing Building

Reference: Continued from September 21, 2026

We are writing regarding the above-referenced application submitted on behalf of Richard Rosen and associated with Merrill Engineering & Land Surveyors for the proposed construction of eight (8) residential units within an existing building at 8 Carver Street, Map 20, Lot 77.

Following the continued consideration of this matter, staff have recommended approval of the application, subject to the applicable review procedures, requirements, and completion of the

outstanding administrative steps. In connection with this recommendation, please be advised that the attached invoice represents the application review and approval fee associated with the processing and administration of your application.

To facilitate the timely progression of Case 4229 toward the next stage of the approval process, we respectfully request that the invoice be settled in accordance with the payment instructions to be issued upon your request. Timely payment is an important administrative requirement that supports the proper management of the application, documentation of review activities, coordination of relevant proceedings, and completion of the associated approval procedures.

Importance of the Application Review and Approval Fee

The application review and approval fee contributes to the administrative and operational resources required to process development applications in a consistent, accountable, and orderly manner. The principal functions supported by this fee include the following:

Below is the comprehensive breakdown of the invoice totaling \$3,950

Fee Description	Amount (USD)
Planning Review & Zoning Analysis	\$950.00
Public Hearing Coordination & Staff Report Preparation	\$600.00
Permit Processing & Administrative Documentation	\$400.00
Record Management, Notice Preparation & Compliance Tracking	\$0.00
Standard Commercial Refundable Bond (SCR)	\$2,000.00
Total Amount Due	\$3,950.00

Purpose of the fee

The fee supports the municipal review and authorization process, including:

- zoning compliance verification and technical evaluation
- preparation of staff findings and recommendation report
- coordination of Planning & Zoning Commission hearing
- legal noticing and case documentation
- permit authorization and post-approval tracking
- inspection coordination and municipal record archiving

The refundable bond is held to ensure compliance with approved plans and is returned upon verified completion.

The timely settlement of this invoice is necessary to streamline the approval process and avoid delays in final authorization. While staff have recommended approval, finalization

cannot proceed until the associated review fee has been remitted.

In the interest of maintaining smooth administrative flow and to prevent delays in scheduling and approval issuance, we request that the following next steps be taken:

①

1. **Reply to this email requesting the official invoice and wire instructions.**
2. **Make payment via the issued wire transfer instructions upon receipt.**
3. **Return a copy of the wire receipt to this email address for confirmation and closure of financial obligations.**

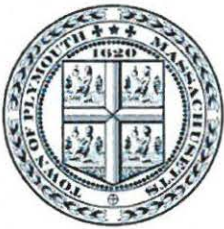
Please note that all correspondence related to this case should be maintained via email for purposes of proper record keeping, auditing compliance, and public agenda organization.

We appreciate the detailed operational commitments outlined in your submission, including enhanced security presence, noise control measures, responsible alcohol service adherence, and structured management of parking and lighting. These considerations have contributed positively to the staff recommendation.

If you have any questions or require additional clarification, please feel free to respond directly.

Sincerely,

Spencer Dancause,



TOWN OF PLYMOUTH

ZONING BOARD OF APPEALS

26 Court Street,

Plymouth, MA 02360

Re: Case 4229 – Outstanding Application Review and Approval Fee | Richard Rosen –
Merrill Engineering & Land Surveyors

From: TOWN OF PLYMOUTH ZONING BOARD OF APPEALS <boardof-appeals.gov@usa.com>

TO [REDACTED]

Date: Oct 19, 2026, 3:35 PM



**TOWN OF PLYMOUTH
ZONING BOARD OF APPEALS**
26 Court Street,
Plymouth, MA 02360

Dear Mr. Richard Rosen,

Please be advised that checks and cash payments are not accepted for this type of application fee. Attached, you will find the official invoice and wire transfer instructions for completing the payment.

Kindly arrange the wire transfer in accordance with the instructions provided in the attached invoice. Once the payment has been completed, please forward the wire transfer confirmation to this email thread so that we can verify the transaction and proceed with processing your application promptly.

We would appreciate it if you could arrange for the payment to be initiated tomorrow morning at your earliest convenience.

Should you have any questions or require further clarification, please feel free to reply directly to this email.

Thank you for your prompt attention and cooperation.

Sincerely,

Spencer Dancause,

Re: Case 4229 – Outstanding Application Review and Approval Fee | Richard Rosen – Merrill Engineering & Land Surveyors

From: TOWN OF PLYMOUTH ZONING BOARD OF APPEALS <planning.board.gov@usa.com>

To:

Date: Oct 21, 2026, 11:30 AM



**TOWN OF PLYMOUTH
ZONING BOARD OF APPEALS**

26 Court Street,
Plymouth, MA 02360

Dear Mr. Richard Rosen,

I hope you are doing well.

This is a friendly reminder regarding the outstanding payment for the attached invoice, which is now overdue.

For your convenience, we have reattached the invoice and the wire transfer instructions originally provided. Kindly initiate the payment at your earliest convenience today to avoid any further delay in the processing of your application.

Upon Payment completion, please send a copy of the wire confirmation for our verification and processing..

If the payment has already been initiated, please kindly send us the wire transfer confirmation copy..

Should you have any questions or require any additional information, please feel free to reply to this email. We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your prompt attention and cooperation.

Sincerely,

Spencer Dancause,