



## TOWN OF SOUTHBOROUGH Planning Board Application for a Common Driveway

Common driveways serving more than two (2) detached single family single family houses requires a permit from the Planning Board per Section Board per Section 174-9.1 of the Southborough Zoning Code. Code.

Name of Applicant(s): \_\_\_\_\_

Address of Applicant(s): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of Proposed Common Driveway: \_\_\_\_\_

Number of houses to be served by Common Driveway: \_\_\_\_\_

Describe the reasons a Common Driveway would be more beneficial to the Town than a conventional plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan Prepared by: \_\_\_\_\_

Dated: \_\_\_\_\_

**Submittal Requirements:**

- 17 copies, (10 full size and 7 small size (11x17) of the plan set) of all documents being submitted for the Common Driveway showing compliance with the requirements of Section 174-9.1.
- PDF of the plan and all related documents being submitted A draft covenant complying with Section 174-9.1 (3)
- An application fee. (See Fee Schedule).
- Should the Planning Board require the plan be reviewed by the Town's consulting engineer, the applicant will be required to pay this cost.

This application is submitted on \_\_\_\_\_ by: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if, in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. **Applicants should note that this additional material includes amended plans, renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.**