



## Scituate Planning Board

1/12/2015, 5/2021

### APPLICATION FOR APPROVAL OF A DEFINITIVE SUBDIVISION PLAN

#### **General Information for Applicants:**

Any proposal that impacts, or involves any change in, or additional connections to, town sewer or the municipal water supply must present a preliminary plan to the Sewer or Water Commissioners detailing the existing and proposed water and sewer usage before filing an application with the Planning Board.

It is strongly recommended that all applicants meet first with the Town Planner, then schedule an informal discussion with the Planning Board, prior to filing an application for a Definitive Plan. Sketches or draft plans should be brought to these discussions. Applicants are also encouraged to informally review location of infrastructure with the Conservation Commission, and location and installation of water and storm drainage systems proposed to connect to the town system, with the DPW.

The Planning Board reserves the right to disapprove incomplete submissions at any time if, in its opinion, review of the plan is hampered by the absence of required information. In the event that incomplete plans are submitted to the Board, after opening a Public Hearing, the Board may vote to disapprove the plan and return plans to the applicant as incomplete. The Board shall cite those specific regulations with which the plan is not in compliance in a letter noting the reason for the Board's action, which shall be filed with the Town Clerk. In the event of such disapproval, the Board reserves the right to retain any filing or review fees.

#### **Checklist for Applicants:**

The following must be included with all applications for Definitive Plans:

- \_\_\_1) Seventeen copies of this form, the deed to the property, and if the application is submitted by anyone other than the owner, either a signed purchase and sale agreement or a letter signed by the owner authorizing submission by the applicant.
- \_\_\_2) A mylar and 17 copies of the plan including all required sheets as per Town of Scituate Subdivision Rules and Regulations Section 6.3.2, prepared in accordance with Section 6.3.3, Definitive Plan. If property is within the Water Resources Protection District, 18 copies of applications and plans are required. All plan copies must be folded.
- \_\_\_3) 18 copies of required supporting documentation described in Town of Scituate Subdivision Rules and Regulations, Section 6.3.4.
- \_\_\_4) 9 copies of drainage calculations, drainage watershed plans, and additional drainage information required by the Subdivision Rules and Regulations.
- \_\_\_5) PDF files of the full application package (application form, deed, P&S is applicable, CAD File, etc.) and plan by e-mail concurrently with the physical receipt of the hard copies of the application and plan in the office.
- \_\_\_6) A check made out to the Town of Scituate for \$2,000 + \$100 per lot, or \$2,000 + \$200 per lot if no Preliminary Plan was filed; and a 2<sup>nd</sup> check for engineering peer review made out to the Town of Scituate will be required after an estimate is obtained from the peer review engineer and his/her consultants for review of drainage, traffic circulation and utilities.
- \_\_\_7) A certified list of abutters from the Town of Scituate Assessor's Office.
- \_\_\_8) The most recent tax bill showing all taxes due on the property are paid in full.

**Required Information on the Proposal:**

LOCATION (Street address): \_\_\_\_\_

ASSESSOR REF: MAP \_\_\_\_\_ BLOCK \_\_\_\_\_ PARCEL \_\_\_\_\_ (List all parcels)

APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE AND E-MAIL: \_\_\_\_\_

PROPERTY OWNER(S) IF DIFFERENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE AND E-MAIL: \_\_\_\_\_

AGENT IF DIFFERENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE AND E-MAIL: \_\_\_\_\_

TOTAL UPLAND AREA OF PARCEL TO BE DIVIDED: \_\_\_\_\_

TOTAL AREA OF PARCEL TO BE DIVIDED: \_\_\_\_\_

ZONING DISTRICT(S): \_\_\_\_\_

PROPOSED NUMBER OF LOTS: \_\_\_\_\_

EXISTING USES: \_\_\_\_\_

PROPOSED LENGTH OF ROAD: \_\_\_\_\_

**List Any Waivers Requested from the Subdivision Rules and Regulations (add additional sheets as needed):**

Section of Subdivision Regulations	Subject of Waiver	Need for Waiver and Public Interest Served:

The undersigned, being the applicant as defined under M.G.L. Chapter 41, Section 81L for approval of a proposed subdivision shown on a plan entitled \_\_\_\_\_ by \_\_\_\_\_ (engineer), dated \_\_\_\_\_, with location, number of lots and acreage as described as above, hereby submits the attached plan as a Definitive subdivision plan in accordance with the Subdivision Rules and Regulations of the Scituate Planning Board and makes application to the Planning Board for approval of said plan.

Applicant's Signature: \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Print Owner's Name: \_\_\_\_\_

**Received by Board of Health**

Date:

Signature:

**Received by Town Clerk**

Date:

Signature: