

## Site Plan Application Requirements

The following information items are required to be prepared by site plan applicants in order to constitute a complete submittal to the Planning Board or Planning Office:

1. Twelve (12) complete copies of the prepared site plan.
2. One cover letter describing the project proposal along with one completed site plan application form (please use attached application form).
3. One complete abutter's list prepared and certified by the Town Assessors Department. The abutter's list must be certified as having been prepared within thirty (30) days prior to the scheduled site plan application submittal.
4. A complete public hearing certified mailing package consisting of the following:
  - a. One (1) set of envelopes addressed to abutter's list residents, abutting community Planning Boards, the Mass. DHCD and the Central Mass. Regional Planning Commission (CMRPC). See the attached list for addresses of abutting Planning Boards, DHCD and CMRPC.
  - b. One completed USPS certified mailing green card and completed green card receipt for each of the mailing addresses required under 4.a. above. **Note:** Please leave the return address box on the back of the green card **blank**, the Planning Board Office will complete the return address information on behalf of the Planning Board.
  - c. One check or money order to cover the cost of the public hearing certified mailing. Please make the check out to **Purchase Power**. Calculate the mailing fee amount by multiplying \$5.21 times the number of mailings required. Add an additional \$20 and **round the total upward to the nearest whole dollar** (i.e., round \$45.37 to \$46.00).
5. A site plan application fee of \$375.00. Checks or money orders should be made-out to the Town of Charlton.

6. **Application Submittal Procedure:** Site Plan submittals are not accepted via either mail or drop-off delivery. All applicants are required to schedule via appointment a pre-application review meeting of the complete application package with Town Planner Alan Gordon. As part of the pre-application meeting, formal submittal of the site plan application to initiate the site plan review under M.G.L. Chapter 40-A and the Charlton Zoning By-Law will be scheduled.

Should you have any questions regarding the above submittal requirements, please feel free to contact the Planning Board Office at 508-248-2237.