



Town Of Ashburnham Planning Board

FORM A

APPROVAL NOT REQUIRED PLAN – CHECK LIST

This form must be completed by the plan preparer, signed, dated and returned with the completed copy of Form A, along with the appropriate fee. **For the complete submission requirements see § 4.1 of the Planning Board’s Rules & Regulations. Applications are due no later than 10 days preceding the next regular Planning Board Meeting**

THE PLANNING BOARD MAY DENY INCOMPLETE APPLICATIONS

- ___ Completed Form A Application, corresponding Form A Checklist, and Electronic filing per §4.1.1,b
- ___ Filing Fee (See Planning Board Fee Regulations).
- ___ Copy of the most recently recorded deed.
- ___ Municipal tax lien, indicating no outstanding taxes and/or assessments due on the property
- ___ If the applicant is not the owner, a copy of authorization to apply, signed by the owner.
- ___ Is the plan located on a Scenic Road adopted by Town Meeting May 11, 1974? ___ Yes ___ No
- ___ 7 – 11 x17 copies of plan, **and two (2) 24’ x 36” size copies of plan, Mylar to be presented at meeting**

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- ___ Title boundaries, north point, date and scale.
- ___ Locus Map showing location of subdivision with adjacent streets and landmarks clearly indicated.
- ___ Name and address of record owner and engineer or surveyor, with appropriate certification of a registered land surveyor.
- ___ Each lot meets the requirements set forth in §4.32 of the Ashburnham Zoning By-Law.
- ___ Frontage and area of any remaining adjoining land owned by the applicant.
- ___ Suitable space to record the action of the board and the signatures of the members of the Board.
- ___ Sufficient data to determine existing lines of every street and way line to include both side lines of the streets and abutters on both sides of the street. Street name and Scenic Road (If so designated) shall show on plan
- ___ House numbers shall be shown on each and every lot according to the practice of the Town of Ashburnham, i.e.; 40’ rule.
- ___ Proposed lot boundaries, with areas of lots (shown in square feet if less than two acres) and lot frontage.
- ___ Evidence that each lot on the plan, or altered by it, meets the requirements of § 4.1.2(i) and § 4.1.3 of the Planning Board’s Rules & Regulations.
- ___ Lots created for conveyance purposes only, so noted.
- ___ The following to be noted on the plan –

“PLANNING BOARD ENDORSEMENT OF THIS PLAN INDICATES ONLY THAT THE PLAN IS NOT A SUBDIVISION UNDER M.G.L. CHAPTER 41, SECTION 81L AND DOES NOT INDICATE THAT THE LOT IS BUILDABLE OR THAT IT MEETS ZONING, HEALTH, CONSERVATION OR GENERAL BYLAW REQUIREMENTS”

Signature of registered land surveyor or registered engineer: _____

Print Name: _____ Company/Firm: _____

Date: ___/___/___ Certification: _____ Certification #: _____