



SITE PLAN EXTENSION OF TIME CHECKLIST

CITY OF WORCESTER PLANNING BOARD
455 Main Street, Room 404, Worcester, MA 01608
Phone 508-799-1400 Ext. 31440 - Fax 508-799-1406

STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL, ONE DIGITAL, AND FIFTEEN (15) STAPLED COPIES 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 (Room 209 City Hall)

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 (2nd 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.**

C. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. All electronic files must be in the following format:

- Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board DSPA EOT)
- Minimum resolution of 200 dpi
- No single file should be greater than 50 MB (collections may be broken into separate files)

Exceptions:

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

D. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.

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.ci.worcester.ma.us. Choose the "Quick Find" option. Then click on "Ordinances and Regulations" and select the appropriate file.
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 3:00 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