

## TOWN OF SOUTHBOROUGH

### Administrative Regulations

#### SPECIAL PERMIT – VILLAGE BUSINESS DISTRICT

1. OPTIONAL: Submit one copy of the Special Permit 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. NOTE: The Special Permit application and applicable Site Plan approval request shall be filed concurrently. A separate public hearing (but typically heard concurrently) is required for each request.
3. Submit application and eleven copies 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. If major site plan review is also required for the project, duplicate filing of plans is not required.
4. A special permit hearing will be scheduled with the Planning Board. Notice of the special permit hearing is prepared by the Planning office and given to the applicant. The special permit hearing notice is also filed by the Planning office with the Town Clerk for posting on their notice board.
5. 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. If major site plan review is also required for the project, both hearing notices may be sent together.
6. Special Permit Fees: Applicants submitting special permit plans will be charged a filing fee of \$500.00. In addition, 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. If Major Site Plan review is also required for the project, engineering review costs will be calculated as a single review fee.

\* See Code of the Town of Southborough, Chapter 174 Zoning, Section 174-10.1, Village Business District plan review.

**Application for a Special Permit – Village Business District**

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

To: Southborough Planning Board  
Town House  
Southborough, MA 01772

I hereby apply for approval of a Special Permit Entitled:

\_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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.   |                        |