

TEL: (413) 436-9312 x260

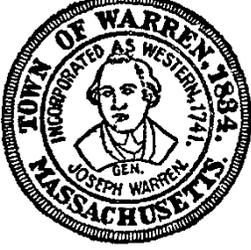
FAX: (413) 436-9754

TOWN OF WARREN
PLANNING BOARD
WARREN, MASSACHUSETTS 01083

SITE PLAN APPROVAL CHECKLIST

1. Obtain a zoning permit decision from Zoning Enforcement Officer/Inspector of Buildings that the proposed use requires site plan approval from the Planning Board.
2. Obtain an Application for Site Plan Approval from the Town Clerk.
3. File three (3) copies of the Application Form with the Town Clerk along with one (1) copy of the site plan and supporting documentation.*
4. The Town Clerk will certify the date and time of the filing of the Application Form and return two copies to the Applicant/Agent.
5. The Applicant/Agent shall then submit to the Planning Board:
 - ◆ A copy of the Site Plan Approval Application Form certified by the Town Clerk
 - ◆ Nine (9) copies of all plans and supporting documentation
 - ◆ A certified abutters list from the Assessors of those parties entitled to receive a notice of the public hearing
 - ◆ A check payable to the "Town of Warren" including:
 - ◆ An application fee of \$200.00, and
 - ◆ The cost of two first-class letters to each of the parties on the abutters list provided by the Assessors.
 - ◆ A Waiver Form if applicable.
6. If the Planning Board determines that the site plan requires review by its engineering consultant, the Board will provide a copy of the site plan to the consultant and obtain an estimate of the cost for the review. The applicant shall submit a separate check in this amount to the Board payable to the "Town of Warren".
7. The Board will set a set a date and time for the Public Hearing and notify the applicant.
8. The Board will mail the notice of the public hearing to the parties on the abutters list.

*It is highly recommended that the Applicant/Agent refer to the Town of Warren Planning Board Site Plan Approval Regulations for specific requirements pertaining to plan submission.



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PLANNING BOARD
SITE PLAN APPROVAL APPLICATION

Zoning Permit #: _____ Site Plan Approval Application # _____

Applicant (includes equitable owner or purchaser on a purchase and sales agreement):

Name: _____

Mailing Address: _____

Telephone #: () _____ Email Address: _____

Owner (if other than Applicant):

Name: _____

Mailing Address: _____

Telephone #: () _____ Email Address: _____

Property Information:

The land that is the subject of this Application is located on:

Street Address: _____

Assessors' Map # _____ Lot # _____

Lot Size: _____

Zoning District: _____

Ground Water Protection District _____ Yes _____ No

Flood Plain District: _____ NA Zone: _____

Worcester District Registry of Deeds Information:

Book # _____ Page # _____ Plan Recording # _____

Summary description of the project for which site plan approval is required.

Designated Representative (if applicable):

Name of Representative: _____

Address of Representative: _____

Telephone #: () _____ Email Address: _____

I hereby authorize _____ to represent my interest before
the Planning Board with respect to Site Plan Approval Application No. _____.

Signature of Owner or Equitable Owner

I hereby certify under the pains and penalties of perjury that the information contained within this application is true and complete.

Signature of Petitioner

Date

Signature of Owner (if other than Petitioner)

Date

Signature of Equitable Owner
(Purchase & Sales Agreement)

Date

Town Clerk's Seal

Certified Date/Time:

Nancy J. Lowell Town Clerk



TOWN OF WARREN
PLANNING BOARD
WARREN, MASSACHUSETTS 01083

SITE PLAN APPROVAL WAIVER FORM

Site Plan Approval Application # _____

Applicant: _____

Address: _____

I hereby request that the Warren Planning Board waive the following requirements for Site Plan Approval:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please list reason(s) for the above waiver(s):

Signature: _____

Date: _____