



## **DEFINITIVE SITE PLAN AMENDMENT CHECKLIST & APPLICATION**

**CITY OF WORCESTER PLANNING BOARD**  
455 Main Street, Room 404, Worcester, MA 01608  
Phone 508-799-1400 x260 - Fax 508-799-1406

### **STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL, ONE DIGITAL, AND FIFTEEN (15) STAPLED COPIES OF THE FOLLOWING IN THIS ORDER TO THE DIVISION OF PLANNING & REGULATORY SERVICES (DPRS):**

- A. New Zoning Determination Form (16 copies total)
  - Form is provided by the Division of Code Enforcement located at 25 Meade Street.
  - Form must be signed by an authorized Code Enforcement staff member. There is no fee for the zoning determination form.
- B. Letter explaining what the proposed changes are (16 copies total).
- C. New Application (16 copies total).
  - A new application with original signatures by all applicants.
- D. New Certified List of Abutters (16 copies total).
  - The original, signed by the Assessor (City Hall Room 209).
- F. New Site Plan depicting changes - See new application checklist for requirements (16 copies total).
- G. Copy of Original Decision (16 copies total)
- H. Copy of Original Site Plan (16 copies total)
  - Plan from original approval. You may use a reduced copy (11 x17).

### **STEP 2: ALONG WITH THE ORIGINAL AND 15 COPIES OF THE APPLICATION PACKAGE, SUBMIT THE FOLLOWING TO DPRS:**

- A. One Set of Stamped **Envelopes** with Assessor's Address Labels for abutters and applicant.
  - Request one (1) sets of Assessor's Address Labels (listing all abutters and abutters to abutters) from the Assessor's Office (Room 209, City Hall) - prepared for a fee
  - Create one (1) set of stamped envelopes with Assessor's labels.
  - Include one stamped, addressed envelope for each applicant.
  - The return address on the envelopes should be: City of Worcester, Division of Planning & Regulatory Services; 455 Main Street, Room 404; Worcester, MA 01608
  - These envelopes will be used to send notices of the public meeting.
- B. **Appropriate fee.** Please make checks payable to the City of Worcester.
- C. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office. All electronic files must be in the following format:
  - Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board SPA)
  - Minimum resolution of 200 dpi
  - No single file should be greater than 50 MB (collections may be broken into separate files)

*Exceptions:*

- ❑ Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- ❑ Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

D. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.

**DO NOT SUBMIT THIS PAGE – FOR YOUR INFORMATION ONLY**



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455 Main Street, Room 404; Worcester, MA 01608  
Phone 508-799-1400 x260 - Fax 508-799-1406

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Interest in Property (check one):  
A. Owner  B. Developer  C. Other

5. Owner of Record: \_\_\_\_\_  
(If \_\_\_\_\_ different from Applicant)

6. Address of Owner of Record: \_\_\_\_\_

7. **AUTHORIZATION:** I, \_\_\_\_\_, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

(If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)

8. Street Address of the Property in this Application:

9. Legal Description of Property:

10. Zoning Classification(s):

11. Present Use:

12. Zoning Relief Previously Granted (Variances, Special Permits with dates approved):

13. Development Contains the Following:

Residential

Number of Dwelling Units \_\_\_\_\_

Number of Buildings \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_

Non-Residential

Building Square Footage \_\_\_\_\_

Number of Buildings \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_

14. Describe Proposed Use/General Description of Proposed Development of Property:

15. Describe proposed amendments to the approved Definitive Site Plan (may answer by attaching separate letter):