



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

___ 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 #: _____