

FORM B

APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

File one completed form and one copy with the Planning Board and one copy with the City Clerk. Fifteen copies of the plan must be submitted to the Planning Board.

_____ ,200__

To The Planning Board of the City of Leominster:

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled: _____

By _____ dated _____

and described as follows: _____

located _____, number of lots proposed (#) _____ total acreage of tract _____, said applicant hereby submits said plan as a *Preliminary* subdivision plan in accordance with the Rules and Regulations of the Leominster Planning Board and makes application to the Board for approval of said plan.

The undersigned's title to said land is derived from _____

by deed dated _____ and recorded in the _____ (county)

District Registry of Deeds Book _____, Page _____, registered in the _____

_____ (county) Registry District of the Land Court, Certificate

of Title No. _____.

Received by City/Town Clerk:

Applicant's Signature _____

Applicant's Address _____

Date: _____

Time: _____

Signature: _____

Applicant's phone # _____

Received by Board of Health

Owner's signature and address if not the

Date: _____

applicant or applicant's authorization if not

Time: _____

the owner: _____

Signature: _____

**FEE: \$150.00 plus \$10.00 per lot
Non-refundable**

Preliminary Plan

3.1.0 General

A Preliminary Plan of a subdivision may be submitted by the subdivider for discussion and approval by the Board. The submission of such a Preliminary Plan will enable the subdivider, the Board, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly recommended that a Preliminary Plan be filed in every case.

Application shall consist of submission of the original copy of Form B, an application fee together with the plan and three copies thereof, one copy of which shall be transmitted by the Planning Board to the Board of Health. Applications and plans shall be submitted to the Office of the Planning Board by delivery (receipt required) or by registered mail, followed by the filing of a copy of Form B indicating the date of said submission with the City Clerk either by deliver (receipt required) or registered mail. The date of submission shall be determined as described in Section 2.6.4.

3.1.1 Contents

3.1.1.0 The Preliminary Plan shall be drawn by a Massachusetts registered surveyor or engineer on paper 24 inches by 36 inches, in pencil, at a scale of not greater than one inch equals ten feet or less than one inch equals one hundred feet, and three prints shall be filed at the Office of the Planning Board. Said Preliminary Plan shall show all the information set forth in Paragraph 3.1.1.1 below, so as to form a clear basis for the preparation of the Definitive Plan.

3.1.1.1 "Preliminary Plan" shall mean a plan of a proposed subdivision or resubdivision of land showing:

- (1) The subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";
- (2) The names of the record owner and the applicant and the name of the designer or surveyor;
- (3) The names of all abutters, as determined from the most recent local tax list;
- (4) The existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;

- (5) The proposed system of drainage, including adjacent existing natural waterways, in a general manner;
- (6) The proposed sanitary sewer system and water distribution system, in a general manner;
- (7) The approximate boundary lines of proposed lots, with approximate areas and dimensions;
- (8) The names, approximate location and widths of adjacent streets;
- (9) The topography of the land in a general manner at 10' contour intervals;
- (10) An index plan at a scale of one inch equals 200 feet (1" = 200') (when multiple sheets are used);
- (11) A locus plan at a scale of one inch equals 1000 feet (1" = 1000') on all preliminary plans;
- (12) Zoning districts of all areas shown on the plan;
- (13) Six (6) copies of a Development Impact Statement. The requirement for a Development Impact Statement may be waived by the Planning Board. The format for a Development Impact Statement may be found in Section 2.5 and Appendix A.

In the case of a Preliminary Plan of a subdivision covering less than all of the land owned by the subdivider in the are of the subdivision, the Board may request that the Preliminary Plan be accompanied by a plan showing in a general manner the overall proposed development of all the land owned by the subdivider in the area of the subdivision and indicating the section for which approval is desired.

3.1.2 Approval

The Planning Board may give such Preliminary Plan its approval, with or without modification. Such approval does not constitute approval of a subdivision but does facilitate the procedure in securing final approval of the Definitive Plan.

The Planning Board may also disapprove a plan. A disapproval shall be accompanied by a detailed statement of reasons for the action. Disapproval does not disqualify the plan, but does record the Planning Board's position that changes may be required for Definitive Plan approval.

CITY OF LEOMINSTER
City Hall- 25 West Street
Leominster, Massachusetts 01453

PRELIMINARY PLAN CHECKLIST

- 1- Original and 3 copies of the application form completely filled out.
Must be time stamped in the Clerks Office before coming to the Planning Department
- 2- A cover letter that gives a detailed description of the project
- 3- File one copy of the application with the City Clerk in accordance with the requirements of Section 2.1.
Applicant will retain one copy.
- 4- Fifteen (15) copies of a plan and a certified abutter's list to be filed with the Planning Department. *The Assessor's Office provides the certified list*
- 5- Applicant to provide enough envelopes for two complete mailings, labeled, addressed and stamped with the abutter's addresses so that the Planning Department can notify the abutter's of the hearing and decision. Count from abutter's list and six for the surrounding towns times two for two separate mailings.

In accordance with the provisions of Section 22-11(c) of the Leominster Zoning Ordinance, the undersigned hereby requests that a Special Permit be granted for the purpose of constructing a building on a lot abutting an unaccepted street.

CASH or check payable to the CITY OF LEOMINSTER

\$150.00 for application

\$10.00 per lot

CAN BE INCLUDED IN ONE CHECK

NON-REFUNDABLE

Certified List of abutter's. This list must have names and addresses obtained from the:

The ASSESSOR'S OFFICE.

The applicant to provide labeled, addressed envelopes and postage affixed to cover the expense notifying parties in interest or the hearing and decisions.

The total of envelopes needed is determined by the abutter's list times 2 and 12 envelopes for surrounding towns. This is for two mailings. Please, no return addresses on the envelopes.