



Town of Duxbury Massachusetts Planning Board

ADMINISTRATIVE SITE PLAN REVIEW

APPLICATION CHECKLIST

- _____ 1. Completed application form
- _____ 2. Seventeen copies of all application materials (for plans, three full-size copies are required with the remainder to be half-size)
- _____ 3. Application fee, amount: _____, with 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)
- _____ 6. Two sets of addressed (no return address) and postage paid envelopes for all direct abutters as listed on a certified abutter's list.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-1100 x 148; Fax: 781-934-1137

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.