

**SITE PLAN & SPECIAL PERMIT (March 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.

**PDF version of all documentation is required at time of submission**

**Application**

**NOTE: Spiral Bound Documents Cannot Be Accepted**

- 1 copy of application

**Abutters List**

- Abutters list provided by the Assessors Office

**Fees**

- Application fee made payable to the Town of Chelmsford (see schedule of fees)
- U.S. Postal Service Stamps** (or current rate) for each abutter on the list provided by the Assessors
  - One **.47** stamp for each abutter notification
  - One **.47** stamp for each decision notification
  - One **\$1.30** Certificate of Mailing in postage for each abutter notification.

**Plans MUST BE FOLDED & STAPLED**

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

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

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

- 8 site plans and architectural plans

**Supporting Documentation**

**Project Narrative**

- Use Description** - 1 copy
- Requested Waivers** - Identify waivers from submittal and design requirements – 1 copy
- 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 10 Executive Summary ONLY)
- Earth Removal Calculations** (2 complete and 10 Executive Summary ONLY)
- Traffic Study** (2 complete and 10 Executive Summary ONLY, if applicable)
- Environmental Protection Standards Affidavit** (1 copy)