

Form C-2: CHECKLIST FOR DEFINITIVE PLAN APPLICATIONS

The following checklist shall be completed in its entirety and be submitted with the Form C as a part of a Definitive Subdivision Application:

PERMIT TYPE	PERMIT FILING FEE	NUMBER OF PLAN COPIES REQUIRED	NUMBER OF COPIES OF SUPPORTING DOCUMENTS REQUIRED
DEFINITIVE PLAN (FORM C)	See Fee Schedule	5 full size plans 5 reduced 11”X17” copies 1 .pdf file	2 copies of all Reports 14 copies of the Application Form 1 .pdf file of all submitted data

- _____ Application fee and submittal requirements (See table above)
- _____ Completed Form C
- _____ Scale: 1" = 40'
- _____ Date of plan
- _____ North point
- _____ Reference to Assessor's plan number(s)
- _____ Reference to recently recorded plans for the parcel
- _____ Name of the person for whom the plan is prepared or name of the applicant, if the applicant is not the Owner, provide notarized certification of authority to file subdivision
- _____ Name of Property Owner
- _____ Name of engineer and surveyor preparing the plan:
 - _____ Seal
 - _____ Signature
- _____ Flood Plain and Watershed Protection District
- _____ Area of flood plain included within each lot
- _____ All other wetlands and flood plain, attach copy of ORAD or statement that no wetlands are within 100 feet of the property
- _____ Lots: area, frontage and dimensions of all lots, including those whose dimensions are altered by the plan
- _____ Area, frontage dimensions and bearings of all proposed lots and roadways
- _____ Contiguous lots in common beneficial ownership with land that is the subject of the plan
- _____ Locus plan at a scale of at least 1" = 800'
- _____ Streets bounding or near the property
- _____ Sketch plan of adjoining land or statement regarding contiguous land if applicable.
- _____ Drainage Report including all calculations stamped by the Professional Engineer who prepared the calculations including:
 - _____ Rational Formula calculations including watershed plans, pipe and inlet sizing, etc.
 - _____ hydrology calculations consistent with the NRCS methodology with watershed plans, pre and post development analysis, identification of receiving waters, wetlands, etc.
- _____ Identity of each plan referenced or relied upon by the plan
 - _____ title
 - _____ date
 - _____ person who prepared the plan

- _____ date of preparation
- _____ approval by Planning Board
- _____ recorded reference to the plan in the Registry of Deeds or Land Court
- _____ copy of deeds for all parcels included in the filing
- _____ copies of all easements, restrictions and mortgages on the property and all easements, restrictions, etc. that are appurtenant to the property.
- _____ Square for lot shape
- _____ Lot area consistent with Section 4. B. 13 of the Zoning Bylaws.
- _____ Setbacks for all existing structures
- _____ Zoning District
- _____ Certifications on the plans
- _____ Video Inspections as applicable