

Applicant: _____
Subdivision _____
Name: _____
Location: _____
Date: _____

DEFINITIVE PLAN CHECKLIST

- _____ Application Form C (in triplicate).
- _____ Submission of Required Planning Board Fees (see fee schedule).:
 - Filing fee: \$20 per lot, minimum \$200
 - Review fee: \$300 + 15 per lot
 - Inspection fee: \$250 + \$.50 / linear feet of roadway
 - Re-Inspection fee: \$100 per inspection
- _____ Copies of a) most recent recorded deed and b) tax bill or Assessor's certification.
- _____ Submission of Covenant form/documentation.
- _____ Form N: Notice of Filing of Plan to Town Clerk.
- _____ Original drawing of Definitive Plan plus 6 copies, dark line on white background with perimeter dimensions of 24"x36."
- _____ Road profiles (3 copies drawn on plan/profile paper with perimeter dimensions of 24"x36").
- _____ Water Quality Report (3 copies) for subdivisions of 6 lots or more.
- _____ List of all abutters within 300 feet from Mashpee Assessors, including 2 sets of mailing labels (*check the abutters list to ensure all correctly identified parcels have been selected*).
- _____ Written proof of submittal to Board of Health.
- _____ Minimum frontage.
- _____ Minimum lot area.
- _____ Name of owner, applicant (if different from owner), and engineer or surveyor.
- _____ Signature and seal of Registered Civil Engineer or Registered Land Surveyor.
- _____ North point, date, scale, legend.
- _____ Zoning district(s) in which the subject property lies.
- _____ Assessors reference, Map and Block numbers.
- _____ Names and addresses of all abutters as determined from the most recent tax list.
- _____ Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision.
(Lines must be indicated by bearings referred to the Massachusetts Coordinate System where control points on that system are available within 1000 feet of locus.)
- _____ Proposed names of new streets, names of existing streets labeled public or private.
- _____ Lot numbers, dimensions, and area, (registered land must use a numbering system approved by the Land Court).
- _____ Proposed street (postal) numbers for each lot in accordance with the street number plans of the Town of Mashpee.
- _____ Length and direction of streets, the length and radii, tangents, and angles of all curves, together with the width of streets and ways.
- _____ Location of all permanent monuments properly identified as to whether existing or proposed.
- _____ Proposed layout of storm drainage, water supply, and sewer systems, their appurtenances and all easements thereto.

_____ Location of all swamp, marsh, low land and other low lying areas, and where the
subdivision is adjacent to or affected by tidewater, it shall show 2 foot contours with
mean high water in such area.

_____ Title block in the lower right-hand corner of the drawing with subdivision name and title
“Definitive Subdivision Plan.”

_____ ¾ inch border.

_____ 3 ½ inch square reserved for use by the Registry of Deeds.

_____ Area reserved for Planning Board’s endorsement of approval under the subdivision
control law.

_____ Certification by plan preparer that the rules and regulations of the Registers of Deeds
have been conformed to in preparing the plan.

_____ If applicable, lettering in a location adjacent to the Board’s approval as follows:

“This plan subject to covenant dated _____ and attached hereto.”

_____ Certification block for Mashpee Town Clerk for twenty day appeal period following plan
approval.

_____ If the plan is submitted under the cluster development exception of the Mashpee Zoning
Bylaws, the formula for determining the total number of lots allowed must be shown as
follows:

Total Area: _____

Less: Water bodies and wetlands
as defined under
MGL C. 131, Section 40 _____

Area of existing and proposed
Streets, roadway rights-of-way
or easements of 20 feet or more
in width _____

Overhead utility rights-of-way
or easements 20 feet or more
in width _____

Total area excluded: _____

Allowable Area: _____

Lot Area Required: _____

Number of Lots Permissible: _____

_____ Locus map at a scale of 1 inch = 2000 feet.

_____ Existing and proposed contours at 2 foot intervals.

_____ Digital submission of plans on diskette(s) or CD.

COMMENTS