APPLICATION FOR SITE PLAN APPROVAL

To: Town Clerk
   Town of Burlington, Massachusetts
Date: ________________________________

The undersigned hereby submits the accompanying Site Plan of property in Burlington, MA for Approval under the requirements of Article IX, Section 9.3.0 of the Zoning Bylaw and the Regulation adopted thereunder.

(Please Print)
1. Applicant

   Name:________________________________________________ Tel:____________________________
   Company: ____________________________________________________________________________
   Mailing Address:_______________________________________________________________________
   Signature: ____________________________________________________________________________

2. Property Owner (if same as applicant, write “same”)

   Name:________________________________________________ Tel:____________________________
   Company: ____________________________________________________________________________
   Mailing Address:_______________________________________________________________________
   Signature: ____________________________________________________________________________

3. Attorney or Legal Representative

   Name:________________________________________________ Tel:____________________________
   Company: ____________________________________________________________________________
   Mailing Address:_______________________________________________________________________

4. Engineer, Designer or Architect

   Name:________________________________________________ Tel:____________________________
   Company: ____________________________________________________________________________
   Mailing Address:_______________________________________________________________________
5. Project Location & Description

Address:

________________________________________________________________________

Map/Parcel No. ______________________ Zoning District(s): ____________________________

Lot Area: ________________________ Existing GFA: __________________________

GFA of Project: ______________________ Final Site GFA: __________________________

Brief Description of Project (attach add’l pages if needed):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. Deed of Property

Recorded in ___________________________ Registry.

Book _____________________, Page ___________ Date Acquired: ________________

7. Cost

Construction Cost: __________________ Type: □ New □ Reconstruction □ Alteration

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)
• Twelve folded paper copies of the plan and any other documentation being submitted.
• One set of submittal material and plans must also be in electronic pdf format
• A certified abutters (within 300’) list obtained from the Town Assessor’s Office
• Application Fee (Check or Money Order made payable to The Town of Burlington)

The Planning Department will stamp the application “fee received”, issue a receipt for the fee and retain the abutter’s list, four copies of the plan and other documentation submitted along with the electronic copy. The original application and eight copies of the plan and other documentation will be returned to you for filing with the Town Clerk. This application is considered received on the date stamped by the Town Clerk.
The Town Clerk will stamp the application “received” and make 9 copies and return the original to the Planning Department. One copy will be retained for their records, the balance to be transmitted with the plans and documentation packages to the departments specified in the “Request for Recommendation on Site Plan” (pg. 3).

**Planning Department:**
Fee Received By (Stamp/Initial):

Fee: ______________________

Receipt#: ______________________

**Town Clerk:** (Stamp/Initial/Date)

Date Received: ________________

Date Transmitted to Planning Board: ________________

**REQUEST FOR RECOMMENDATION ON SITE PLAN**

To: Board of Selectmen - Board of Health - Conservation Commission - Town Engineer
Department of Public Works - Fire Department - Police Department
Inspector of Buildings (Please consider Street Numbers and Names, among others, in your review of this plan)

According to the Site Plan Regulations in the Burlington Zoning Bylaw, your Board has the option to examine and to make recommendations on this plan and to submit your report to the Planning Department on or before __________________________ (35 days from date of transmittal by the Town Clerk).