

Checklist for Definitive Subdivision Plan Submission

Definitive Plan for _____
Name of Subdivision

All of the listed items must be provided in order for an application to be accepted. Any waivers of these items must be approved by the Planning Board prior to submittal.

_____ Original plans prepared on Mylar with black India ink. Linen shall be allowed for lot layout plan if the property is registered as land court land. Twelve (12) complete sets and eight (8) reduced copies of the lot layout and grading plans only.

All sets shall be assembled, stapled and folded.

_____ Five (5) copies of all drainage calculations.

_____ A properly executed application Form B including a statement of the time within which the required construction of ways and installation of municipal services will be completed. The time shall not be greater than two (2) years from the date of approval of the Definitive Plan unless extended by the Planning Board in writing. The applicant shall file by delivery or registered mail, a notice with the Town Clerk stating the date of submission for such approval, accompanied by a copy of the completed application (Form B), stamped received by the Planning Board Office.

_____ Filing fee per fee schedule available at the Planning Board Office.

_____ A list of names and addresses of all abutters, and property owners within three hundred (300) feet, certified by an Assessor of the Town of Billerica as they appear as such on the most recent tax lists, together with a separate list of all changes in ownership of abutting land known to the sub divider.

_____ A letter from the Town Clerk approving the proposed street name to be submitted for the boards approval.

_____ Proof that a Determination of Applicability has been obtained from the Conservation Commission.

_____ If the applicant must seek a waiver he must supply a statement of hardship or justification per statute for each waiver at the time of submittal, along with the section numbers being waived. A request of additional waivers will require a resubmittal of the Subdivision.

_____ Proof of Ownership.

_____ Aerial photographs of the site and the adjacent area

_____ Abutters List – *Abutters list must include all properties within 300 hundred feet of the site. A copy of the assessor's map with the 300 ft. boundaries must accompany the list. The Town Assessor's Office must certify the list within 30 days of submittal.*

_____ Consultant retainer in the amount of \$5000 made out to the Town of Billerica. In some cases this amount may increase based on our consultant's evaluation of the tasks required for a complete evaluation of a particular application. If a proposal is limited in size or complexity the applicant may request a reduction of this retainer which may be granted by a majority vote of the Planning Board at a regularly scheduled meeting. No application will be judged complete unless the retainer is provided or the Planning Board has granted a waiver or modification of such prior to submittal.

_____ **WRITTEN DOCUMENTATION THAT THE BUILDING INSPECTOR HAS REVIEWED THIS PLAN.**

I understand that as applicant I will be responsible for the cost of advertising, the mailing of the notices to abutters and the payment for any consultant(s). I also understand that completion of all items on this checklist does not preclude the board from making a determination that an application is incomplete.

Signature _____