



TOWN OF SWAMPSCOTT

FILE _____

OFFICE OF THE PLANNING BOARD

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

SITE PLAN APPLICATION CHECKLIST & CONFIRMATION FORM

APPLICATION CHECKLIST

Submit the following number of copies of the complete site plan application (administrative & special permit requests) to the Town of Swampscott:

Administrative Site Plan Review	<i>Use "Application for Site Plan Review"</i>	Thirteen (13) copies)
Site Plan Special Permit	<i>Use "Application for Zoning Relief"</i>	1. ZBA Authority – Seventeen (17) copies 2. Planning Board Authority – Thirteen (13) copies

RECEIPT CONFIRMATION

Provide this sheet with your site plan application. The Town Planner will ensure distribution of copies of the application and confirmation signatures from the various Town body below.

TOWN BODY	RECIPIENT	SIGN & DATE
Board of Health	Public Health Director (or designee)	_____
	Date Site Plan Received	_____
Building Department	Building Inspector (or designee)	_____
	Date Site Plan Received	_____
Conservation Commission	Conservation Agent (or designee)	_____
	Date Site Plan Received	_____
Department of Public Works	Town Engineer (or designee)	_____
	Date Site Plan Received	_____
Fire Department	Fire Prevention Officer (or designee)	_____
	Date Site Plan Received	_____
Historical Commission	Commission Chair (or designee)	_____
	Date Site Plan Received	_____
Police Department	Public Safety Office (or designee)	_____
	Date Site Plan Received	_____
Planning Board (ZBA as Special Permit Granting Authority)	Town Planner (or designee)	_____
	Date Site Plan Received	_____