



City Clerk Stamp

Office Use Only	Project Number:	Public Hearing Date:	Filing Fee:
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Property Address

Framingham General Ordinances Cover Letter

This Form shall only be required when permits from the Framingham Zoning Ordinances are not required.

General Property Information

Applicant's Information	
Name	
Address	
Phone Number	
Email Address	
Project Contact Information	
Name	
Address	
Phone Number	
Email Address	
Property Owner Information (if different than the Applicant)	
Name	
Address	
Phone Number	
Email Address	

Surveyor Information

Name of Surveyor	
Company Name	
Address	
Phone Number	
Email Address	

Submission Type (Please check all that apply and complete the respective forms)	
<input type="checkbox"/>	Public Way Access Permit (Form J)
<input type="checkbox"/>	Scenic Roadway Modification Permit (Form K)
<input type="checkbox"/>	Other

General Property Information	
Parcel ID	
Zoning District	
Overlay District	
Voting District	

Application Package Documentation The application packages must include the following submittal requirements

- Building Commissioner’s Determination** 1 copy
- Application** 2 copies with original signatures
- Supplemental Documentation** 2 paper copies
- Plans Sheets/Sets** 6 - 11”x17” half size paper copies
- Application Package Fee** Check made out to “City of Framingham”
- Electronic Documents** 1 electronic copy of all documents
- Certified Abutters List** Applicants shall request Certified Abutters List from the Assessor’s Office prior to filing with the Planning Board

Project Information - Description of new access to a public way, proposed modification plan to an existing access to a public way, or the use of a new or existing access that generates a substantial increase in or impact on traffic on a public way (attach additional pages as necessary):

Site Plan Requirements

Application Checklist - Please ensure that your application and site plans include all the items below. If a site plan does not contain the required information you may request a waiver from the requirement. Waiver requests must be accompanied by a written explanation for the request. (**Please note: Failure to complete all items may result in your application being deemed incomplete and may cause a delay in processing your application.)

1. Name of owner(s) of record for the land shown on the plan
2. North Arrow
3. Date of survey
4. Scale of Plan
5. Name, signature, and seal of surveyor who prepared the plan.
6. Names of all adjacent abutters as they appear on the latest Assessor's records and if the applicant has knowledge of any changes subsequent to the latest Assessor's records, and the names of the present owners of abutting land.
7. Location of all manmade structures and significant natural features, including existing buildings and structures, stone walls and guardrails, rock outcrops, steep slopes, wetlands, easements, rights of way, water courses, drains, streets, ways, Scenic Roads, major trees (8 inch diameter or greater), and such other references known to the applicant to sufficiently identify the land to which the plan relates, and to sufficiently identify any existing impediments to access upon the land. A topographic plan, at 2 foot contours shall be provided where slopes exceeding 15% may impede access upon the land between the street and the proposed location of the structure or house.

8. A plan showing the location and the nature of the proposed action and a description of the proposed changes to trees and stone walls. At a minimum, such plan shall be drawn to scale (preferred scale is 1"=40') and shall clearly show existing trees including those to be removed, noting the species and diameter (measured one foot above ground). The plan shall indicate the widths, height, character and dimensions of any stone wall, as well as the proposed methods of repair or reconstruction of any portions of the stone wall.
9. Framingham Assessors ID information
10. Boundary lines, dimensions and areas of all lots to which the plan relates.
11. The length and width of proposed access or proposed modifications within the public way.
12. The length and width of existing access within the public way, if applicable
13. Indicate the presence of any sidewalks and if present, what material was used to construct it (bituminous or cement concrete).
14. Delineation of all streets and ways, both sides, indicating the width of pavement with a statement of whether or not all streets and ways shown or referred to are public or private ways, indicating the same as to each street or way so shown.
15. An appropriate reference shown on the plan to any variances previously granted by the Zoning Board of Appeals or other decisions and permits affecting the land within the plan.
16. A statement of the purpose(s) for the changes
17. **For Scenic Roadway Modification Applications Only** - Photographs of the existing site showing the area to be affected by work and the surrounding area for a distance of at least 100 feet to either side on the scenic road affected. All photographs must be signed and dated by the applicant.

Waiver Request – Please provide the associated number for the requested relief from the submittal item and provide a statement for the reason for the request of relief. You may attach the requested waiver(s) to this document if more space is required.

Authorized Signature – Applications shall not be accepted without a required signature

As the Owner (or authorized designee), I make the following representations:

1. I hereby certify that I am the owner (or authorized designee) of the property located identified in this application
2. I hereby certify that the applicant named on this application form has been authorized by the owner to apply to develop and/or use the property listed above for the purposes indicated in this application package.
3. I hereby certify that the agent, engineer, and/or architect listed on this application have been authorized to represent this application before the Planning Board to conduct site visits on the property.
4. I will permit the Planning Board to conduct site visits on the property.
5. In the event that the ownership of this parcel change before the Planning Board has acted on this application, I will provide updated information and new copies of this signature page.

Owner (or authorized designee*) Name

Owner (or authorized designee*) Signature

**** Please Note: If the owner is not the signer of the Application, a letter is required from the owner of the property authorizing such designee to act on the owner’s behalf. Such letter shall be notarized and is required to be included in the Planning Board Application Package. Two original signed copies will be required when delivering an application package to the respective municipal departments.***