



TOWN OF SOUTHBOROUGH
Planning Board
Administrative Regulations

SPECIAL PERMIT – DOWNTOWN 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 copies of the application and plans to the Planning Office:
 - a. 1 color copy of the certified abutters list with initial submission.
 - b. **6 complete packets**, each to include Cover Letter, Application Form, Plans (both Full size 24"x36" & Half size 11"x17" plans), and any other documents/exhibits submitted
 - c. **2 complete packets**, to include Cover Letter, Application Form, Plans (Full size 24"x36" only), and any other documents/exhibits submitted
 - d. **1 packet**, to include Cover Letter, Application Form, Plans (Half size 11"x17" only), and any other documents/exhibits submitted
 - e. **2 Copies of Stormwater Report**, Stapled or GBC bound (with Pre & Post Development Watershed Plans)
 - f. **PDF files of complete packet**, (Note: please submit separate PDF files for Application/other docs, Plans, Stormwater Report (via email, flash drive, or dropbox type link.) (Note: if emailing, PDF files must each be less than 10 MB for email distribution; contact Town Planner if issue)
 - g. If application 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 card certified receipts from the abutters and white mailing receipts 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 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 Southborough Town Code, §174-8.12, Downtown District, & §174-10.2, Downtown District plan approval.



TOWN OF SOUTHBOROUGH
Planning Board
Application for a Special Permit – Downtown 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.**