



# Town of Duxbury Massachusetts Planning Board

## ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

*(Note: It is essential to also complete the ASPR checklist. A meeting with the Planning Director is strongly recommended prior to the filing of an ASPR.)*

Location of property (street address) \_\_\_\_\_

Assessors' Map # \_\_\_\_\_ Plot(s) # \_\_\_\_\_ Lot(s) size \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Record Owner at time of Filing: \_\_\_\_\_

Under Purchase and Sale: \_\_\_\_\_ (If yes, include copy with application)

Address of Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Existing Square Footage: \_\_\_\_\_ (GFA)

Proposed Use: \_\_\_\_\_ Proposed Square Footage: \_\_\_\_\_ (GFA)

Existing Parking Spaces \_\_\_\_\_ Proposed Parking Spaces: \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

(Also include all Overlay Districts under Zoning Districts - see ZBL Sec. 201)

Do you presently have an application before the Board of Appeals? \_\_\_\_ Yes \_\_\_\_ No

Filing Fee: \_\_\_\_\_

\_\_\_\_\_  
Signature of record owner

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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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.



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## 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

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