APPLICATION FOR APPROVAL OF AN INSIGNIFICANT CHANGE

To: The Planning Board
Town of Burlington, Massachusetts

The undersigned hereby respectfully requests, pursuant to Section 4 of the Burlington Planning Board’s Rules & Regulations, that the Planning Board, acting though it’s Chairman or Director on behalf of it’s Chairman, approve as an “Insignificant Change” the following modifications to the property located at:

Address:

for which there is an approved Site Plan on file with the Planning Board which is:

Entitled:

Submitted By:

Prepared By:

Dated ____________________, and Revised to ____________________

Endorsed by the Planning Board on __________________________________________

Modifications
Please list modifications below. Include a statement supporting the basis for a “Insignificant Change”. Attach additional pages as needed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
I, the applicant, am fully aware that if the Planning Board grants approval for said insignificant change(s), I will be responsible for updating the record mylar on file with the Planning Board to show all approved insignificant change(s) and submitting the revised mylar and CAD file(s) to the Planning Board with the required number of prints of said plan as is specified in the Board’s decision.

Applicant (Signature)________________________________________________________________________

(Please Print)

1. **Applicant**

   **EMAIL:** __________________________

   Name: _______________________________ **Tel:** __________________________

   Company: ____________________________

   Mailing Address: ______________________

   Signature: ____________________________

2. **Property Owner** (if same as applicant, write “same”) **EMAIL:** __________________________

   Name: _______________________________ **Tel:** __________________________

   Company: ____________________________

   Mailing Address: ______________________

   Signature: ____________________________

3. **Attorney or Legal Representative**

   **EMAIL:** __________________________

   Name: _______________________________ **Tel:** __________________________

   Company: ____________________________

   Mailing Address: ______________________

4. **Engineer, Designer or Architect**

   **EMAIL:** __________________________

   Name: _______________________________ **Tel:** __________________________

   Company: ____________________________

   Mailing Address: ______________________
**FILING INSTRUCTIONS**

It is recommended that you call 781-270-1645 prior to filing an application to arrange a submission appointment with the Senior Planner.

Upon completion of the application, file the following with the Planning Department:

- Completed original application (**all pages**)
- Six folded paper copies of the current approved plan of record, redlined on **all affected pages** to show proposed change(s)
- One set of submittal material and plans must also be in electronic pdf format
- Application Fee (Check or Money Order made payable to The Town of Burlington)

The Planning Department will stamp the application “received” and issue a receipt for the fee.

<table>
<thead>
<tr>
<th>Planning Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application &amp; Fee Received By (Stamp/Initial):</td>
</tr>
<tr>
<td>Amount: ____________________________</td>
</tr>
<tr>
<td>Receipt# __________________________</td>
</tr>
</tbody>
</table>

Insignificant Change
3 of 3