

## TOWN OF SOUTHBOROUGH

### Administrative Regulations

#### **MODIFICATION TO AN APPROVED MAJOR SITE PLAN\***

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 fifteen copies of the application and plans to the Planning office, of which four of the plans should be full size and the balance in 11" x 17" format and one electronic version of the plans. 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. Applicants submitting site plans will be charged a filing fee of \$500.00.
6. 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 a Modification to an Approved Major Site Plan

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; \_\_\_\_\_

Engineer's Telephone Number: \_\_\_\_\_

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  
Board of Selectmen  
Conservation Commission  
Department of Public Works  
Consulting Engineers

Planning Board  
Fire Department  
Town Clerk  
Building Inspector