



Town of Sutton  
Planning Department  
4 Uxbridge Road  
Sutton, Massachusetts 01590  
508-865-8729  
<https://www.suttonma.org/planning-board>

## **SITE PLAN APPROVAL APPLICATION REQUIREMENTS**

**SITE PLAN REQUIREMENTS:** Site Plan Approval Applications must be prepared in accordance with Section IV.C. of the Sutton Zoning Bylaw.

### **REQUIRED SUBMISSION MATERIALS:**

Applications must be submitted in a complete packet in order to schedule a public hearing (please see deadlines for meeting dates).

- A completely filled out Application for Site Plan Approval
- A project description
- A list of any waiver requests
- Required plans
- Drainage calculations and other specialized studies if required
- Five complete copies of the Application and any supporting documents
- An electronic file of the Application and supporting documents
- Certified Abutters List from Assessors (form attached - please file with Assessors Office 10 days before application is to be submitted)
- Application and mailing fees (to be calculated by the Planning Department) – make check payable to Town of Sutton
- Advertising fee

## LIST OF ABUTTERS

Owner's Name: \_\_\_\_\_

Address of Property Affected: \_\_\_\_\_  
\_\_\_\_\_

Map Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

In accordance with the provisions of of M.G.L., c. 40A§11, parties of interest shall mean the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred (300) feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town

Map	Parcel	Map	Parcel	Map	Parcel	Map	Parcel
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_____	_____	_____	_____	_____	_____	_____	_____

See the attached certified list from the Board of Assessors.

Contact: Planning X 8729 The Planning Department takes full responsibility for getting a certified copy of this abutters list to the applicant.