

CHECKLIST
Millbury Planning Board
Submission of Preliminary Plan

Preliminary Plan Name: _____

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

Applicant's Name: _____ Address: _____

Submission Checklist:

- _____ 1) Receipt from Millbury Board of Health that 1 copy of Preliminary Plan has been received by them.
- _____ 2) Receipt from the Planning Board's consulting engineer that 1 full-scale copy and an electronic copy of the entire application has been received by him.
- _____ 3) Two (2) copies of Properly Executed Form B are attached to the Preliminary Plan.
- _____ 4) Submission Fee of \$_____ made payable to the Town of Millbury.
- _____ 5) Technical Review Fee of \$_____ made payable to the Town of Millbury.
- _____ 6) Three (3) full-scale (24"x36") prints and 7 reduced (11"x17") prints of the Preliminary Plan showing:
 - _____ a. The subdivision name, boundaries, reference north point, date, datum (NAD 83 and NAVD 88), scale, legend and title "Preliminary Plan".
 - _____ b. The names, addresses and telephone numbers of the record owner and the Applicant and the names, addresses, telephone numbers, stamps and signatures of the engineer and surveyor responsible for the preparation of the plan.
 - _____ c. The names and addresses of all abutters, as determined from the most recent tax list.
 - _____ d. The existing and proposed lines of streets, ways, easements, and any public area within the subdivision in a general manner.
 - _____ e. The proposed system of drainage, including the location of all swamps, marshes and lowland, water bodies, streams, open drains and ditches, natural or man-made, and flowage rights, public and private, adjacent to or within the proposed subdivision in a general manner.
 - _____ f. The approximate boundary lines of proposed lots, with approximate areas and dimensions, and regularity factor calculations.
 - _____ g. The names, approximate locations and widths of adjacent streets bounding, approaching or within five hundred feet (500') of the proposed subdivision street(s).
 - _____ h. Major site features such as existing stone walls, fences, buildings, historic sites, archeological features, large trees with a caliper of twelve inches (12") or larger four feet (4') above finished grade or wooded areas, rock ridges and outcroppings, certified vernal pools, floodplains, wetlands as defined by the Wetlands Protection Act (MGL Chapter 131, Section 40) (estimated location based on best available data), and water bodies.
 - _____ i. Topography of the land at ten foot (10') contour intervals based upon USGS data and SCS soil maps, if available.
 - _____ j. The proposed sanitary sewer system and water distribution system, in a general manner.
 - _____ k. If the preliminary plan does not include all abutting tracts of land that are owned by the Applicant and can be further subdivided, a plan, in a general manner, should be submitted of the overall proposed development.
 - _____ l. An index plan at a scale of one inch equals four hundred feet (1" = 400'), when multiple sheets are used.
 - _____ m. A locus plan at a scale of one inch equals one thousand feet (1" = 1,000').
 - _____ n. Zoning districts of all areas shown on the plan.
 - _____ o. At least three (3) boundary marker locations, remotely separated, with Massachusetts Grid Plane Coordinates.

The Millbury Planning Board 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 Millbury, Rules and Regulations Governing the Subdivision of Land. This document certifies that the Preliminary Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Preliminary Plan. Approval of the Preliminary Plan is governed by the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

Planning Director/Planning Clerk Signature _____ Date _____