



**Planning Department
Town of Salisbury
5 Beach Road
Salisbury, MA 01952
(978) 463-2266
planningdept@salisburyma.gov**

SALISBURY PLANNING BOARD
MINOR MODIFICATION OF A SITE PLAN APPROVAL FILING
CHECKLIST

*Applicants encouraged to meet with planning department for review of application prior to filing. Applications will not be considered **COMPLETE** for the Planning Board, until the Planning Department determines that the following items are included with the application:*

Required Submission Materials:

1. Completed Application for Minor Modification of a Site Plan Approval. **Attachment 1**
2. Modification of a Site Plan Approval Fee – Checks payable to the Town of Salisbury.
3. Project Description / Narrative explaining requested modification.
4. Additional Materials as Needed / Required to support the Application.
5. Updated Site Plans drawn to scale and in conformance with Section II.B.1 of the Site Plan Review requirements.
6. 8 paper copies of all site plans and supporting documents. PDFs of all documents shall be sent to the Planning Department. (asstplanner@salisburyma.gov)

Planning Department Signature: _____ Date: _____

***COMPLETE APPLICATION MUST BE SUBMITTED TO THE PLANNING DEPARTMENT BY 12 PM ON THE WEDNESDAY A WEEK BEFORE THE NEXT SCHEDULED PLANNING BOARD MEETING.**

APPLICATION FOR MINOR MODIFICATION OF A SITE PLAN
APPROVAL

APPLICANT & PROPERTY OWNER INFORMATION:

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

TELEPHONE #: _____ E-MAIL ADDRESS: _____

OWNER'S NAME (if different from applicant): _____

OWNER'S ADDRESS (if different from applicant): _____

TELEPHONE #: _____ E-MAIL ADDRESS: _____

SITE INFORMATION:

PROJECT ADDRESS: _____

MAP: _____ LOT: _____

ZONING DISTRICT(S): _____

LOT SIZE: _____

CURRENT USE: _____

PROJECT/PLAN INFORMATION:

PLAN TITLE: _____

DATE OF REVISION: _____

PREPARED BY (name/address of preparer): _____

TELEPHONE #: _____ E-MAIL ADDRESS: _____

Briefly state requested modification: _____

Applicant's Signature: _____ **Date:** _____

Owner's Signature (if not applicant): _____ **Date:** _____