

**Form P**  
**Preliminary Subdivision Plan Checklist**

Applicant: \_\_\_\_\_ Contact person: \_\_\_\_\_ Tel. # \_\_\_\_\_

Project Description & Address: \_\_\_\_\_

Type of Development: Cluster  Conventional

Date of Application, as stamped by the City Clerk: \_\_\_\_\_

This checklist must be included with the submission of a preliminary subdivision plan, per Section II.D of these Land Subdivision Rules and Regulations. The applicant shall submit a written explanation for any omitted checklist items(s). For additional information on each checklist item below, refer to the 1987 Planning Board Subdivision Rules and Regulations, as amended, Chapter II.D.1 – Preliminary Plan Form and Contents.

Reference	Information required	Applicant's Initials	Staff Initials
	Form B Application for Approval of Preliminary Plan		
	Original and eight prints		
	Scale: 1" = 40' Horizontal - 1" = 4' Vertical		
a	Subdivision name, boundaries, north point, date, scale, legend & title block		
b	Names of record owner, applicant, designer, engineer & surveyor		
c	Existing and proposed street lines, easements & common areas		
d	Names and addresses of abutters within 300 ft.		
e	Drainage - proposed system, including appurtenant waterways		
f	Proposed lot lines, areas & dimensions		
g	Names, approximate locations and widths of adjacent streets		
h	Topography at 2 ft. contours existing & proposed		
I	Locus plan 1" = 100' (including location and size utilities, existing homes and wetlands)		
j	Bodies of water, streams, swamps, marshes		
k	Fire alarm boxes and fire hydrants		
l	Drainage area outline		
m	Information sources for property lines, topography and utilities		
n	Design data and potential waivers		
o	Fee for submission (\$200 for residential subdivision, \$500 for commercial/industrial subdivision) Amount submitted: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check # _____		

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Planning Board staff: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If any of the above items are missing or deficient in any way, the Board may choose to consider the submission incomplete, and as such, the application may be subject to denial.

Comments: