

## TOWN OF SOUTHBOROUGH

### Administrative Regulations

#### MAJOR SITE PLAN APPROVAL\*

1. **OPTIONAL:** Submit one copy of the Site Plan to the office of Planning for preliminary review by the Town Planner and Administrative Assistant to the Board of Selectmen. Determination will be made as to completeness and applicability of major or minor review.
2. Submit application and eighteen copies (twelve if minor review) to the Planning office. A copy of the list of abutters shall be attached to the application. If it is determined by the town to be complete, the site plan will be accepted, dated, and copies will be distributed to town boards and departments.
3. A site plan hearing will be scheduled with the Planning Board. Notice of the site plan hearing is prepared by the Planning office and given to the applicant. The site plan hearing notice is also filed by the Planning office with the Town Clerk for posting on their notice board.
4. The applicant is responsible for sending the hearing notice to the abutters by certified mail/return receipt requested at least 14 days before the scheduled hearing. The list of abutters shall be obtained and certified by the Assessors' office. (Abutters are property owners within 300 feet of a site or property of contiguous ownership on either side, in back of, and directly across the street.) The green and white certified receipts from the abutters should be submitted to the Planning office as soon as possible before the hearing.
5. An appointment should be made to present the plan to the Selectmen prior to the public hearing. A recommendation from the Board of Selectmen on the site plan is required prior to the site plan hearing with the Planning Board.
6. Applicants submitting site plans will be charged a filing fee of \$750.00.
7. Consulting Engineering Site Plan Fees: The Town of Southborough utilizes consulting engineers to review plans and specifications on behalf of the Town. Applicants submitting site plans which require a review by the Town's consulting engineers will pay a fee equal to the actual engineering costs charged to the Town for the review of the specific site plan submission.

\* See Code of the Town of Southborough, Chapter 174 Zoning, Section 174-10., Site Plan Approval

Application for Major Site Plan Approval

Date: \_\_\_\_\_

To: Southborough Planning Board  
Town House  
Southborough, MA 01772

I hereby apply for approval of a Site Plan Entitled: \_\_\_\_\_

Plans Prepared by: \_\_\_\_\_

Address of Engineer: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Property Location: \_\_\_\_\_

Assessor's Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Name of Record Owner: \_\_\_\_\_

Signature of Record Owner (if different from applicant): \_\_\_\_\_

Applicant's Name (printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

(Please attach list of certified abutters which is obtained from the Assessor's office. Abutters are property owners within 300 feet of a site or property of contiguous ownership on either side, in back of, and directly across the street.)

\_\_\_\_\_  
\_\_\_\_\_  
Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_

Distribution List (by Planning Office):

- |                         |                        |
|-------------------------|------------------------|
| Board of Health         | Highway Superintendent |
| Board of Selectmen      | Fire Department        |
| Conservation Commission | Town Clerk             |
| Water Department        | Planning Board         |
| Building Inspector      | Board of Assessors     |
| SEA Consultants, Inc.   |                        |