

December 15, 2017

Kristin Kassner  
Planning Director  
Town of Burlington  
Town Hall Annex  
25 Center Street  
Burlington, MA 01803

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Re: Minor Engineering Change/District Avenue

Dear Kristin:

This office and the undersigned represent National Development and its related entity NEEP Investors Holdings LLC ("Applicant") as it relates to development commonly referred to as "The District" which is located off of Burlington Mall Road and District Avenue.

As your office is aware, the Applicant has undertaken a significant portion of the redevelopment and expansion program authorized by the Planning Board in 2014 for the site improvements referred to as Phase I & II in the associated permit. Through the standard course of site construction, the Applicant has encountered certain site conditions which resulted in project modifications which were di minimis in nature and included minor infrastructure modifications, parking and curb line alterations, landscaping modifications, and pedestrian enhancements. These changes were documented by the Applicant and endorsed by the Planning Department during the construction process through the available field change procedure which allowed the site construction to continue. At this time, the Applicant is seeking final authorization from the Planning Board for these alterations all of which have been outlined in the attached memorandum from VHB and further detailed on the enclosed plans.

We would respectfully request that this application be reviewed by your office and scheduled for consideration by the Planning Board as a Minor Engineering Change at the next available Planning Board agenda. Enclosed please find the following materials:

1. Completed Minor Engineering Change Application form;
2. Check in the amount of \$500.00 made payable to the Town of Burlington;
3. Memorandum from VHB specifying the proposed site changes; and,
4. Six (6) copies of the modified site plan set.

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In the interim we would be pleased to meet with your office and review these changes in detail upon your request.

Very truly yours,



Mark T. Vaughan

MTV:mmc

cc: Ms. Katie Britt Snyder, National Development (w/enclosures)

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