



TOWN OF BOXBOROUGH  
Building Department  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978-264-1726 · Fax: 978-264-3127  
<http://www.boxborough-ma.gov>

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## FORM OF INTENT PRINT CLEARLY

Address \_\_\_\_\_

Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Business \_\_\_\_\_

Name of Owner \_\_\_\_\_

Location of Request \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Print a Complete Explanation about your Business or Intentions:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Following information is required with all forms submitted

1. Floor plan of how the business or use is going to be set up within the principal structure.
2. Certified plot plan showing adequate off-street parking and setbacks to property lines.

**Failure to print legibly will delay the determination letter**

Bentley Herget  
Building Commissioner  
[bherget@boxborough-ma.gov](mailto:bherget@boxborough-ma.gov)