



**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 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

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: _____

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 addt'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).