

Submittal Requirements for Limited Site Plan Modifications

1. (1) Original Form P (please mark “Limited” at the top of the form) and (1) copy
2. Original notarized Certificate of Ownership and (1) copy
 - Signatures must be provided from ALL property owners
3. An electronic submission of the plan in PDF format to include the application and certificate of ownership. Electronic submissions should be sent via email to alove@franklinma.gov
4. Filing Fee:
 - a. \$500.00 Total cost
 - b. Make check payable to “Town of Franklin”
5. Plan set meeting requirements of Sec. 185-31
 - a. (6) sets of 11” x 17” prints of site plan
 - b. (2) sets of 24” x 36” prints of site plan (**folded**)
 - c. Supporting documentation
6. Provide the attached required documentation as outlined in §185-31 (1)D(1)
7. If providing a previously approved plan, the applicant must submit (1) copies 11 x 17 of the signed plan to the Department of Planning & Community Development