

TEWKSBURY PLANNING BOARD

Town Hall – Lower Level
1009 Main Street
Tewksbury, MA 01876
(978) 640-4370

MINOR SITE PLAN REVIEW – CHECKLIST FOR APPLICATION

Petitioners applying for any Minor Site Plan Review must submit the following:

1. **APPLICATION FORM:** Provide (3) copies of a completed Site Plan Review Application Form.
2. **WRITTEN STATEMENT:** Provide (3) copies of a narrative detailing the proposed changes, effects on adjacent properties and public ways, open space, and other criteria set forth in the Tewksbury Zoning Bylaw Section 3.6 governing Site Plan Review.
3. **PLANS:** Submit (3) copies of photographs of the existing site or area to be altered with a rendering, site plan, plot plan or sketch of the proposed improvements.
4. **FEES:** There is a \$360.00 filing fee. This is payable by cash or check made payable to the Town of Tewksbury. See attached fee schedule.
5. **PROOF OF GOOD STANDING:** Include documentation from Town of Tewksbury Tax Collector that the applicant and/or property are in good financial standing with the Town.
6. **ELECTRONIC DOCUMENTS:** The entire application including plans, etc must be sent electronically to the Community Development Office upon submission.

**Town of Tewksbury
Massachusetts**

Planning Board

**APPLICATION FOR MINOR SITE PLAN REVIEW
UNDER SECTION 3.6.5 OF THE TEWKSBURY ZONING BYLAW**

The designee of the Town Manager shall conduct an administrative review and act on Minor Site Plan Review applications. The Town Manager's designee may include reasonable conditions as part of any approval.

Address: _____

When there is an approved Site Plan on file with the Planning Board office:

Entitled: _____

Submitted By: _____

Prepared By: _____

Dated _____, **and revised to** _____

Endorsed by the Planning Board on _____

Modifications

Please list modifications below. Include a statement supporting the basis for the Minor Site Plan Review based on findings in Section 3.6.5 of the Tewksbury Zoning Bylaw. Attach additional pages as needed.

Applicant: Name: _____ **Telephone:** _____

Address: _____ **City/State:** _____

Applicant Email Address: _____

Property Owner: Name: _____ **Telephone:** _____

Address: _____ **City/State:** _____

Engineer: Name: _____ **Telephone:** _____

Address: _____ **City/State:** _____

Engineer Email Address: _____

FILING FEE MUST ACCOMPANY THIS APPLICATION

Make Checks Payable to the Town of Tewksbury