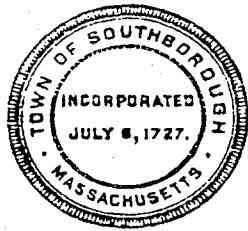


**TOWN OF SOUTHBOROUGH**  
**Planning Board**



**Administrative Regulations**

**MAJOR SITE PLAN APPROVAL\***

1. OPTIONAL: Submit one copy of the Site Plan to the Planning Office for preliminary review by the Town Planner.. Determination will be made as to completeness and applicability of major or minor review.
2. Submit application and seventeen (17) copies (twelve if minor review) 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.
3. Submit a PDF of all plans and associated materials
4. A site plan hearing will be scheduled with the Planning Board. Notice of the site plan hearing is prepared by the Planning Office and submitted to the appropriate newspaper for publication. The applicant will be billed directly by the newspaper. The site plan 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, no later than the Thursday prior to the public hearing..
6. Applicants submitting site plans will be charged a filing fee. (See Fee Schedule)  
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



# TOWN OF SOUTHBOROUGH

## Planning Board

### Application for

### Major Site Plan Approval

I hereby apply for approval of a Site Plan Entitled: \_\_\_\_\_  
Plans Prepared by: \_\_\_\_\_  
Address of Engineer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Description of Project: \_\_\_\_\_

Property Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
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: \_\_\_\_\_ Cell # \_\_\_\_\_  
Applicant's 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	Board of Selectmen
Fire Department	Conservation Commission
Town Clerk	Department of Public Works
Planning Board Members	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.***