



City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT

Steven W. Kerrigan
City Clerk

City Council

Site

Plan

Application

Package



City of Marlborough

SITE PLAN APPROVAL APPLICATION (For Non-Residential and Major Residential Projects)

Applications for site plan approval must conform to the requirements of Chapter 270-2 of the Marlborough City Code. A complete application includes the attached form, required plans and other information identified in the Code. Applicants are required to consult with the Planner at a “pre-application” review, prior to submitting a formal application. The applicant is required to publish a public notice (see Section 270-6(B)), using the form attached, within 14 days of submitting this application to the Building Department.

Non-residential and major residential projects require a Site Plan Review per Section 270-2 of the City of Marlborough General Code.

If you go to the website (<http://www.marlbrough-ma.gov/gen/index>) and go to departments: Site Plan Committee, there you will find the necessary check list for Site Plan Review Plans and the Landscaping requirements.

With this application, distribute **fifteen (15)** sets of plans, twelve (12) sets to be delivered to the City Council office, three (3) sets to be delivered to the City Clerk’s office, and appropriate fee as noted in this application.

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



City of Marlborough

SITE PLAN APPROVAL APPLICATION (For Non-Residential and Major Residential Projects)

Type of Hearing (check one)

_____ Major Renovation _____ Minor Renovation

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 (see Section 270-2(B) (7))? _____ **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 INFO

PROPOSED USE (see Section 63-5(B) (1))

_____ Non-Residential

_____ Residential

Provide a brief description of the project; including the proposed type of use, whether expansion of new, 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
- ☐ Section 404, Clean Water Act (Army Corps)
- ☐ C 91 Waterways Permit
- ☐ 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)
- ☐ Other: _____
- ☐ Blasting Permit (Fire Dept)
- ☐ Title V Approval (Board of Health)
- ☐ Food Permit (Board of Health)
- ☐ Building Permit (Building Dept)
- ☐ Sign Permit (Building Dept)

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	Date	Stamped By
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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

PUBLIC NOTICE

Applicants for Site Plan Approval under Chapter 270-2 of the Marlborough City Code must publish a public notice in a newspaper of general circulation within the area at least once within two weeks of filing a Site Plan application using the format below. A copy of the public notice must be submitted with the application. Applications for Site Plan Approval shall not be certified as complete unless the public notice is properly published.

Date of Publication: _____

Name of Newspaper: _____

(Form of notice attached)

HISTORIC BUILDING NOTICE

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

If in doubt, ask the Historic Commission (508 481-2400). If the answer is **YES**, send a photocopy notice and one copy of the site plans (excluding utilities) to:

Chairman, Historic Commission
City Hall
Marlborough, MA 01752

APPLICANT'S SIGNATURE

Applicant or Representatives Signature

Date

Applicant shall submit this form to the Building Dept with all required plans (8 copies of plans, 4 copies of Traffic and Drainage reports) after a "Pre-Application Review" with the City reviewing Authority at which most requirements can be examined and discussed.

The applicant maybe required to attend a Preliminary scoping session with the Site Plan Review Committee prior to submitting this form.

Office Use Only:

Date Received: _____

Site Plan Number: _____

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 once in a newspaper of local circulation, using the format below at least once within two weeks of filing an application. A copy of the public notice must be submitted to the Building Department with the application for Site Plan Approval.

City of Marlborough 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 at the office of the Building Inspector, City Hall, Second Floor, 140 Main Street, Marlborough, MA 01752

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.