

FORM C

**APPLICATION FOR APPROVAL OF DEFINITIVE 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).

❖ *Also see Section 5.3 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 Definitive 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

Definitive Plan Submission Requirements:

- _____ 10 Prints of Plan
- _____ Form C (original and 3 copies)
- _____ Form K – Certified List of Abutters
- _____ Form L – Designer’s Certificate
- _____ Development Impact Statement (8 copies, if required)
- _____ Drainage Calculations
- _____ Results of Percolation Tests (if applicable)
- _____ Letter Documenting Authorizing Vote of Appropriate Entity (if applicable)
- _____ Copy of Deed
- _____ List of Mortgage Holders
- _____ Copy of Application and Submission Fee to City Clerk
- _____ Technical Review Fee to Department of Community Development and Planning
- _____ Scale (1” = 40’ horizontal, 1” = 8’ vertical)
- _____ Title Block (lower right corner)
- _____ Index Plan (1” = 400’)
- _____ Locus Plan (1” = 1000’)
- _____ Plot Plan
- _____ Site Plan
- _____ Street Plan
- _____ Sewer Plan
- _____ Water Plan
- _____ Landscape Plan
- _____ Erosion & Sediment Control Plan
- _____ Planning Board Signature Area (lower left corner)

\$ _____ Submission Fee

\$ _____ Technical Review Fee

_____ PLAN ACCEPTED

_____ PLAN REJECTED (Circle missing items)

Public Hearing Date: _____

_____ PLAN APPROVED

_____ PLAN DENIED (State reasons)

COMMENTS:
