



SITE PLAN EXTENSION OF TIME CHECKLIST

CITY OF WORCESTER PLANNING BOARD
455 Main Street, Room 404; Worcester, MA 01608
Phone 508-799-1400 - Fax 508-799-1393

STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL AND FIFTEEN (15) STAPLED COPIES (*DOUBLE-SIDING IS ENCOURAGED*) OF THE FOLLOWING IN THIS ORDER TO THE DIVISION OF PLANNING & REGULATORY SERVICES (DPRS):

A. Cover Letter

- Cover letter requesting an extension of time for the previous approval explaining why the extension is requested and for how long the extension is requested.

B. Decision

- Copy of the original decision for the original approval.

C. Previous Application

- Copy of application from original approval.

D. Abutter's List

- A new abutter's list prepared by the Assessor for a fee.

E. Plan of Land

- Plan from original approval. You may use a reduced copy (11 x17).

STEP 2: ALONG WITH 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) set of Assessor's Address Labels (listing all abutters and abutters to abutters) from the Assessor's Office (first floor, City Hall)-prepared for a fee
- Create one (1) set of stamped envelopes with Assessor's labels.
- Include one stamped, applicant 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 hearing.

B. Appropriate fee. Please make checks payable to the City of Worcester.

CITY OF WORCESTER CERTIFIED LIST OF ABUTTERS

Replace This Page with Certified List of Abutters
From Assessor's Office

List of Abutters: The Applicant shall provide a list of "parties of interest" which shall be attached to the application form and shall include the names and address of all abutters and abutters to abutters within three hundred (300) feet of the Applicant's property line. All such names and addresses shall be obtained from the most recent applicable tax list maintained by the City's Assessing Department. The Assessing Department shall certify the list of names and addresses.

The City of Worcester, by this document, does not provide legal advice. Questions about applications should be directed to your legal counsel.

For more information about the rules and regulations of City of Worcester Boards and Commissions:

1. The City of Worcester Zoning Ordinance and City of Worcester Zoning Map are available online at www.worcesterma.gov Choose the "Document Center" option. Then click on "City Clerk" and scroll down to Zoning Map or Zoning Ordinance.
2. Copies of the City of Worcester Zoning Ordinance or Board Rules and Regulations can also be purchased at the City Clerk's office, 2nd floor of City Hall.
3. For more information about M.G.L. Chapter 40A, Zoning: <http://www.mass.gov/legis/laws/mgl/index.htm>

****ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED****
APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE

DO NOT SUBMIT THIS PAGE – FOR YOUR INFORMATION ONLY