



Town Of Ashburnham Planning Board

FORM B

PRELIMINARY SUBDIVISION APPLICATION – CHECK LIST

This form must be completed by the plan preparer, signed, dated and returned with the completed copy of Form B, along with the appropriate fee. **For the complete submission requirements see § 4.2 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 B Application and corresponding Form B 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;
- ___ Certified list of abutters;
- ___ two (2) full size 24” x 36” complete sets of prints;
- ___ Eleven (11) complete sets of prints (11” x 17” format) ___ Conventional and OSRD plan (§4.2.1);
- ___ Staking of lot boundaries and centerline of proposed right of way (§ 4.2.3, d).

Contents

- ___ Subdivision name, boundaries, north point, legend, date and scale;
- ___ Name and address of record owner and of subdivider;
- ___ Location and names of all the abutters with Assessors Map and Parcel number;
- ___ Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision;
- ___ Easements and rights of ways appurtenant to the land;
- ___ Locus map showing location of subdivision with adjacent land. (1” = 2000’);
- ___ Approximate boundary lines of all proposed lots;
- ___ Topography at 10’ intervals;
- ___ Proposed system of drainage, in a general manner;
- ___ Estimate of the grades of proposed streets or profiles of the same;
- ___ Existing zoning, easements, covenants or restrictions applying to the proposed subdivision.

Signature of registered land surveyor or registered engineer: _____

Print Name: _____ Company/Firm: _____

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