



TOWN OF NORTHBOROUGH PLANNING BOARD

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

Distribution List

Project Address: _____

GIS Map & Parcel: _____

Please check all that apply:

- Site Plan Approval
 Special Permit with Site Plan Approval
 Common Driveway Special Permit
 Wireless Communications Facility Special Permit
 Wireless Communications Facility Site Plan
 Special Permit per Groundwater Protection Overlay District Bylaw

Please note required plan sizes: Full-size - 24" x 36" Half-size - 11" x 17"

Town Office – Second Floor	Received By	Date
Town Clerk (requires original application & half-size plans)		
Board of Selectmen (half-size plans)		
Fire Department (full-size plans)		
Police Department (half-size plans)		
Department of Public Works (full-size plans)		
Board of Health (half-size plans)		
Building Inspector (full-size plans)		
Town Office – First Floor	Received By	Date
Conservation Commission (half-size plans)		
Town Engineer (full-size plans)		
Earth Removal Board (half-size plans)		
Town Planner (full-size plans)		
Planning Board (requires 5 copies & full-size plans)		
Groundwater Advisory Committee (requires 5 copies & half-size plans when proposal is located in a groundwater overlay district)		
Design Review Committee (Planning Department) (requires 5 copies & full-size plans when proposal is located in zoning district DB, BE, BW, BS, HB and DN)		

THE COMPLETED DISTRIBUTION SHEET MUST BE RETURNED TO THE PLANNING DEPARTMENT.