

## Procedures:

It is recommended that the applicant should first confirm that the proposed project will conform to the City of Marlborough Zoning prior to going through Site Plan Review.

- ALL scheduling for Site Plan is done through the Building Department. Please contact the secretary at 508- 460 3769 to schedule an appointment.
- **Six (6)** sets of plans, a completed application, any proof of any approved Special Permit/Variance/ or any other similar type of relief and the appropriate filing fee **shall be filed** with the Building Department at least 2 weeks **prior to the next regularly scheduled meeting**. Meetings are generally the first and third Tuesdays of the month.
- Appointments to be heard by the Site Plan Committee are official, once the plan(s), the completed application and the fee have been submitted to the Building Department.
- Proof that the notice has been printed in the newspaper can also be submitted to the Building Department or at the time of the meeting.
- Once the Site Plan Committee has approved the plan, a Mylar copy will be needed by the Committee.
- **Preliminary Meeting:** The purpose of the preliminary meeting is to provide guidance only. No determinations are made at this meeting. Requests for a Preliminary Meeting can only be heard once the application for a Preliminary Meeting has been first filed through the Building Department, at least one week prior to the next regularly scheduled meeting.

## FEES

The Fees are established as follows:

For a **Minor Site Plan** (with a building under 8,000 square feet)

\$1,000 plus .03 a square foot of building gross floor area

For a **Major Site Plan** (with a building over 8,000 square feet)

\$2,000 plus .06 square foot of building gross floor area

**Minor Non-structural** (no building(s) involved) \$750