



Town Of Southborough

Planning Department

17 Common Street
Southborough, MA 01772
Tel: 508.485.0710 ext. 3027

Development Guide

This document is intended to assist you with preparation of your application. Please do not hesitate to contact us for further information or if you have questions.

Part I: Department: Planning Board

Staff Liaison and Contact info: Jennifer Burney, Town Planner
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Hillary Young Carney
Administrative Assistant
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Office Hours: Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
Tuesday 8:00 A.M. – 7:00 P.M.
Friday 7:30 A.M. – 12:00 P.M.

Board: Planning Board

Members: Donald C. Morris (Chair)
Kathleen B. Bartolini (Vice Chair)
Andrew S. Mills
Phil Jenks
Jesse Stein

Meeting Schedule: Typically held twice a month on Mondays starting at 7:00pm.

Description: The Planning Board is established by Massachusetts General Laws (M.G.L. Chapter 41 Section 81A and is governed by local zoning bylaws and subdivision rules and regulations.

Permits Issued: Form A (Approval Not Required)
Form B (Preliminary Subdivision)
Form C (Definitive Subdivision)
Special Permits for: Major Residential Development, Business Village District, Solar, Lower Impact Development
Major & Minor Site Plan Review
Common Driveway

Stone Wall and Tree Removal on a Scenic Road
Planning Board reports to ZBA for Accessory Apartment and Sign
Variances

- Process for Obtaining Permits(s):** Application is made to the Planning Board, located on the second floor of the Town House, 17 Common Street, and Southborough. Applicants are strongly encouraged to meet with the Town Planner prior to the submission of any application. After receiving an application the Planning Department will review it for completeness and have date stamped with the Town Clerk upon determination of its completeness.
- Staff Review:** For more complex projects it is recommended that the Applicant meet with staff prior to submitting an application. Please contact the planning department to arrange a meeting.
- Advertising Requirements:** Legal ads must be published twice in the local newspaper. The first ad must be at least 14 days prior to the date of the public hearing. A public hearing is necessary for Special Permits, Major Site Plan Review and Stone Wall and Tree Removal. The Planning Department will draft a hearing notice and notify the newspaper and town clerk and give a copy to the Applicant. The Applicant is responsible for sending a copy to each abutter on the certified abutter's list by certified and registered receipt mail. Copies of the returned registered receipts and certified receipts must be turned into the Planning Department the Thursday prior to the opening of the Public Hearing.
- Time Frame for Public Hearings:** Upon application submission, the Planning Board will schedule a hearing as soon as possible, but within 65 days from the date of submittal.
- Time Frame for Decision:** Preliminary Subdivision Plan: 45 days
Definitive Subdivision preceded by Preliminary Plan: 90 days
Definitive Plan where no Preliminary Plan was filed: 135 days
Special Permits: 90 days
Minor Site Plan Review: 45 days
Major Site Plan Review: 60 days
- An extension of the approval time may be requested from the Planning Board if it is determined that the project cannot be adequately reviewed in the allotted time frame.
- Process after Decision:** Once a decision is made the Board has up to 14 days (depending on type of application) to record the decision (if required) with the Town Clerk. The 20-day appeal period will begin once recorded with the Town Clerk. The Town will mail a copy of the decision

or notice to abutters on the certified abutters list and abutting towns. If there is no appeal the Applicant will receive a copy of the decision which must be recorded at the Worcester Registry of Deeds by the Applicant along with any Plans.

Process for Plans after Decision: After the Board signs the mylar(s) for a Definitive Subdivision the Planning Department will give it to the Applicant. The Applicant must make 3 paper copies of the signed mylar(s) and return them to the Planning Department. The Planning Department will distribute them to the Town Clerk and the Department of Public Works. The applicant is responsible for recording the decision and the mylar(s) at the Registry of Deeds within 6 months of the approval date.

The mylar for an ANR needs to be recorded at the Registry of Deeds by the Applicant within 6 months.

Written Site Plan decisions and all Special Permit decisions will be issued by the Town Clerk's office after the 20 day appeal process has expired. The applicant is responsible for recording these at the Registry of Deeds.

Appeal Process: Within 20 days after decision is filed, an appeal may be filed in accordance with M.G.L. C.40A s.17.

Fee Schedule: See Fee Schedule

Applications, Rules & Regulations The Planning Department has hardcopies available but all applications, rules and regulations and bylaws can be found on the planning board website at www.townofsouthborough.com

Part II: Commonly Asked Questions

- 1. If I have submitted an application to the Planning Board do I need to attend the meeting/hearing?**
Yes, or someone authorized to present the project/application. In addition, we have found it has been more productive for some of the more complex projects to not only have the applicant attend, but also the applicant's engineer or other team members as well to answer questions that may arise during the process.
- 2. Do you recommend that the applicant meet with abutters prior to submitting an application?** Yes, although it is not required, we have found that for some of the more complex projects abutters have appreciated meeting with the applicant informally to learn more about the project and the applicant has appreciated the feedback as well.
- 3. Can I meet with staff prior to submitting an application?**
Yes, although this is not required, both applicants and staff have found this to be helpful for some of the more complex projects. This "pre-application meeting" is a forum for the technical staffs of both the developer and municipality to meet for an informal review and exchange. This type of

meeting may not be necessary for minor applications but has been helpful for some of the more complex commercial and residential projects. There is no fee associated with this meeting. A concept plan and summary is helpful for staff to have in advance of the meeting but it is not required. Typical attendees from the Town are: Town Planner, Conservation Administrator, Building Inspector, Board of Health Administrator, Police and Fire chiefs, DPW Superintendent and Town Administrator. Applicants in the past have usually had either their engineer, architect, project manager, and applicant participate.

