



TOWN OF NORTHBOROUGH PLANNING BOARD

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

Applicant Check List Form

Your original application, with all necessary documents and plans, along with the required number of application packets to be distributed to various Town departments and boards, must be submitted to the Town Clerk's Office when filing an application with the Planning Board.

Please review the Distribution List with the Building Inspector to determine the required number of application packets to be submitted to the Town Clerk's Office.

Each application packet must consist of one of each of the following documents:

- A copy of the original completed Planning Board application
- A copy of the deed for the subject property
- A copy of the abutters list certified by the Assessors office**
- A copy of the certified plot plan for the subject property
- A copy of any construction plans/site plans, etc
- A copy of architectural renderings for review by the Design Review Committee, if applicable. (If not submitted with application, scheduling of the Planning Board hearing will be delayed.)

**Please do not make copies of labels for each application packet.

With Original Application Only:

- Abutter labels received from the Assessors office should be submitted with the original application only.
- Please make checks payable to: **Town of Northborough**

Application Review

I have reviewed the Planning Board application package and find the documents listed above to be included.

Town Planner

Date

Please file checklist with the Town Clerk's office.