



TOWN OF SOUTHBOROUGH

Planning Board

Application for a Sign

The Board of Appeals will not act on any Special Permit or Variance Request without receiving a report from the Planning Board per §174-11E of the Southborough Zoning Code.

Name of Applicant(s): _____
Address of Applicant(s): _____
Telephone #: _____ Cell #: _____
Email Address: _____
Address Location of Proposed Sign: _____
Description of sign: Size: _____ Height: _____ Illumination: _____
Number: _____ Zoning District: _____ Set Back: _____
Design Material: _____ Location on Building: _____
Plan Prepared by: _____ Date: _____

Submittal Requirements:

- 8 copies, and PDF of the plan and all related documents that will be submitted to the ZBA
- Letter of Denial from the Building Inspector indicating the need for a Special Permit..

TOWN OF SOUTHBOROUGH

Planning Board

Application for an Accessory Apartment

Accessory Apartments are allowed in the Southborough Zoning By-Laws by Special Permit from the ZBA and require a report from the Planning Board per §174-9 B of the Southborough Zoning Code.

Name of Applicant(s): _____
Address of Applicant(s): _____
Telephone #: _____ Cell #: _____
Email Address: _____
Location of Proposed Accessory Apartment: _____

Description of Accessory Apartment: Sq Ft of Habitable Floor Area of Accessory Unit : _____
Habitable Floor Area of Entire Dwelling including Accessory Buildings: _____
Provisions for Off Street Parking: _____
Plan Prepared by: _____ Date: _____
This application is submitted on _____
Signature: _____
Title: _____

Submittal Requirements:

- 8 copies, and PDF of the plan and all related documents that will be submitted to the ZBA
- Letter of Denial from the Building Inspector indicating the need for a Special Permit.

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.***