City of Marlborough

**Contacts:**

Susan Brown – Secretary

508-460-3768

[sbrown@marlborough-ma.gov](mailto:sbrown@marlborough-ma.gov)

Priscilla Ryder

[pryder@marlborough-ma.gov](mailto:pryder@marlborough-ma.gov)

**Site Plan Review Committee:**

Jeffrey Cooke-Building Commissioner and acting City Planner

Kevin Breen – Fire Chief

David Giorgi – Police Chief

Priscilla Ryder – Conservation Officer

Thomas DiPersio, Jr. – City Engineer

John Garside – Board of Health

Site Plan Review

## SITE PLAN APPROVAL APPLICATION

## **FORMAL REVIEW**

(For Non-Residential and Major Residential Projects)

### Type of Project (check one)

Major

Minor- For Minor Residential Projects, the Applicant may request an informal review to discuss how detailed the plan(s) may need to be. (270-2B (2)(a).

-------------------------------------------------------------------------------------------------------------------

***Please Print***

**DATE**:

### PROJECT

Name of facility:

Address:

Assessor’s Map No. Parcel No.

### APPLICANT

Name:

Address:

Telephone: Fax:

Email:

### OWNER’S CONSENT

If applicant is not the owner, is written consent of the owner or owner’s agent attached

**YES NO**

### PROPERTY OWNER

Name:

Address:

Telephone: Fax:

Email:

**APPLICANT’S ENGINEER (preparing site plan)**

Name:

Address:

Telephone: Fax:

Email:

### APPLICANT’S LANDSCAPE ARCHITECT

Name:

Address:

Telephone: Fax:

Email:

# PROJECT INFORMATION

### PROPOSED USE (see Section 650-17 Table of Use)

Non-Residential Residential

* Provide a brief description of the project; including the proposed type of use, whether expansion or new construction, size of buildings, number of new parking spaces, any unusual utility use or impact on abutters (traffic, noise, lighting, odors, hazardous material, etc.)
* Identify all zoning districts, including overlay zones applicable to this site. The zones must also be shown on the site plan cover sheet. (See Section 270-2 (C) (2) (b) (3)).

### ZONING DISTRICT(S)

**WHAT OTHER PERMITS REQUIRED (check off which applies)?**

City Council for Special Permit

ZBA Special Permit

ZBA Variance

Wetlands Protection Act (Conservation)

Section 404, Clean Water Act (Army Corps)

C 91 Waterways Permit (DEP)

Subdivision Control Act (Planning Board)

State Curb Cut (MA Highway)

Indirect Access Permit (MA Highway)

MEPA ENF or EIR (EOEA)

Sewer Connection Permit (DPW, City Council, DEP)

Street Opening Permit (DPW, Engineering Dept.)

Sewer Connection (DPW, City Council, DEP)

Blasting Permit (Fire Dept.)

Title V Approval (Board of Health)

Food Permit (Board of Health)

Building Permit (Building Dept.)

Sign Permit (Building Dept.)

Other:

### WHAT IS THE FEDERAL FLOOD INSURANCE RATE ZONE?

**SUBMITTED PLANS AND REPORTS**

See Section 270-2 (C) for submission requirements. Please include a locus map per Section 270-2 (C) (2) (b) (1)

Title of Plan:

Date:

Stamped by:

**Fee**

* For Minor Site Plan without a building: $750
* For a Minor Site Plan (with a building under 8,000 square feet): $1,000, plus $0.03 a square foot of building gross floor area
* For a Major Site Plan (with a building over 8,000 square feet): $2,000, plus $0.06 square feet per square feet of building gross floor area.
* Checks made payable to: City of Marlborough

### HISTORIC BUILDING NOTICE

Is the site within 250 feet of any building, cemetery or monument built before 1850? ⎕NO ⎕YES

If in doubt, ask the Historic Commission. If the answer is **YES**, send a photocopy notice and one copy of the site plans (excluding utilities) to:

Marlborough Historic Commission

Marlborough City Hall

140 Main St.

Marlborough, MA 01752

If yes, please discuss further with the Building Commissioner.

# SITE PLAN APPROVAL PUBLIC NOTICE FORM

Applicants for Site Plan Approval under Chapter 270-2 of the Marlborough City Code must publish a public notice in a newspaper of local circulation, using the format in **Form A** (on following page) once within two weeks of filing an application. A copy of the public notice must be submitted to the Conservation Dept. with the application for Site Plan Approval or the application for Site Plan Approval shall not be certified as complete.

**Submittal**

Submit a completed application to the Conservation Dept. with:

* 6 copies of plans
* 1 copy of Traffic Study (if applicable)
* 2 copies of Drainage Report (if applicable)
* Check made payable to the “City of Marlborough”

The undersigned request review of the above application at their next available Site Plan Review Committeemeeting**.**

Applicant’s Signature Date

Applicant’s Representative Signature Date

**----------------------------------------------------------------------------------------------------------------------------------**

**Office use only**

**Date Received: Check Amount:**

# Form A

**Public Notice of Site Plan Submission**

A proposed site plan has been submitted for the following project and is available for public inspections during regular business hours 9:00 am – 5:00 pm at the Conservation Office, Marlborough City Hall, Basement Level, 140 Main Street, Marlborough, MA 01752 Tel. 508-460-3768.

Date of Meeting:

Project Name and Type or Use:

Project Street Address:

Applicant’s Name:

The City will accept public comments in written form until 14 days from the date of this publication. This notice is published in accordance with the City Code, Chapter 270-2 Site Plan Review and Approval.

Advertise in one of the following newspaper:

MetroWest Daily News

Telephone: 781-433-7959

Fax: 781-433-7951

e-mail: [legals@wickedlocal.com](mailto:legals@wickedlocal.com)