

TOWN OF SOUTHBOROUGH
Planning Board

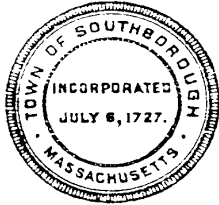
Administrative Regulations

MINOR SITE PLAN APPROVAL *

1. OPTIONAL: Submit one copy of the Site 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. Submit twelve copies of the application and plans to the Planning office, of which five of the plans should be full size and the rest in 11" x 17" format.
3. One electronic version (PDF) of the plans.
4. A narrative summary of the proposed project
5. A minor site plan review meeting will be scheduled with the Minor Site Plan Review Committee.
6. Applicants submitting minor site plans will be charged a filing fee. (See Fee Schedule).
7. 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.

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

* See Code of the Town of Southborough, Chapter 174 Zoning, Section 174-10., Site Plan Approval



TOWN OF SOUTHBOROUGH
Planning Board
Application for
Minor Site Plan Approval

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

Property Location: _____ Zoning District: _____
Assessor's Map Number: _____ Lot Number: _____
Name of Record Owner: _____
Telephone #: _____ Cell# _____
Email Address: _____
Signature of Record Owner (if different from applicant): _____
Applicant's Name (printed): _____
Applicant's Signature: _____
Applicant's Telephone Number: _____ Cell#: _____
Applicants Email Address: _____

Date of Meeting: _____ Time of Meeting: _____

Distribution List (by Planning Office):

Board of Health	Planning Board Members
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.***