

FORM B

**APPLICATION FOR APPROVAL OF PRELIMINARY PLAN
FOR SUBDIVISION**

INSTRUCTIONS:

First: Bring application to the Planning Department for determination of fee approval (see Fee schedule).

Second: Bring copy of application with approved fee to the City Clerk (hand delivery or certified mail).

❖ See Section 5.2 of the Rules and Regulations Governing the Subdivision of Land.

TO: Gardner Planning Board
115 Pleasant Street, Room 201
Gardner, MA 01440

The undersigned herewith submits the accompanying Preliminary Plan of property located in the City of Gardner for approval as a subdivision under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the City of Gardner.

1. Name of Proposed Subdivision _____
2. Name of Applicant _____
Address _____
Telephone Number _____
3. Name of Engineer _____
Address _____
4. Name of Surveyor _____
Address _____
5. Deed of property recorded in _____
Book _____ Page _____
6. Location and Description of Property (include acreage and number of lots)

Signature of Applicant

Signature of Owner, if different

Date of Submission

Owner's Address

This information is to be filled in by the Department of Community Development and Planning, however the applicant may find the checklist useful for plan preparation.

OFFICE USE ONLY

Preliminary Plan Submission Requirements:

Date Plan Filed: _____ Decision Deadline: _____

- _____ 10 Prints of Plan
- _____ Form B (original and 3 copies)
- _____ Form K – Certified List of Abutters
- _____ Copy of Application and Submission Fee to City Clerk
- _____ Technical Review Fee to Department of Community Development and Planning
- _____ Title Block, North Point, Legend
- _____ Scale (no less than 1" = 10' or greater than 1" = 100')
- _____ Abutters to Property
- _____ Index Plan (1" = 400')
- _____ Locus Plan (1" = 1000')
- _____ Zoning Districts
- _____ Streets, Ways, Easements, & Public Areas
- _____ Streets within 500' of Subdivision Street(s)
- _____ Existing and Proposed Street Names
- _____ Drainage System
- _____ Sewer and Water Distribution System
- _____ Lot Boundary Lines, Areas and Dimensions
- _____ Topography at 10' Contour Intervals
- _____ Major Site Features
- _____ Sketch Plan of Applicant's Contiguous, Un-Subdivided Land (if any)

\$ _____ Submission Fee \$ _____ Technical Review Fee

_____ PLAN ACCEPTED _____ PLAN REJECTED (Circle missing items)

Public Meeting Date: _____

_____ PLAN APPROVED _____ PLAN DENIED (State reasons)

Decision Date: _____

COMMENTS:
