

APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

The applicant shall file with the Planning Board one original form with two copies of the application, an abutter's list from the Assessors Office, a mylar reproduction and fifteen prints of the Definitive Plan for the subdivision. One copy of the application to be filed with the City Clerk. _____, 200__

City Hall
Leominster, MA

Gentlemen:

The undersigned herewith submits the accompanying Definitive Plan of property located in the City for approval as a subdivision under the Massachusetts Subdivision Control Law.

Name of Subdivision, if any: _____

Name of Subdivider: _____

Address: _____

Tele./Fax/Email #'s: _____

Name of person preparing plan _____

Massachusetts registration number _____

Tele./Fax/Email #'s _____

Location of Property: _____

Description of subdivision and total lots/cul de sac length _____

Deed of property recorded in _____ Registry

Book: _____ Page: _____

Signature of Applicant: _____

Address: _____

Tele/Fax/Email #'s: _____

Signature of Owner, if different: _____

Address: _____

Tele./Fax/Email #'s: _____

**Fee: With Preliminary \$200.00 plus \$20.00 per lot and \$225.00 for required legal advertisement
No Preliminary \$500.00 and \$50.00 per lot and \$225.00 for required legal advertisement**

Also: Applicant to provide labeled, addressed envelopes and postage affixed to cover the expense of notifying parties in interest of the hearing and decision (2 mailings). Count from abutter's list time two and 6 for surrounding towns times two.

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

DEFINITIVE 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-Auto-Cad format of the Plan which is compatible with the CITY'S GIS SYSTEM and Mylar to be delivered to the Planning Office upon approval of the Plan
- 6- 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 time two for two separate mailing's. Please, no return addresses on the envelopes.

CASH or check payable to the CITY OF LEOMINSTER

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.