



Planning Office

Town of Lexington, Massachusetts
1625 Massachusetts Avenue, Lexington, MA, 02420

Due Diligence and Concept Review

Prior to the submittal of any new development plan or petition, a Concept Review meeting should be scheduled through the Planning Office. This meeting must take place no more than (3) three weeks prior to petition/application submittal. Please see the Planning Office's submittal calendar information as well as submittal requirements for the type of plan you are submitting. Both can be found on the Office's website at www.lexingtonma.gov/planning. Please complete the attached *Due Diligence and Concept Review Meeting Form* to schedule a meeting with Planning Office staff.

There is no fee required for a Concept Review meeting. Following the Concept Review meeting an applicant may submit an application for development within three weeks, however, a three week period must elapse prior to requesting another Concept Review meeting. The Project Team (the party requesting the review) should bring a topographical map with any parcels in question identified to the meeting. If this material has not previously been produced by the project team, it can be obtained from the Town's website at <https://lexingtonma.mapgeo.io>.

DUE DILIGENCE & CONCEPT REVIEW

What kind of information will be provided by Town Staff during the Concept Review?

(The level of information the Project Team receives at the Concept Review meeting is dependent upon the quality and quantity of information provided by the Project Team.)

- Site Design/ Zoning District requirements;
- Whether request for a zoning change to a different zoning district may be considered;
- Possible development options or waivers that may be applicable;
- Type(s) of development applications or petition(s) that should be filed;
- Timeline for the review of the proposed project;
- Applicable applications/petitions and fees that will be required;
- Utility/ infrastructure improvements that may be required; and
- Construction process, phasing, etc.



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Due Diligence and Concept Review Meeting Form

Meeting Information

Due Diligence and Concept Review Date and Time [Click here to enter a date.](#)
Requested: [Choose an item.](#)

Applicant Information

Full Name: [Click here to enter text.](#) [Click here to enter text.](#)
Last *First*

Address: [Click here to enter text.](#) [Click here to enter text.](#)
Street Address *Apartment/Unit #*

[Click here to enter text.](#) [Click here to enter text.](#) [Click here to enter text.](#)
City *State* *ZIP Code*

Contact Phone: [Click here to enter text.](#)

Contact Email: [Click here to enter text.](#)

Project Information

Please answer the following questions:

Address(es) or Parcel Number(s) of Potential Project: [Click here to enter text.](#)

Have you spoken with Town Staff regarding this site? Yes No

Has the project been through any Town processes in the past? Yes No

Have you hired an engineer/landscape architect to design your project? Yes No

Do you have plans prepared? Yes No

Staff Only

Concept Review project number: [Click here to enter text.](#)