

**SITE PLAN & SPECIAL PERMIT (January 2017)**  
**SUBMITTAL REQUIREMENT CHECKLIST \*\*\***

An application which lacks information or is incomplete in any manner, may be denied or seriously delayed. It is the responsibility of the applicant to assure the accuracy and completeness of all information submitted. The applicant shall be responsible for factually supporting all points relied upon including references for methodologies used in design calculations.

**Application**

**NOTE: PDF of Entire Submission on a Flash Drive**

- 1 copies of application

**Abutters List**

- Certified Abutters list provided by the Assessors Office which will include 3 sets of mailing labels addressed to each abutter on the list (Avery 5160 label size 1" x 2 5/8" – white only)

**Fees**

- Application fee made payable to the Town of Chelmsford (see Schedule of Fees)
  - Check for Postage** (at current rate) for each abutter on the list provided by the Assessors
- Total per abutter \$2.24** as broken down below:
- .47** for each abutter notification
  - .47** for each decision notification
  - \$1.30** Certificate of Mailing in postage for each abutter notification.

**Plans MUST BE FOLDED & STAPLED**

**Full Size (36" x 24")**

- 3 site plans
- 2 architectural plans (building elevations, floor plans, color renderings)

**Reduced Size (11" x 17")**

- 16 site plans and architectural plans

**Supporting Documentation**

**Project Narrative**

- Use Description** - 1 copies
- Requested Waivers** - Identify waivers from submittal and design requirements – 16 copies
- Other permits & approvals** - identify and provide copies of all local, state and federal – **1 copy of each**
- Recorded Plans & Deeds** (1 copy of most recent)
- Drainage Calculations** (2 complete and 8 Executive Summary ONLY)
- Earth Removal Calculations** (2 complete and 8 Executive Summary ONLY)
- Traffic Study** (2 complete and 8 Executive Summary ONLY, if applicable)
- Environmental Protection Standards Affidavit** (1 copy)