

TO: Subdivision Applicants

SUBJECT: Applications for Subdivision

Attached please find the materials necessary in connection with an application to be heard before the Planning Board. Applications may be submitted at any time, however, they must be deemed complete by the Administrative Officer of the Planning Board, the Planning Board Engineer and Attorney a minimum of 21 days prior to the regularly scheduled meeting. An application will not be scheduled on an agenda until it is found to be complete. Due to the Board's workload, an application may be postponed within applicable statutory time periods.

The omission of any of the items required on the checklist will automatically constitute an incomplete application, and all materials will be returned for revision and re-submission.

If the applicant requests a waiver, a letter stating the waivers requested must accompany the application. Without such letter, the application will be deemed incomplete.

If a variance is being requested, a variance application must be completed as part of the original submission.

- 1. Application Fee (see attached schedule).**
- 2. Escrow Fee (if applicable – see attached fee schedule).**
- 3. Completed application form (original and 7 copies).**
- 4. Completed “Subdivision Checklist” form (original and 7 copies).**
- 5. Receipted tax bill or tax search showing taxes paid to date.**
- 6. 7 copies of plats – See checklist for plat requirements. *All plats must be folded – plats will not be accepted unless they are folded.***
- 7. Completed W-9 form**
- 8. Escrow Agreement.**