FORM V
APPLICATION FOR A MINOR ENGINEERING CHANGE

To: The Planning Board
town of Burlington, Massachusetts

The undersigned hereby respectfully requests, pursuant to Section 3 of the Burlington Planning Board’s Rules &
Regulations, that the Planning Board approve as a “Minor Engineering Change” the following modifications to
the property located at:

Address: ____________________________________________________________

Map and Parcel: ____________ 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 _____________________________________________

Proposed Change(s)
Please list proposed change(s) below. Include a statement supporting the basis for a “Minor Engineering
Change”. Attach additional pages as needed as well as redlined plans illustrating the proposed change(s). All
pages of the plan that are affected must be redlined with proposed change(s).

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Please Print

**Applicant** Name: ____________________________________________

Company: __________________________________________________________________________________________

Mailing Address: ______________________________________________________________________________________

Phone: ___________________________ EMAIL: _____________________________

**Property Owner** (if same as applicant, write “same”) Name:

: __________________________________________________________________________________________

Company: ______________________________________________________________________________________

Mailing Address: ____________________________________________________________________________________

Phone: ___________________________ EMAIL: _____________________________

Signature: __________________________________________________________________________________________

**Designer/ Architect/ Engineer** Name: ____________________________________________

Company: ______________________________________________________________________________________

Mailing Address: ____________________________________________________________________________________

Phone: ___________________________ EMAIL: _____________________________

**Attorney / Legal Representative** Name: ____________________________________________

Company: ______________________________________________________________________________________

Mailing Address: ____________________________________________________________________________________

Phone: ___________________________ EMAIL: _____________________________

I, the applicant, am fully aware that if the Planning Board grants approval for said minor engineering change(s), I will be responsible for updating the record mylar on file with the Planning Board to show all approved minor engineering 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) ____________________________________________
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 (no larger than 24 x 36), redlined on all affected pages to show proposed change(s), and any other supporting documentation required.
- One set of submittal material and plans must also be in electronic pdf format. All electronic plans must be stamped by the Engineer.
- Application Fee (Check or Money Order made payable to The Town of Burlington)

The Planning Department will stamp the application “received”, issue a receipt for the fee and assign a meeting date at which time this matter will be scheduled to be discussed by the Planning Board.

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

Amount:_______________________

Rev’d By:_______________________