

Form D-C
Definitive 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 the definitive subdivision plan, per Section II.E of these Land Subdivision Rules and Regulations. The applicant shall submit a written explanation for any checklist item(s) omitted from the submission of a definitive plan. For additional information on each checklist item below, refer to the 1987 Planning Board Land Subdivision Rules and Regulations, as amended, Chapter II.E. - Definitive Plan Submission

Reference	Information required	Applicant's Initials	Staff Initials
1	Submission		
a	Original and ten prints		
b	Form C - Application for approval of Definitive Plan Form ES-1 - Engineer's and Surveyor's Form		
c	Fee for submission (Residential = \$500 plus \$100 for each lot Non-residential = \$1,00 plus \$100 for each lot). Publication and mailing fee shall be \$150. Amount submitted: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check #		
d	Names and addresses of all abutters within 300 ft. and certified by the Assessor's Office on Form D		
e	A 100 ft. = 1 inch Locus Plan, showing surrounding neighborhood area for 300 ft.		
f	Possible or prospective street layouts of any adjacent undeveloped lands		
g	Written notification that City Clerk is in receipt of application		
h	Drainage calculations and all appurtenant data and formula used		
2	Form		
	Scale: 1" = 40' Horizontal - 1" = 4' Vertical		
3	Contents		
a	Subdivision name, boundaries, date, scale & north arrow		
b	Names & addresses of record owner and applicant, and name of engineering & surveyor as well as certificates & seals		
c	Names of all abutters within 300 ft.		
d	Existing and proposed lines of streets, easements & common areas		
e	Location, names and present widths of abutting and adjacent streets		
f	Proposed lot lines, areas in square feet and dimensions		

Reference	Information required	Applicant's Initials	Staff Initials
g	All required surveying data		
h	All required monumentation indicated on plan		
i	Indicate all bodies of water, streams, swamps, marshes within the subdivision and within the 300 ft. locus plan		
j	Topography at 2 ft. contour intervals existing & proposed		
k	Existing and proposed storm drains, water mains and sewers, including all appurtenances within and adjacent to the subdivision		
l	Proposed utilities - location, type and specifications		
m	Planning Board signature block		
n	Street layout plans & profiles		
o	Major site features, such as existing stone walls, fences, buildings, large trees, outcroppings and swamps		
p	Data verifying adequate water supply and fire protection		
q	Water main looping plan		
r	Drafting standards		

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: