

PLAN REVIEW CHECK LIST

DEFINITIVE PLANS

- 1. Completed application, Form C. \_\_\_\_\_
- 2. Complete list of abutters signed by Assessor, Form P with addressed business envelopes \_\_\_\_\_
- 3. Planning Board administrative fee (\$800 per subdivision; plus \$100 per lot). If Preliminary Plan was not filed lots are charged at (\$150 per lot) (Plan recording fee may be delivered upon endorsement & posting surety) \_\_\_\_\_
- Project Review Fee \_\_\_\_\_
- 0-2 Lots \$2000
- 3-15 Lots \$4000
- 16-20 Lots \$6000
- 21-25 Lots \$10,000
- 26 + \$20,000
- 4. Drawing original plus (5) prints \_\_\_\_\_
- 5. Drawing to be stamped by MA Professional Land Surveyor \_\_\_\_\_
- 6. Do lots meet zoning size requirements? \_\_\_\_\_
- 7. Waivers in writing with submission. \_\_\_\_\_

DRAWING TO CONTAIN THE FOLLOWING INFORMATION:

- 1. Subdivision name, boundaries, north arrow, date, scale. \_\_\_\_\_
- 2. Names and address of applicant and engineer. \_\_\_\_\_
- 3. Names of abutting property owners. \_\_\_\_\_
- 4. Proposed street names. \_\_\_\_\_
- 5. Lines, bearing or angles of intersection, radii of curves of existing and proposed streets, easements and public areas. \_\_\_\_\_
- 6. Existing and proposed drainage system (including calcs). \_\_\_\_\_
- 7. Data to determine location, direction, width and length of every street line, lot line, easement, zoning district and boundary line. \_\_\_\_\_
- 8. Indication of purpose for easements. \_\_\_\_\_
- 9. Location of permanent monuments (existing and proposed). \_\_\_\_\_
- 10. Lot numbering in sequence. \_\_\_\_\_
- 11. Location, names and widths of streets bounding and approaching or within 300 feet of subdivision. \_\_\_\_\_
- 12. Terminology for endorsement by Planning Board Clerk. \_\_\_\_\_
- 13. Existing and proposed topography at one foot contours. \_\_\_\_\_

PLANNING BOARD MUST VOTE WITHIN 90 DAYS if PRELIMINARY PLAN WAS SUBMITTED AND 135 DAYS IF NOT.

Date Received \_\_\_\_\_ Deadline \_\_\_\_\_