

TEWKSBURY PLANNING BOARD

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

SITE PLAN REVIEW – CHECKLIST FOR APPLICATION

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

1. **APPLICATION FORM:** Provide (10) copies of a completed Site Plan Review Application Form.
2. **WRITTEN STATEMENT:** Provide (10) copies of a narrative detailing the proposed use, 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 (11) set of plans, as follows, to be dated within 6 months of application:
 - (3) sets of plans not to exceed 24" x 36" and scale at 1"=40'
 - (8) sets of plans not to exceed 11"x17"

The above must include the following:

- lighting plans
 - landscaping plans
 - building elevation plans
 - master signage plan
4. **DRAINAGE CALCULATIONS:** Submit (2) sets of drainage calculations.
 5. **FEES:** There is a \$550.00 filing fee plus a postage fee (\$1.00 per abutter) for each application to accommodate mailing notifications. This is payable by cash or check made payable to the Town of Tewksbury. See attached fee schedule.
 6. **CERTIFIED ABUTTERS LIST:** Provide a certified abutters list to include 1) all abutters, 2) abutters to abutters, and 3) all abutters within 300 feet of the property line. Obtain from the Assessor's Office located in the Town Hall Annex. The certified abutters list must be dated within 6 months of date of application. Please submit an electronic copy of this list upon submission.
 7. **ADVERTISEMENT:** Transmit the legal notice for the Public Hearing to the Town Crier for publication for (2) successive weeks. The legal notice and dates for publication will be provided by the Community Development Office once the application is submitted.
 8. **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.
 9. **ELECTRONIC DOCUMENTS:** The entire application including plans, drainage reports, etc must be sent electronically to the Community Development Office upon submission.

**Town of Tewksbury
Massachusetts**

Planning Board

APPLICATION FOR HEARING

**Application is hereby made for a
Site Plan Review under Section 3.6 of the Tewksbury Zoning Bylaw**

Application Property Address: _____

Lot Area _____ Present Use _____ Zoning District(s) _____

Assessor's Map(s) and Lot(s) _____ Land Court Cert. No. _____ Bk/Pg _____

Middlesex North Registry of Deeds, Bk/Pg _____

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: _____

Brief Description of Proposed Use: (Or attach Written Statement) _____

Total Parking Required for Site: _____

Total Square Footage of Proposed Site Improvement: _____

Information submitted is true to the best of my knowledge:

Signature of Applicant (or Representative): _____ **Date:** _____

Owner's Signature (if other than Applicant): _____ **Date:** _____

FILING FEE MUST ACCOMPANY THIS APPLICATION
Make Checks Payable to the Town of Tewksbury