



PLANNING & COMMUNITY DEVELOPMENT

TOWN of FRANKLIN

Submittal Requirements for Site Plans

1. (1) Original Form P and (1) copy
2. (1) Original notarized Certificate of Ownership and (1) copy
3. Certified list of Abutters within 300' from the Assessors Office
4. 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

5. Filing fee:

- Up to 9,999 sf impervious coverage: \$1,500
- 10,000-24,999 sf impervious coverage: \$2,500
- 25,000-50,000 sf impervious coverage: \$4,000
- 50,000 sf + impervious coverage: \$4,000 + \$100 per each 10,000 sf impervious coverage

Make check payable to: "Town of Franklin"

The Fire Department charges a separate site plan review fee of \$50, and a modified site plan review fee of \$25.00. Please forward payment of this fee directly to the Fire Department made payable to "The Town of Franklin".

6. Plan submittal copies are:

- a. (5) sets of 11" x 17" prints of site plan set
- b. (2) sets of 24" x 36" prints of the site plan set (**folded**)
- c. Supporting documentation

7. If required, go to Design Review Commission per Sec. 185-31.2.C

- a. (1) Original Form Q
- b. (9) color copies of all signage
- c. (9) copies of plan facades, elevations, photometrics, and landscaping

8. The DPCD will advertise the Site Plan Application and process the abutter notifications at the applicant's expense. When the postal and advertising fees are determined, the DPCD will send an invoice to the applicant. Payment is expected upon receipt of the invoice. Please note that failure to reimburse the Town for these expenses in a timely manner may lead to delays in plan approval.

9. Email one copy of all submittal requirements to the Board's independent Engineer:

Steve Lee
slee@beta-inc.com

Please note: The applicant will be responsible for all fees associated with this review. BETA Group, Inc. will send a scope of work with an anticipated fee for services. Payment for the amount indicated will be expected prior to services rendered. The fee listed on the scope of services may increase subject to multiple plan modifications submitted for review