



# Town of Northborough

Planning Department

63 Main Street

Northborough, Massachusetts 01532-1994

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## Scenic Road Procedural Sheet & Comments

- 1) Eleven (11) copies of the attached application form, adopted by the Board for this purpose, shall be prepared for scenic road applications. Eleven (11) 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 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. The Scenic Road filing fee is \$250. The forms and fee must be presented at the office of the Town Clerk at the times and dates designated by that office.
- 5) Additional documents may be submitted at the public hearing.
- 6) The Planning Department will be responsible for the writing and publication of the public hearing notice. The applicant shall be responsible for the cost of the public hearing advertisement which is in addition to the filing fee.

The applicant shall notify, by registered/certified mail, all abutting towns and owners of land abutting upon the land included in such plan in accordance with M.G.L. Ch. 40A Sec. 11. The mailing forms will be provided by the Planning Department.

- 7) Scenic Road: A public hearing shall be held by the Planning Board within thirty (30) days of the date of the filing of the application with the Town Clerk. The Planning Board shall make a decision within twenty-one (21) days of the close of the public hearing, unless the period is extended through written mutual agreement between the Planning Board and the applicant.

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