

City of Marlborough

Commonwealth of Massachusetts



Site Plan Review Committee

Nancy S. Savoie, Planning Director
Stephen F. Reid, Building Commissioner
David Adams, Fire Chief
Mark Leonard, Police Chief
Priscilla Ryder, Conservation Officer
Tom Cullen, City Engineer
Robert Landry, Board of Health

Carrie Lizotte, Board Secretary

Phone: (508) 460-3769

Fax: (508) 460-3736

Email: CLizotte@marlborough-ma.gov

APPLICATION FOR SITE PLAN APPROVAL (FOR NON-RESIDENTIAL AND MAJOR RESIDENTIAL PROJECTS)

Applications for site plan approval must conform to the requirements of Chapter 272-2 of the Marlborough City Code. A complete application includes this form, required plans and other information identified in the Code. Applications are required to consult with the Planner at a "pre-application" review, prior to submitting a formal application. The applicant is required to publish a public notice (see Section 272-6(B)), using the form attached, within 14 days of submitting this application to the Building Department.

1. PROJECT LOCATION:

Name of Proposed Facility: _____

No. & Street: _____

Assessor's Map No (s). _____ Parcel No (s) _____

2. APPLICANT:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

3. **PROPERTY OWNER:**

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

4. **APPLICANT'S REPRESENTATIVE (contact person for the City):**

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

5. **APPLICANT'S ENGINEER (preparing site plan):**

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

6. **APPLICANT'S LANDSCAPE ARCHITECT:**

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

7. **WHAT TYPE OF PROJECT IS PROPOSED? (See Section 63-5 (B) (1))**

____ Non-residential or ____ Residential

Provide a brief description of the project; including the proposed type of use, whether expansion of new, size of buildings, number of new parking spaces, any unusual utility use of impact on abutters (traffic, noise, lighting, odors, hazardous material).

8. **OWNER'S CONSENT:**

If the applicant is not the owner, is written consent of the owner or owner's agent attached (See Section 63-5(B) (7))?

_____ YES _____ NO

9. **APPLICABLE ZONING DISTRICT(S):**

Identify all zoning districts, including overlay zones applicable to this site. The zones must also be shown on the site plan cover sheet. (See section 63-5 (C) (2) (b) (3)).

District Name(s): _____

10. **WHAT OTHER PERMITS ARE REQUIRED?**

- _____ Wetlands Protection Act (Conservation Commission/DEP)
- _____ Section 404, Clean Water Act (Army Corps)
- _____ C. 91 Waterways Permit (DEP)
- _____ Subdivision Control Act, G.L. C. 40 (Planning Board)
- _____ State Curb Cut (Mass. Highway Department)
- _____ Indirect Access Permit (Mass. Highway Department)
- _____ MEPA ENF or EIR (EOEA)
- _____ Blasting Permit (Fire Department)
- _____ Title V Approval (Septic System Approval, Board of Health)
- _____ Building Permit (Building Department)
- _____ Special Permit (City Council or Zoning Board of Appeals)
- _____ Sign Permit (Building Department)
- _____ Variance (ZBA)
- _____ Street Opening Permit (DPW, Engineering Department)
- _____ Sewer Connection Permit (DPW, City Council, DEP)
- _____ Other: _____

11. **WETLANDS RESTRICTION:**

Are wetlands protected by the Inlands Wetlands Restriction? Act (G.L. C.131, section 40A) located on or adjacent to the project site? ___ YES or ___ NO

12. **WHAT IS THE FEDERAL FLOOD INSURANCE RATE ZONE?**

(See the Flood Insurance Rate Maps that are available for viewing in the Building Department and the Conservation Department.)

13. **SUBMITTED PLANS AND REPORTS:**

See Section 272-2 (C) for submission requirements. Please include a locus map per section 272-2 (C) (2) (b) (1)

TITLE	DATE	STAMPED BY

14. **PUBLIC NOTICE:**

Applicants for Site Plan Approval under Chapter 272-2 of the Marlborough City Code must publish a public notice using the format below. A copy of the public notice must be submitted with the application. Applications for Site Plan Approval shall not be certified as complete unless the public notice is properly published.

Date of Publication _____

Name of Newspaper _____

(Form of notice attached)

15. **HISTORIC BUILDING NOTICE:**

Is the site within 250 feet of any building, cemetery or monument built before 1850?

____ Yes ____ No

If in doubt, ask the Historic Commission (Telephone Number: 508-481-2400). If the answer is "Yes", send a photocopy notice and one copy of the site plans (excluding utilities):

Chairman, Historic Commission
City Hall
Marlborough, MA 01752

16. **APPLICANT'S SIGNATURE:**

Applicant or Representatives Signature

Date

APPLICANT SHALL SUBMIT THIS FORM TO THE BUILDING DEPARTMENT WILL ALL REQUIRED PLANS (8 COPIES OF PLANS, 4 COPIES OF TRAFFIC AND DRAINAGE REPORTS) AFTER A "PRE-APPLICATION REVIEW" WITH THE CITY REVIEWING AUTHORITY AT WHICH MOST REQUIREMENTS CAN BE EXPLAINED AND DISCUSSED.

THE APPLICANT IS ALSO REQUIRED TO ATTEND A PRELIMINARY SCOPING SESSION WITH THE SITE PLAN REVIEW COMMITTEE PRIOR TO SUBMITTING THIS FORM.

Office use only:

Date received: _____

Site Plan Permit Number: _____

**SITE PLAN APPROVAL
PUBLIC NOTICE FORM**

Applicants for Site Plan Approval under Chapter 272-2 of the Marlborough City Code must publish a public notice once in a newspaper of local circulation, using the format below. A copy of the public notice must be submitted to the Building Department with the application for Site Plan Approval.

Metrowest Daily News, Framingham, 01701
Advertising: Facsimile Number: 1-781-453-6650

**CITY OF MALRBOROUGH
PUBLIC NOTICE OF SITE PLAN SUBMISSION**

A proposed site plan has been submitted for the following project and is available for public inspection during regular business hours at the office of the Building Inspector, City Hall, Second Floor, 140 Main Street, Marlborough, MA 01752.

Project Name and Type of Use: _____

Project Street Address: _____

Applicant's Name: _____

The City will accept public comments in written form until 14 days from the date of this publication. This notice is published in accordance with requirement of the City Code, Chapter 272-2, Site Plan Review and Approval.

Site Plan Review Committee:

Nancy S. Savoie
City Planner
140 Main Street 508-460-3799

David Adam, Fire Chief
215 Maple Street 508-624-6986

Mark Leonard, Police Chief
335 Bolton Street 508-624-6974

Thomas Cullen, Jr., City Engineer
135 Neil Street 508-624-6310

Stephen Reid, Zoning Officer and Building Commissioner
140 Maple Street 508-460-3725

Priscilla Rider, Conservation Officer
140 Maple Street 508-460-3768

Robert Landry, Board of Health Agent
255 Main Street, Room 101 508-460-3751

Carrie Lizotte, Secretary
140 Main Street 508-460-3769