



**TOWN OF HOLLISTON
PLANNING BOARD**

703 Washington Street
Holliston, MA 01746
(508)429-0635

SITE PLAN AND/OR SPECIAL PERMIT APPLICATION CHECKLIST

- _____ **Completed** signed application (Original and 6 copies + pdf)
- _____ Eight (2) full size plan and six 11" x 17" (6) copies of the plan set sets + pdf
(See Section 7.3)
 - Site Plan
 - Building elevations and plans
 - Depiction of proposed signs
 - Landscaping Plan
 - Lighting Plan
 - Traffic Impact Report (if applicable)
- _____ Two stormwater reports
- _____ Certified abutters list (1 copy)
- _____ Two sets of stamped envelopes to all abutters and six surrounding towns.
Also include one stamped envelope addressed to the Owner and Applicant
(if different than the Owner) and one certified stamped envelope. Labels
will be supplied by the Assessor's office.
- _____ Filing Fee (Refer to fee schedule)
- _____ Proof that no outstanding taxes or assessment are due for the properties
included in the submittal. (Per General By laws Article XVI Sect. 2 Tax

Please note: Failure to submit a complete application can result in a hearing continuance until the Planning Board receives all information.