

**SECTION 16**  
**ILLUSTRATION ADDENDUM**

(See following pages.)

## **Attachment “A” – Lot Width Illustration**

See “Section 16 Lot Width Illustration” file

**Form A**  
**Submission Checklist for Special Permit Applications**

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel #: \_\_\_\_\_

Project Description and Address: \_\_\_\_\_

Date of Application, as stamped by the City Clerk \_\_\_\_\_ Note: this checklist must be included with the application for Special Permit, per Section 11.4 of the 1985 Woburn Zoning Ordinance, as amended. The applicant shall submit a written explanation for any omitted checklist item(s). For additional information on any checklist item listed below, refer to the Sec. 11 – Special Permits and Variances of the 1985 Zoning Ordinance, as amended.

Information Required	Applicant's Initials	Staff Initials
1. Name and address of the applicant.		
2. Statement certifying ownership of the premises involved, or evidence that the applicant has permission of the owner to make such application.		
3. Legal description of, and street address if there is one, of the location of the premises.		
4. Plans shall show the following:		
a.) existing and proposed buildings;		
b.) existing and proposed contour elevations in two foot increments;		
c.) parking area and utilization;		
d.) driveways and access to site;		
e.) facilities for vehicular and pedestrian movement;		
f.) drainage system and calculations;		
g.) the location, capacity, and projected usage of facilities;		
h.) landscaping, including trees to be retained and removed;		
i.) exterior lighting;		
j.) loading and unloading facilities;		
k.) provision for refuse removal.		
5. Other information, as may be required:		
a.) projected traffic volumes and impact;		
b.) evidence as to the status of all permit applications to other local, state and federal agencies concerning the project;		
c.) other information as may be necessary to determine compliance with the provisions of this ordinance.		
d.) a list of abutters within 300 ft. from any property line, as certified by the Board of Assessors;		
e.) tax liens on property.		

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If any of the above items are missing or found deficient in any way, the City Council may choose to consider the submission incomplete, and as such, the application may be subject to denial.

<p><b>FOR CITY CLERK USE:</b>  Reviewed and approved as suitable for a public hearing by: _____ Date: _____  _____  COMMENTS:</p>
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**Form B**  
**Submission Checklist for Site Plan Applications Requiring a Special Permit**

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel #: \_\_\_\_\_

Project Description and Address: \_\_\_\_\_

Date of Application, as stamped by the City Clerk \_\_\_\_\_ Note: this checklist must be included with the application for Site Plan Applications requiring a Special Permit, per Section 12.4.2.3 of the 1985 Woburn Zoning Ordinance, as amended. The applicant must submit a written explanation for any omitted checklist item(s). For additional information on each checklist item below, refer to the Sec. 12 –Site Plan Review of said ordinance.

Information Required	Applicant's Initials	Staff Initials
1. Name and address of the applicant.		
2. Statement certifying ownership of the premises involved, or evidence that the applicant has permission of the owner to make such application.		
3. Legal description of, and street address if there is one, of the location of the premises.		
4. Plans shall show the following:		
a.) existing and proposed buildings;		
b.) existing and proposed contour elevations in two foot increments;		
c.) parking area and utilization;		
d.) driveways and access to site;		
e.) facilities for vehicular and pedestrian movement;		
f.) drainage system and calculations;		
g.) the location, capacity, and projected usage of facilities;		
h.) landscaping, including trees to be retained and removed;		
i.) exterior lighting;		
j.) loading and unloading facilities;		
k.) provision for refuse removal.		
5. Other information, as may be required:		
a.) projected traffic volumes and impact;		
b.) evidence as to the status of all permit applications to other local, state and federal agencies concerning the project;		
c.) other information as may be necessary to determine compliance with the provisions of this ordinance.		
d.) a list of abutters within 300 ft. from any property line, as certified by the Board of Assessors;		
e.) tax liens on property.		

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If any of the above items are missing or found deficient in any way, the City Council may choose to consider the submission incomplete, and as such, the application may be subject to denial.

<p><b>FOR CITY CLERK USE:</b>  Reviewed and approved as suitable for a public hearing by: _____ Date: _____</p> <p>COMMENTS:</p>
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**Form C**  
**Submission Checklist for Site Plan Applications Requiring Planning Board Approvals**

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel #: \_\_\_\_\_

Project Description and Address: \_\_\_\_\_

Date of Application, as stamped by the City Clerk \_\_\_\_\_ Note: this checklist must be included with the application for Site Plan Review, per Section 12.4.1.1 of the 1985 Woburn Zoning Ordinance, as amended. The applicant must submit a written explanation for any omitted checklist item(s). For additional information on any checklist item below, refer to the Sec. 12 – Site Plan Review of said ordinance.

Information Required	Applicant's Initials	Staff Initials
1. Name and address of the applicant.		
2. Statement certifying ownership of the premises involved, or evidence that the applicant has permission of the owner to make such application.		
3. Legal description of, and street address if there is one, of the location of the premises.		
4. Plans shall show the following:		
a.) existing and proposed buildings;		
b.) existing and proposed contour elevations in two foot increments;		
c.) parking area and utilization;		
d.) driveways and access to site;		
e.) facilities for vehicular and pedestrian movement;		
f.) drainage system and calculations;		
g.) the location, capacity, and projected usage of facilities;		
h.) landscaping, including trees to be retained and removed;		
i.) exterior lighting;		
j.) loading and unloading facilities;		
k.) provision for refuse removal.		
5. Other information, as may be required:		
a.) projected traffic volumes and impact;		
b.) evidence as to the status of all permit applications to other local, state and federal agencies concerning the project;		
c.) other information as may be necessary to determine compliance with the provisions of this ordinance.		
d.) a list of abutters within 300 ft. from any property line, as certified by the Board of Assessors;		
e.) tax liens on property.		

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If any of the above items are missing or found deficient in any way, the Planning Board may choose to consider the submission incomplete, and as such, the plan may be subject to denial.

<p><b>FOR PLANNING BOARD USE:</b>  Reviewed and approved as suitable for a public hearing by: _____ Date: _____  COMMENTS:</p>
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