



Town of Duxbury Massachusetts Planning Board

ADMINISTRATIVE SITE PLAN REVIEW

APPLICATION CHECKLIST

- _____ 1. Completed application form.
- _____ 2. 17 copies of all application materials. (For plans, two full-size copies are required. The remainder are to be half-size.)
- _____ 3. Application fee. Amount: _____. Check made payable to the Town of Duxbury. (See fee schedule.)
- _____ 4. Escrow deposit for engineering review fees. (Check for \$5,000.00 made payable to the Town of Duxbury.)
- _____ 5. Completed W-9 form (for interest paid to applicant from escrow account). (W-9 forms are available from the Planning Office, if needed.)
- _____ 6. One set of addressed and postage paid envelopes for all direct abutters as listed on a certified abutter's list.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-6586; Fax: 781-934-9011

The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.