4. How long is the process for a project?

It depends on the application and the complexity of the project. An Applicant should plan on at least 2-3 public hearings for most complex projects; a great deal depends on the responsiveness of the engineer to the peer review and public hearings as well as abutters input, if any, and whether or not further tests and studies need to be conducted such as traffic studies etc. If a legal advertisement is required (depends on type of application, see checklist) the first ad must be published at least 14 days prior to the date of the public hearing. Upon application submissions the Planning Board will schedule a hearing/meeting as soon as possible.

Other factors that can impact the length of the process often depend on the complexity of the project and whether or not it is a sensitive project with abutter concerns. We have found for some of the more complex projects it has been helpful for the applicant to:

- Arrange for an abutter or neighborhood meeting prior to submitting an application Meet with staff for a “pre-application meeting” for an informal review and exchange.
- Arrange for site visits with town staff and Board Members.
- Arrange to have the developer’s technical staff present at meetings to answer questions that may arise during the process.

Part III: Basic Requirements for Applications submitted to the Planning Board

ANR PLAN (Form A)

- ⌋ 1 Application
- ⌋ 5 Large Paper Copies
- ⌋ 1 Mylar copy
- ⌋ Digital Submission*
- ⌋ Filing Fee – See Fee Schedule

MAJOR SITE PLAN/SOLAR/MRD

- ⌋ 17 Applications
- ⌋ 10 Large Paper Plan Sets
- ⌋ 7 Reduced Paper Plan Sets (11x17)
- ⌋ Digital Submission *
- ⌋ 17 Copies of Drainage Calculations, if Submitted, and any other pertinent materials
- ⌋ **Certified** List of Abutters
- ⌋ Filing Fee - See Fee Schedule

PRELIMINARY SUBDIVISION (Form B)

- ⌋ 1 Application
- ⌋ 10 Large Paper Plan Sets
- ⌋ 7 Reduced Paper Plan Sets
- ⌋ Digital Submission*
- ⌋ Filing Fee – See Fee Schedule

SPECIAL PERMIT- ALL TYPES

- ⌋ 17 Application
- ⌋ 10 Large Paper Plan Sets
- ⌋ 7 Reduced Size Paper Plan Sets
- ⌋ Digital Submission*
- ⌋ List of Abutters **Certified** by Assessor’s Office
- ⌋ Filing Fee - See Fee Schedule
- ⌋ 17 sets of any other pertinent materials

DEFINITIVE SUBDIVISION (Form C)

- ⌋ 17 Applications
- ⌋ 10 Large Paper Plan Sets
- ⌋ 7 Reduced Size Paper Plan Sets
- ⌋ Digital Submission*
- ⌋ List of Abutters **Certified** by Assessor’s Office
- ⌋ Filing Fee – See Fee Schedule
- ⌋ 17 sets of any other pertinent materials
- ⌋ Digital Submission *

MINOR SITE

PLAN/SIGN/STONEWALL/TREE HEARING/COMMON DRIVEWAY

- ⌋ 10 Applications
- ⌋ 10 Large Paper Plan Sets
- ⌋ 7 Reduced Paper Plan Sets (11x17)

SIGN/ACCESSORY APARTMENT

- ⌋ 8 Sets of everything submitted to the ZBA through their application process

* Digital Submission is PDF format required with original submittal and all revisions

* AutoCAD format and GIS Format required after approvals

Part IV

These requirements are meant to be basic and general in nature and this checklist is in no way a complete list of the Board’s requirements. Please refer to the Town of Southborough Zoning By-Laws and the Southborough Planning Board’s Regulations Governing the Subdivision of Land for more information regarding filings.

	LID Special Permit	Major Site Plan Review	Planning Board report to ZBA	Certified Abutter List
Minor Site Plan Review	X*			
Major Site Plan Review	X*	X		X
Special Permit/Major Residential Development (Flex Plan)	X			X
Accessory Apartment			X	
Sign – Variance to ZBA			X	
ANR				
Preliminary Subdivision				
Definitive Subdivision	X			X
Special Permit – All Types for Commercial or Age Restricted Developments	X	X		X

* Not always Required

IV. Check List: Possible/Required Documents, Forms, and Process etc. Please note this chart is an example and may not comprise all of the processes required.