

TOWN OF SOUTHBOROUGH

Administrative Regulations

MINOR SITE PLAN APPROVAL*

1. **OPTIONAL:** Submit one copy of the Site Plan to the office of Planning for preliminary review by the Town Planner. Determination will be made as to completeness and applicability of major or minor review.
2. Submit application and twelve copies to the Planning office. 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 minor site plan review meeting will be scheduled with the Minor Site Plan Review Committee.
4. Applicants submitting minor site plans will be charged a filing fee of \$350.00.
5. 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 Minor 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: _____

Date of Meeting: _____ Time of Meeting: _____

Distribution List (by Planning Office):

Board of Health
Board of Selectmen
Conservation Commission
Water Department
Building Inspector
SEA Consultants, Inc.

Highway Superintendent
Fire Department
Town Clerk
Planning Board
Board of Assessors