



**TOWN OF SOUTHBOROUGH**  
**Planning Board**  
**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. 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), a separate application and a separate fee is required for each request.
3. Submit seventeen copies of the application and plans to the Planning office, of which ten (10) of the plans should be full size and the balance in 11" x 17" format and one electronic version (PDF) of the plans and associated documents. 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 submitted to the appropriate newspaper for publication at the applicant's expense. The newspaper will bill the applicant directly. 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, prepared by the Planning Office 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, but no later than the Thursday at noon prior to the scheduled public 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. See Fee Schedule. 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.



**TOWN OF SOUTHBOROUGH**  
**Planning Board**  
**Application for a Special Permit – Village Business District**

I hereby apply for approval of a Special Permit Entitled:

Plans Prepared by: \_\_\_\_\_  
Address of Engineer: \_\_\_\_\_  
Engineer's Telephone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Description of Project: \_\_\_\_\_

Property Location: \_\_\_\_\_  
Assessor's Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Name of Record Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Applicant's Name (printed): \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Applicant's Telephone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

(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	Planning Board
Board of Selectmen	Fire Department
Conservation Commission	Town Clerk
Department of Public Works	Building Inspector
Consulting Engineers	Police Department

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.**