



TOWN OF UPTON, MASSACHUSETTS

Planning Board

Site Plan Approval Application Materials Checklist

1. **One (1) original completed application** on the appropriate form titled “Application for Site Plan Approval” (see Appendix A).
2. **A certified list of abutters** from the Assessor’s Office.
3. **Three (3) copies of a Site Plan**
 - a. The Site Plan must adhere to the requirements outlined in section 1.7 Surveying and Drafting Requirements of the Site Plan Approval Rules and Regulations.
 - b. The Site Plan must also include the contents listed in section 1.8 Submission Requirements and Plan Form and Contents of the Site Plan Approval Rules and Regulations.
4. **Administrative Fee**
 - a. Administrative Fee = \$500.00 + (GFA x \$.10/sf).
5. **Project Review Fee**
 - a. Any applicant who submits an application pursuant to these Rules and Regulations may be required to submit a project review fee in accordance with the provisions of section 1.10 of the Site Plan Approval Rules and Regulations.
 - b. The following project review fee schedule applies to major site plan review applications to the Planning Board.

<u>Project Size</u>	<u>Fee</u>
1 – 15 lots/units	\$2,500
16 – 25 lots/units	\$5,000
More than 25 lots/units	\$9,000
Ten or more Parking Spaces	\$2,500

Minor Site Plan Change Approval Regulations

The Planning Board, where it is not otherwise inconsistent with these provisions or with the Town's Zoning Bylaws, may approve minor site plan changes to a previously approved Site Plan.

1. **Six (6) redlined plans** indicating proposed changes
2. **A statement supporting the basis for granting a minor site plan approval**
3. **Filing Fee of \$350**