



Town Of Ashburnham Planning Board

FORM C

DEFINITIVE SUBDIVISION PLAN

Date: \_\_\_\_\_

To: The Planning Board  
Town of Ashburnham, Massachusetts

The undersigned applicant being the owner, agent or representative of the owner of all the land included within the proposed subdivision shown on the plan which is:

1. **Applicant** FAX: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

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

Signature: \_\_\_\_\_

2. **Owner** (if same as applicant, write "same") FAX: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

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

Signature: \_\_\_\_\_

If the applicant is not the owner then the requirements of § 3.2.8 of the Ashburnham Planning Board Rules and Regulations are required for submittal.

3. **Attorney or Legal Representative** FAX: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company: \_\_\_\_\_

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



Continued on reverse



FORM C

DEFINITIVE SUBDIVISION APPLICATION – CHECK LIST

This form must be completed by the plan preparer, signed, dated and returned with the completed copy of Form C, along with the appropriate fee. For the complete submission requirements see § 4.3 of the Planning Board’s Rules & Regulations. Applications are due no later than ten (10) days preceding the next regular Planning Board Meeting

THE PLANNING BOARD MAY DENY INCOMPLETE APPLICATIONS

Submission

- Completed Form C Application and corresponding Form C checklist.
- Filing Fee (See Planning Board submission fees)
- Copy of the most recently recorded deed.
- Purchase and Sale agreement. (§ 3.2.8)
- Municipal tax lien, indicating no outstanding taxes and/or assessments due on the property
- If the applicant is not the owner, an original authorization to apply, signed by the owner. (§ 3.2.8)
- Is the plan located on a Scenic Road adopted by Town Meeting May 11, 1974?  Yes  No
- Two (2) complete full size 24" x 36" sets of prints
- Eight (8) complete sets of prints (11" x 17" format)
- Eight (8) lotting & street plan and profiles prints only (11 x 17 format)
- Two (2) copies of drainage calculations
- Street Plan & Profile (§ 4.3.4)
- Certified list of abutters
- Plans submitted in electronic format (§ 4.3.2, a, 7)
- Eight (8) copies of statements and data
  - Development Impact Statements
  - Sediment Control Plan
  - Landscape Plan
  - Draft Homeowners Agreement
  - Easements
  - Aerial Photography
  - Endangered Species Habitat
  - Traffic Study

Waivers ( if any)



Continued on Reverse



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\_\_\_ Waivers ( if any)



Continued on Reverse

\_\_\_ Submit copy of completed Form C to **Town Clerk**

\_\_\_ Submit one (1) copy of plan to **Board of Health**

**Staking**

\_\_\_ Staking of lot boundaries and Centerline of proposed right of way (§ 4.3.5, b).

**Contents**

\_\_\_ Subdivision name, boundaries, north point, legend, date and scale;

\_\_\_ Locus map at a scale of 1" = 2000';

\_\_\_ Name and address of record owner and of subdivider;

\_\_\_ Location and names of all the abutters with assessors map and parcel numbers;

\_\_\_ Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision;

\_\_\_ Sufficient data to determine the location, direction and length of every way and street line, lot line and boundary line, and to establish these lines on the ground;

\_\_\_ Location of all permanent monuments properly identified as to whether existing or proposed;

\_\_\_ Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision;

\_\_\_ The frontage and area of each lot in square feet;

\_\_\_ Lot numbers shown enclosed in a circle and street numbers enclosed in a square;

\_\_\_ Existing and proposed watercourses and ponds;

\_\_\_ Reference identifying applicable Street Plans and Profiles, covenants, or other relevant documents, whether recorded or not;

\_\_\_ At two – foot intervals, existing topography and topography resulting from development of streets, drainage, and other required improvements. One foot intervals may be required in flat areas (§ 4.3.3, n);

\_\_\_ Existing and proposed drainage including drainage areas inside the subdivision, areas outside the subdivision which drain into it, and the route, for existing and proposed drainage discharging from the subdivision;

\_\_\_ If surface water drains will discharge onto adjacent existing streets, or onto adjacent properties not owned by the applicant, the applicant shall clearly indicate what course the discharge will take;

\_\_\_ Proposed layout of water supply: size and location of existing and proposed water supply mains and there appurtenances and hydrants;

\_\_\_ Storm drains and their appurtenances, and easements pertinent thereto, and curb and curb dimensions;

\_\_\_ Location of base flood elevation if encountered within 100' of the subdivision;

\_\_\_ Suitable space for endorsement by the Planning Board, with spaces for annotating date of approval and date of endorsement (§4.3.3, r).

Signature of registered land surveyor or registered engineer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company/Firm: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Certification: \_\_\_\_\_ Certification #: \_\_\_\_\_