



TOWN OF FOXBOROUGH

Planning Board

40 South Street

Foxborough, Massachusetts 02035

Phone: 508-543-1250 Fax: 508-543-1235

PLANNING BOARD FEES

Adopted September 12, 2013

As a part of an application for site plan review, subdivision approval, and special permits, you will be required to pay fees to the Town. Payment of fees is a submission requirement for all Planning Board permits. All fees must be paid in full prior to any decision by the Board. All fees are payable to the Town of Foxborough and are non-refundable.

Post-approval fees, such as inspection fees, lot release fees, and others must be paid upon request for action or upon instruction from the Board. Forms will not be signed and released until fees have been received. Failure to pay Planning Board fees may result in permits being delayed or denied from other Boards or departments.

Pre-approval:

The fees due are listed in the Planning Board Fee Schedule, the final page in the Board's Rules and Regulations. The fee may depend on the size of an application – i.e. per lot or per acre. If acres, the fee is based on the number of acres rounded up, so that 5.5 acres, for example, is 6 acres for the purposes of calculating the fee. The application fee must be paid upon submission.

The Planning Board is required to place legal ads for public hearing. You will receive from the Board the invoice from the newspaper and you pay the newspaper directly. If the Board has transmitted your application for engineering or other review, the Board will also send you the invoice from the consultant, who you will also pay directly. The costs of advertisement and engineering must be paid prior to the Board closing the public hearing and voting. Failure to pay any or all fees will result in the application being deemed incomplete and result in denial of the application.

Post-approval:

After the Planning Board has approved your application, you may need to pay an inspection fee deposit and bond. This will be included in the Board's decision and you can check with the Board's staff for more details.

The bond is to ensure completion of the infrastructure as approved. The bond can be in the form of cash, other negotiable security, a commercial completion bond, or a letter of credit from a bank.



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The inspection fee deposit is calculated based on 1% of the site work (i.e. roads, trees, drainage, etc.) for site plans and \$8/linear feet of roadway for subdivisions. We have found that these are a very good approximation of the costs of inspection; this one-time payment relieves the applicant of monthly invoices and the Board staff's from calculating and generating them. In exceptional circumstances, when the cost of inspections substantially exceeds the deposit, the applicant will receive invoices from the Board for the additional costs. These invoices must be paid before the Planning Board issues street numbers, signs off on building permit applications, or processes other Town forms.

Sometimes specific events, such as lot releases, extensions of approvals, and others (refer to fee schedule for details), requires a fee be paid. The fee must be paid before the Planning Board acts. Failure to pay the fee will result in denial of the request.