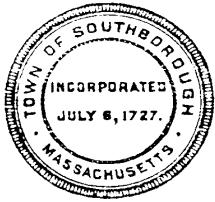


TOWN OF SOUTHBOROUGH  
Planning Board



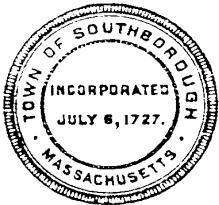
Administrative Regulations

**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.***