



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

[http://www.burlington.org/community\\_development/planning.php](http://www.burlington.org/community_development/planning.php)

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**FORM V  
APPLICATION FOR A MINOR ENGINEERING CHANGE**

To: The Planning Board  
Town of Burlington, Massachusetts

**Date:** \_\_\_\_\_

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.

### **Planning Department:**

Application & Fee Received By (Stamp/Initial):

Receipt# \_\_\_\_\_

Amount: \_\_\_\_\_

Rcv'd By: \_\_\_\_\_