



## TOWN OF WESTFORD PLANNING BOARD

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5524 Fax (978) 399-2732

***NOTE: The Town Clerk requires a copy of application & plans. All copies must to be stamped by Town Clerk after review by the Planning Department***

### **SITE PLAN REVIEW (including Limited Site Plan Review)**

- 3 Complete** Application packets stamped by the Town Clerk which include:
  - Site Plan Review application form
  - Site Plan Review criteria form
  - List of abutters (300') **certified** by Town Assessor (no older than 3 months)
  - 3<sup>rd</sup> Party Billing Form
- 9 large plan sets (24 x 36) **FOLDED to 8½ X 11**
- 7 reduced plan sets (11 x 17)
- 3 copies of drainage calculations if submitted
- 2 sets of mailing labels** prepared by the Assessor's Office (not older than 3 months)
- 2 Separate Checks made payable to The Town of Westford**
  - Filing fee (See attached fee schedule)**
  - Postage fee@ **\$4.55** per abutter (to be determined by staff at time of submittal)
- A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format.**

### **SPECIAL PERMIT**

- 3 Applications** packets stamped by the Town Clerk which include:
  - Special Permit application form
  - Special Permit Criteria Forms
  - List of abutters (300') **certified** by Town Assessor (no older than 3 months)
  - 3<sup>rd</sup> Party Billing Form
- 9 large plan sets (24 x 36) **FOLDED to 8½ X 11**
- 7 reduced plan sets (11 x 17)
- 2 sets of mailing labels** prepared by the Assessor's Office
- 3 copies of drainage calculations if submitted
- 2 Separate Checks made payable to The Town of Westford**
  - Filing fee (See attached fee schedule)**
  - Postage fee@ **\$4.55** per abutter (to be determined by staff at time of submittal)
- A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format.**

### **ANR PLAN (Form A)**

- 3** Application forms stamped by the Town Clerk
- 4 large plan sets (24 x 36)
- 7 reduced plan sets (11 x 17)
- 1 Mylar plan set
- Filing fees** - \$200.00 per Lot
- Moving Interior Lot Line on an already approved plan \$100.00 per lot
- A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format**

### **PRELIMINARY SUBDIVISION (Form B)**

- 3 Complete** Application packets stamped by the Town Clerk which include:
  - Preliminary Subdivision application form
  - List of abutters (300') **certified** by Town Assessor (no older than 3 months)
  - 3<sup>rd</sup> Party Billing Form
- 9 large plan sets (24 x 36) **FOLDED to 8½ X 11**
- 7 reduced plan sets (11 x 17)
- 3 copies of drainage calculations if submitted
- 2 sets of mailing labels** prepared by the Assessor's Office (not older than 3 months)
- 2 Separate Checks made payable to The Town of Westford**
  - Filing fee (See attached fee schedule)**
  - Postage fee@ **\$4.55** per abutter (to be determined by staff at time of submittal)
- A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format.**

### **DEFINITIVE SUBDIVISION (Form C)**

- 3 Complete** Application packets stamped by the Town Clerk which include:
  - Definitive Subdivision application form
  - List of abutters (300') **certified** by Town Assessor (no older than 3 months)
  - 3<sup>rd</sup> Party Billing Form
- 9 large plan sets (24 x 36) **FOLDED to 8½ X 11**
- 7 reduced plan sets (11 x 17)
- 3 copies of drainage calculations if submitted
- 2 sets of mailing labels** prepared by the Assessor's Office (not older than 3 months)
- 2 Separate Checks made payable to The Town of Westford**
  - Filing fee (See attached fee schedule)**
  - Postage fee@ **\$4.55** per abutter (to be determined by staff at time of submittal)
- A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format.**

\*\* Less amount of filing fee paid during the preliminary subdivision plan stage