



# TOWN OF WESTBOROUGH

## BUILDING DEPARTMENT

FORBES MUNICIPAL BUILDING  
45 WEST MAIN STREET  
WESTBOROUGH, MA 01581  
TEL. (508) 366-3015  
FAX. (508) 366-3018

### SITE PLAN/LIMITED SITE PLAN REVIEW APPLICATION

The undersigned hereby makes application for Site Plan/Limited Site Plan Review to erect and use, to alter and use, or to make such uses as may be hereinafter specified of a building or buildings at the location and for the purpose hereinafter specified under the provisions of Article 1 of the Town of Westborough Zoning Bylaws, as Revised: June 2019:

**PLEASE COMPLETE THE FORM BELOW**

Please check off the appropriate Application type:  LIMITED  FULL

DATE: \_\_\_\_\_

ADDRESS (of subject property)

\_\_\_\_\_

SECTION(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_ WARD \_\_\_\_\_

APPROXIMATE SIZE OF SUBJECT PARCEL [sq. ft./acres] \_\_\_\_\_

TO BE USED FOR (Description of Project & Proposed Use): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPLANATORY  
REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LAND IS LOCATED IN THE \_\_\_\_\_ ZONING DISTRICT

The undersigned agree to comply with the requirements of the Zoning Bylaw in connection with this application.

PETITIONER (PRINT)

\_\_\_\_\_

PETITIONER'S  
SIGNATURE \_\_\_\_\_

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ATTORNEY (IF APPLICABLE)

TELEPHONE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROPERTY OWNER  
(PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

**FEES (CHECKS MADE PAYABLE TO: TOWN OF WESTBOROUGH)**

Major Site Plan Review (Over 20,000 sq. ft.)	\$2,500 + \$0.06 per sq. ft.
Minor Site Plan Review (Up to 20,000 sq. ft.)	\$1,000 + \$0.06 per sq. ft.
Site Plan Revision	\$600.00
Site Plan without a structure	\$1,200.00

**APPLICATIONS WILL NOT BE ACCEPTED FOR REVIEW UNLESS THEY ARE DEEMED COMPLETE BY THE BUILDING COMMISSIONER or TOWN PLANNER. SEE REQUIREMENTS BELOW AND ATTACHED ARTICLE 1 OF THE ZONING BYLAWS FOR A LIST OF REQUIRED SUBMITTALS.**

**Note: Square Footage based on total NEW square footage being built (not footprint).**

**INSTRUCTIONS FOR FILING PETITIONS FOR PROJECTS FOR SITE PLAN/LIMITED SITE PLAN REVIEW:**

1. The Building Commissioner determines when a project qualifies for site plan/limited site plan review under Article 1 of the Zoning Bylaws.
2. Once a determination has been made that a project qualifies for site plan/limited site plan review, the petitioner is strongly encouraged to meet with the Town Planner and Building Commissioner to discuss the application and the specific requirements for project.
3. Upon completion of the application and required plans, the petitioner can file their application and plans with the appropriate authority, either the Building Commissioner or Town Planner.
4. Applicants will be responsible for placing newspaper advertisements of public hearings before the Board of Selectmen and providing proof of publication. Advertisement shall be in the manner described in MGL Ch. 40A, §11.

***Only complete applications will be accepted.***

**FILING REQUIREMENTS**

At least sixty-five (65) days prior to the application for a building permit, the petitioner shall file a site plan/limited site plan application for the proposed development with the Building Commissioner or Town Planner. Such application shall consist of **ten (10) sets of plan(s)** prepared, as appropriate, by an architect, landscape architect, professional engineer or land surveyor. Such plan(s) shall be drawn at a suitable scale, on sheets no larger than twenty-four (24) by thirty-six (36).

When more than one (1) sheet is required, a key sheet shall be provided. Except when waived by the Building Commissioner or Town Planner, the application packet shall include the following information:

- Evidence of the petitioner's religious or nonprofit educational status;
- Boundaries, dimensions and area of the subject lot(s);
- Use of the existing building or structures on the subject lot(s);

- Existing and proposed topography of the subject lot(s) at two (2) foot intervals;
- Existing and proposed easements, if any;
- Existing and proposed wetlands and watercourses, if any;
- All existing and proposed buildings, structures, parking, spaces, maneuvering aisles, driveways, driveway openings, pedestrian walks, loading areas, and natural areas and landscaping on the subject lot(s) with the dimensions thereof;
- All facilities for sewage, refuse and other waste disposal, for surface water, drainage, utilities, proposed screening, surface treatment, exterior storage, lighting, and landscaping, including fencing, walls, planting areas, and signs;
- Façade elevations and floor plans for any proposed new construction and/or alteration to the existing building or structure;
- Filing Fee

Depending on the project, the Building Commissioner and/or Planning Board may also require a parking and/or traffic study to assure a complete review of the project in the context of the surrounding neighborhood. *The petitioner is strongly encouraged to meet with the Building Commissioner and Town Planner well in advance of filing to determine whether parking/traffic study will be required.*

### REVIEW PROCESS AND CRITERIA

The Building Commissioner or Town Planner, upon acceptance of a completed site plan/limited site plan application, shall transmit a copy to the Board of Selectmen, Planning Board, Wastewater Treatment Plant Board, DPW Manager, Fire Department, Police Department, Design Review Board, Conservation Commission and Board of Health. Upon the receipt of any responses by the above-mentioned departments, the Building Commissioner shall review said plans for compliance with The Use Regulations, Dimensional Schedules and Parking Requirements contained in the Zoning Bylaws. Further, the Building Commissioner or Town Planner, in consultation with the above-mentioned departments, may consider the application in light of the following criteria:

1. Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements, including regulation of the number, design and location of access driveways and the location and design of handicapped parking. The sharing of access driveways by adjoining sites is to be encouraged wherever feasible;
2. Adequacy of the methods for disposal of sewage, refuse and other wastes and of the methods of regulating surface water drainage;
3. Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the site;
4. Screening of parking areas and structure(s) on the site from adjoining premises or from the street by walls, fences, plantings or other means;
5. Avoidance of major topographical changes; tree and soil removal shall be minimized and any topographic changes shall be in keeping with the appearance of neighboring developed areas;
6. Location of utility service lines underground wherever possible. Consideration of site design, including the location and configuration of structures and the relationship of the site's structures to nearby structures in terms of major design elements including scale, materials, color, roof and cornice lines;
7. Avoidance of the removal or disruption of historic resources on or off-site. Historical resources as used herein includes designated historical structures or sites, historical architectural elements or archaeological sites.

The Building Commissioner or Special Permitting Granting Authority shall render a final decision as prescribed in the Town of Westborough Site Plan Review Rules and Regulations revised June 2019.

4.26.2022