

CHECKLIST
Northborough Planning Board
Submission of Preliminary
Subdivision Plan
4/12/2024

Plan Name: _____

Property Address: _____ Assessor's Map _____, Lot _____

Applicant's Name: _____ Address: _____ Tel. No. _____

(If the applicant is not the owner, a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest shall be submitted)

Owner's Name: _____ Address: _____ Tel. No. _____

Engineering Firm: _____ Address: _____ Tel. No. _____

Submission Checklist:

- _____ 1) Application Fee of \$ _____ made payable to the Town of Northborough. (\$500+\$50/new lot created)
- _____ 2) Technical Review Fee of \$ _____ made payable to the Town of Northborough. (\$2,500)
- _____ 3) Application Form (Form B)
- _____ 4) Three full-scale copies (24"x36") of the Preliminary Plan (at a scale of 1" = 40'), five reduced (11"x17") copies showing:
 - _____ a. Subdivision name, boundaries, North point, date, scale, legend and title "Preliminary Plan."
 - _____ b. Names of the record owner, applicant, designer, and engineer or surveyor.
 - _____ c. Names of all abutters as determined from the certified abutters list.
 - _____ d. Existing or proposed lines of streets, sidewalks, ways, lots, easements and public or common areas within the subdivision in a general manner.
 - _____ e. Names, approximate location and widths of adjacent streets and of streets approaching within close proximity to the subdivision.
 - _____ f. Approximate boundary lines of proposed lots, with lot numbers, approximate areas and dimensions.
 - _____ g. Existing buildings and significant structures such as fences, pools, etc., in a general manner.
 - _____ h. Proposed system of drainage, including stormwater management system, the location of all swamps, marshes and lowlands, water bodies, streams, open drains and ditches and any drainage easements, adjacent to or within the proposed subdivision.
 - _____ i. Proposed water supply and distribution, sewage disposal and underground system for utilities, in a general manner.
 - _____ j. Topography of the land at a contour interval of 2'.
 - _____ k. Profiles for proposed streets at a scale of 1"=40' horizontal and 1"=4' vertical.
 - _____ l. Zoning classification of all land shown on the plan, including overlay zoning, such as floodplain or groundwater protection districts.
 - _____ m. 50' buffer zone (natural or planted) between all commercial or industrial subdivisions abutting any residential development or residential zone.
- _____ 5) Written documentation specifying how the project conforms to the Master Plan.
- _____ 6) Written documentation explaining how blasting will be minimized.
- _____ 7) Waiver request letter.
- _____ 8) Flash drive with all application submittals.
- _____ 9) List of abutters certified by the Northborough Assessor's Office.

Note: The Planning Board may waive any of the above listed requirements if it believes that said requirement is not necessary based on the size and scope of the project. The applicant may petition the Planning Board prior to making a formal application to request notification as to which sections (s) of the site plan review by-law requirements are necessary. The Planning Board will then notify the applicant within thirty (30) days as to which sections relate to the proposed project based on the size and scope of the project.

The Northborough Planning Department has accepted the submission of the above Preliminary Plan. This document certifies that, as currently submitted, the Preliminary Plan meets the minimum submission guidelines as set forth by the Town of Northborough. This document certifies that the Preliminary Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Site Plan.

Planning Director/Planning Board Clerk Signature _____ Date _____