

# PRELIMINARY PLAN CHECKLIST

It is strongly recommended that a Preliminary Plan be filed in most cases, even if one is not required. The submission of a Preliminary Plan will enable the Applicant, the Planning Board, other municipal agencies and abutters to discuss and clarify any problems of the proposed subdivision before a Definitive Plan is prepared. The Planning Board's policy is to pursue resolution of as many subdivision issues as possible prior to submission of a Definitive Plan. During its review of the Preliminary Plan, the Planning Board will promote cooperative discussion among all affected citizens and officials of as many such issues as possible.

**This checklist is intended to supplement, not to supersede, the existing West Boylston Subdivision Regulations. Any inconsistency between the information on this list and those regulations should be resolved in favor of the regulations.**

## 1. APPLICATION

A Preliminary Plan is properly submitted when the Planning Board receives, at one of its regularly scheduled meetings:

- ☐ One properly completed Form C (Consult Section IV.A.1.a)
- ☐ One plan (see above for contents) printed on a mylar transparency sheet, and eight (8) contact prints of the plan (Consult Section IV.A.1.b)
- ☐ An abutters list, Form J (see Forms), showing the names and addresses of all abutters to the property included in the Preliminary Plan, as determined from the most recent Assessor's list unless the Applicant has more recent knowledge of such abutters (Consult Section IV.A.1.c)
- ☐ Filing fee (see Fee Schedule) (Consult Section IV.A.1.d)
- ☐ Any computer-generated information on a 3.5 inch computer disk (format set by the Planning Board) (Consult Section IV.A.1.e)

To be filed with the Board of Health:

- ☐ A copy of the Form C filed with the Planning Board (Consult Section IV.A.2.a)
- ☐ Three (3) contact prints of the Preliminary Plan filed with the Planning Board (Consult Section IV.A.2.b)

## 2. NOTICE TO THE TOWN CLERK & OTHER TOWN AGENCIES

Deliver by hand or send by registered or certified mail written notice to the Town Clerk that the Preliminary Plan has been submitted to the Planning Board. (Consult Section IV.A.3)

The written notice shall specify:

- ☐ The original of the Form C filed with the Planning Board (Consult Section IV.A.3)
- ☐ The date the Preliminary Plan was filed with the Planning Board (Consult Section IV.A.3.a)
- ☐ A description of the property to which the Preliminary Plan is related, sufficient for identification thereof (Consult Section IV.A.3.b)
- ☐ The name and address of the owner of such property (Consult Section IV.A.3.c)

Submit a copy of the written notice given to the Town Clerk and the Form C filed with the Planning Board to:

- ☐ The Water Commission (Consult Section IV.A.4.a)
- ☐ The Superintendent of Streets and Parks (Consult Section IV.A.4.b)
- ☐ The Fire Chief (Consult Section IV.A.4.c)
- ☐ The Police Chief (Consult Section IV.A.4.d)
- ☐ The Conservation Commission (Consult Section IV.A.4.e)
- ☐ The Inspector of Buildings (Consult Section IV.A.4.f)
- ☐ The Town Consultant Engineer (Consult Section IV.A.4.g)
- ☐ The Manager of the Municipal Lighting Plant (Consult Section IV.A.4.h)
- ☐ The Board of Selectmen (Consult Section IV.A.4.i)
- ☐ The Sewer Commission, or other Town official or agency with responsibility for sewer regulation. (Consult Section IV.A.4.j)

**NOTE:** If any Town official or agency to whom notice is required to be given by this section requests copies of the plan, the Planning Board may require the Applicant to submit the plan to such Town official or agency. If the plan pertains to property subject to protection under the Watershed Protection Act, St. 1992, c.36, codified at M.G.L. c.92, §§104, 107A, 108, 113 and 113A, the Planning Board may request the Applicant to submit the plan to the Division of Watershed Management of the Metropolitan District Commission 180 Beaman West Boylston, MA 01583

### 3. THE CONTENTS OF THE PLAN

- ☐ The plan, prepared in black ink upon mylar transparency sheets (Consult Section IV.B)
- ☐ The proposed locus plan, north point, date, scale, legend, and the title "Preliminary Plan" (Consult Section IV.B.1)
- ☐ The names and addresses of the record owner or owners of the property shown on the plan and the Applicant, if not the owner (Consult Section IV.B.2)
- ☐ The date or dates of acquisition of the property (Consult Section IV.B.2)
- ☐ All deed references (Consult Section IV.B.2)
- ☐ The Town Assessor's sheet number and parcel number for the property (Consult Section IV.B.2)
- ☐ The name, signature and appropriate seal of the engineer or land surveyor who prepared the plan (Consult Section IV.B.2)
- ☐ All property boundary lines adjacent to the proposed subdivision (Consult Section IV.B.3)
- ☐ Zoning information (Consult Section IV.B.4)
- ☐ Existing and proposed easements, covenants or restrictions applying to the property, together with a statement of the purpose thereof, including setbacks and other dimensional requirements set forth in the West Boylston Zoning Bylaw (Consult Section IV.B.5)
- ☐ The location and boundaries of any land subject to the protections of the *Wetlands Protection Act*, c.131, §40, as amended by the *Rivers Protection Act*, St. 1996, c.258, or the *Watershed Protection Act*, St. 1992, c.36, codified at M.G.L. c.92, §§104, 107A, 108, 113 and 113A (Consult Section IV.B.6)
- ☐ The location of all significant, permanent, existing or proposed property features (Consult Section IV.B.7)
- ☐ Existing and proposed boundaries of streets, ways, and any public or common areas within the proposed subdivision (Consult Section IV.B.8)
- ☐ The names, location, and present widths of all streets within 500 feet of the proposed subdivision (Consult Section IV.B.9)

- ☐ Proposed lot lines within the proposed subdivision, with approximate areas, frontage and dimensions of, and a number on each lot (Consult Section IV.B.10)
- ☐ Evidence that each lot on the plan, or altered by it, will have the requisite area and frontage required by the West Boylston Zoning Bylaw (Consult Section IV.B.11)
- ☐ The size and location of existing and proposed water mains, sewer lines, storm drains and appurtenant facilities for water, sewer and other municipal services within or in the vicinity of the proposed subdivision (Consult Section IV.B.12)
- ☐ Existing and proposed drainage systems within or in the vicinity of the proposed subdivision (Consult Section IV.B.13)
- ☐ Frontage and area of any remaining adjoining land owned by the Applicant (Consult Section IV.B.14)
- ☐ Suitable space to record the action of the Planning Board and the signatures of the members of the Planning Board (Consult Section IV.B.15)
- ☐ A sketch plan showing a possible or prospective street layout for such adjacent land shall accompany the Preliminary Plan (Only necessary if the Applicant owns or controls unsubdivided land adjacent to the property shown on the Preliminary Plan. This sketch plan may be submitted on a separate sheet from the Preliminary Plan.) (Consult Section IV.B.16)