



**Town of Burlington
Planning Board
25 Center Street, Burlington MA 01803
Phone: 781-270-1645**

http://www.burlington.org/community_development/planning.php

APPLICATION FOR APPROVAL OF AN INSIGNIFICANT CHANGE

To: The Planning Board
Town of Burlington, Massachusetts

Date: _____

The undersigned hereby respectfully requests, pursuant to Section 4 of the Burlington Planning Board's Rules & Regulations, that the Planning Board, acting through its Chairman or Director on behalf of its 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.

Planning Department:

Application & Fee Received By (Stamp/Initial):

Amount: _____

Receipt# _____