

Applicant: \_\_\_\_\_  
Subdivision \_\_\_\_\_  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_

### **PRELIMINARY PLAN CHECKLIST**

\_\_\_\_\_ Application Form B (in triplicate).  
\_\_\_\_\_ Copies of a) most recent recorded deed and b) tax bill or Assessor's certification.  
\_\_\_\_\_ Submission of Required Fees: Filing Fee: \$20 per lot, minimum \$200  
\_\_\_\_\_ Review Fee: \$150  
\_\_\_\_\_ Completed Form N: Notice of Filing of Plan to Town Clerk.  
\_\_\_\_\_ Four copies of Preliminary Plan, dark line on white background with perimeter  
\_\_\_\_\_ dimensions of 24"x36."  
\_\_\_\_\_ Minimum frontage, (non-conforming lots require a variance from the Zoning  
\_\_\_\_\_ Board of Appeals).  
\_\_\_\_\_ Minimum lot area, (non-conforming lots require a variance from the Zoning  
\_\_\_\_\_ Board of Appeals).  
\_\_\_\_\_ North point, date, scale, legend.  
\_\_\_\_\_ Name of owner, applicant (if different from owner), and engineer or surveyor.  
\_\_\_\_\_ Names of all abutters as determined from the most recent tax list.  
\_\_\_\_\_ Existing boundary line and lines of streets, ways, easements, and any public areas  
\_\_\_\_\_ within the subdivision in a general manner.  
\_\_\_\_\_ The approximate boundary lines of proposed lots with approximate areas and  
\_\_\_\_\_ dimensions.  
\_\_\_\_\_ The names, approximate location and widths of adjacent streets.  
\_\_\_\_\_ The proposed system of drainage including adjacent existing waterways and  
\_\_\_\_\_ marshes in a general manner.  
\_\_\_\_\_ Topography of the land based on 2' contour intervals. The topographic survey  
\_\_\_\_\_ shall be certified as follows:

"I certify that this topographic survey was made (on the ground) (by aerial  
survey) on \_\_\_\_\_(date)."

Signed by a Registered Land Surveyor.

\_\_\_\_\_ Any site features such as buildings, ponds, streams, marshes, and areas subject to  
\_\_\_\_\_ seasonal flooding.

\_\_\_\_\_ Title-block in the lower right hand corner with subdivision name, if any, and title  
\_\_\_\_\_ "Preliminary Plan."

### **COMMENTS**