



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/Surveyor 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.

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 copied onto a CD by your surveyor and submitted in digital file format to the Planning Board Office prior to the meeting.

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. Abutters will be notified. You will be contacted to set up a date for the Public Hearing. To streamline the process you may complete a "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, Open Space Preservation or Multi-family Developments, & Tree Hearings)

To request a Certified List of Abutters, please complete the form (available on line and also at the Planning, Land Use, and Assessor's Offices) and submit it to the Assessor's Office with a check for \$10.00 made payable to the Town of Townsend. Please check off the option to provide a copy to the Planning Board.

QUESTIONS:

To avoid delays, any questions about the application or the submittal process should be directed to Jeanne Hollows, Planning Board Administrator at Ext. 1722, or the Land Use Office at Ext. 1723.