



TOWNSEND PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722 * 978-597-1722 fax

APPLICATION COVER SHEET

FOR APPROVAL NOT REQUIRED (A N R) PLANS:

Application for Endorsement of a Plan believed not to require approval:

Please have your Engineer apply explicit compliance to Sections 175-10 & Sections 175-11 of the Consolidated Rules and Regulations of the Townsend Planning Board. These are the sections that the Board will use as a checklist to ascertain whether or not they are able to endorse your plans.

Please remember to also submit plans on a CD in a digital file format to the Planning Board Office prior to the meeting.

FOR ALL PLANS INVOLVING LOT LINE CHANGES (ANR's, Definitive, OSPD, or OSMD Plans):

All plans which show any lot line changes shall also be submitted on a CD in a file format compatible acceptable to the Assessor's Office. For any questions on acceptable format, please contact the Assessor's Office at Ext. 1725 or the Land Use Coordinator at Ext. 1723.

FOR SPECIAL PERMIT SITE PLAN REVIEW APPLICATIONS:

For a Site Plan Review Special Permit, Mass General Law requires that the Planning Board schedule a Public Hearing within 65 days of the date your application is received and filed in the Town Clerk's Office. You will be contacted to set up a date for the Public Hearing. To expedite the process you may complete the attached "Request for Certified List of Abutters" Form. (see below) As an alternative, the Planning Board will request the list after an application has been filed.

FOR ABUTTERS LISTS: (Required for Site Plans, Special Permits, Definitive Subdivisions)

To request a Certified List of Abutters, please complete the request form and submit it to the Assessor's Office with a check for \$10.00 made payable to the Town of Townsend. Please request that a copy of the Abutter's List be forwarded to the Planning Board.

QUESTIONS:

To avoid delays, any questions about the application or the submittal process should be directed to Jeanne Hollows, Administrative Assistant at Ext. 1722, or the Land Use Coordinator at Ext. 1723.