



## **MIDDLETON DEVELOPMENT REVIEW GROUP**

### **RECOMMENDED APPLICANT INFORMATION**

The purpose of the Development Review Group (DRG) meeting is to facilitate the permit review process and provide the applicant with useful information concerning the regulations that may apply to their project. The information given at the meeting is guidance only and no staff person can speak for the Board they staff or foresee how a specific application will be reviewed in the permitting process. The proponent has the responsibility to satisfactorily meet all requirements that apply to their project.

In the pre-application review process, staff from appropriate Town Departments participate in reviewing project information and participate in the pre-application review meeting. The meeting is informal and not part of any legal review process. To initiate the Development Review process, please contact the Town Planner at (978)777-8917.

In order to make the meeting as constructive as possible for you, it is recommended that you submit one (1) hard copy along with one (1) PDF or digital copy of the following information to the Planning Office 14 days prior to your meeting date. Copies will be distributed to the appropriate DRG members.

1. **Application Form** (on next page)

2. **Project Summary**

Include a description of the project and use and any possible impacts to transportation and drainage systems.

3. **Conceptual Sketch Plans** (need not be larger than 11" x 17") showing the following information:

- structures and setbacks from lot lines
- access and parking
- drainage and drainage system
- topography
- locus plan
- sketch of proposed construction

4. **List of Questions for Development Review Group**

DEVELOPMENT REVIEW APPLICATION  
TOWN OF MIDDLETON

|                  |                  |
|------------------|------------------|
| Project Address: |                  |
| Map/Parcel:      | Zoning District: |

|                               |
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| Brief Description of Project: |
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| List of Previous Town Permits: |
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|               |        |
|---------------|--------|
| Contact Name: |        |
| Email:        | Phone: |

|             |        |
|-------------|--------|
| Owner Name: |        |
| Email:      | Phone: |