



Town of Northborough

Planning Department

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Procedural Sheet & Comments

Common Driveway Special Permit

Site Plan Approval

Special Permit in Industrial A

Special Permit per Groundwater Protection Overlay District Bylaw

Wireless Communications Facility Special Permit

Wireless Communications Facility Site Plan Review

- 1) Sixteen (16) copies of the attached application form, adopted by the Board for this purpose, shall be prepared for site plan review, special permit site plan review, common driveway special permit, wireless communications facility site plan review and wireless communications facility special permit applications. Note: Regarding site plan review applications, an additional 5 copies are required if the proposal is located within the BA district. Sixteen (16) copies of all attachments and exhibits, including the following, shall accompany the form:
 - a) Prints of the latest recorded plan of the land which will be affected; or in cases where no such plan exists, prints of a plan of the land which will be affected; or in cases where no such plan exists, prints of a plan of the land endorsed by a registered engineer or land surveyor. The plan shall include the details as outlined in the applicable zoning bylaw.
 - b) Certification from the Northborough Board of Assessors, and, if indicated by the Northborough Board of Assessors, also by one or more Boards of Assessors of abutting towns, listing the names and addresses, as they appear on the most recent local tax list, of the owners of all abutting property and other “parties of interest” in accordance with M.G.L. Ch. 40A Sec. 11.
 - c) Copy of the latest recorded deed to the property which will be affected.
- 2) All pertinent paragraphs of the application must be completed, and all information required by the form shall be concisely stated. If there is insufficient space on the form, additional sheets may be attached bearing the applicable paragraph number and containing the additional information.

- 3) The original of the form shall be signed personally by the applicant(s) and an acknowledgement thereof made before a Notary Public.
- 4) Each application must be accompanied by a filing fee payable to the Town of Northborough. Refer to the Zoning Bylaws and Subdivision Rules & Regulations for a complete fee schedule. The forms and fee must be presented at the office of the Town Clerk at the times and dates designated by that office.

* Common driveways	\$1000.00 plus \$100.00 per lot serviced by driveway
* Site Plan Review	\$100.00 plus \$25 per 1,000 square feet of proposed floor area over a minimum of 1,000 square feet
* Wireless Communications Facility Special Permit	\$1000.00
* Wireless Communications Facility Site Plan Review	\$500.00
* Special Permit per Groundwater Protection Overlay District	\$150.00

- 5) Additional documents may be submitted at the public hearing.
- 6) The Planning Department will be responsible for the publication of the public hearing notice and the notification to the abutters.
- 7) Site Plan Review: The plan of review for a site plan approval (no special permit involved) shall be no longer than ninety (90) days from the date of submission of the application unless the period is extended through written mutual agreement between the Planning Board and the applicant. The Planning Board may hold a public information meeting during that period.
- 8) Common Driveway Special Permit: In accordance with M.G.L. Chapter 40A Section 9, the Planning Board shall hold a public hearing within 65 days from the date of the filing of the application and a decision shall be made within 90 days from the close of the hearing, unless the period is extended through written mutual agreement between the Planning Board and the applicant.
- 9) Wireless Communications Facility Special Permit: In accordance with M.G.L. Chapter 40A Section 9, the Planning Board shall hold a public hearing within 65 days from the date of the filing of the application and a decision shall be made within 90 days from the close of the hearing, unless the period is extended through written mutual agreement between the Planning Board and the applicant.
- 10) PLEASE NOTE: If a proposal is in the BA or BB zoning district, 5 additional copies of the application and plan shall be submitted to the Design Review Committee. If a proposal is in the Groundwater Protection Overlay District, 5 additional copies of the application, plan and drainage calculations shall be submitted to the Groundwater Advisory Committee.

11) Completed distribution sheets must be returned to the Town Planner prior to receiving an agenda date and time.

NOTE: The Planning Board, in its discretion, may dismiss an application (without prejudice) for failure to comply with any of the foregoing procedures.