



## Subdivision Sketch Plan Application

Read this information carefully. If you need help, please contact the Code Enforcement Officer (CEO) or a member of the Planning Board through the Town Office. 443-4342

These instructions are to get you started in the application process. Refer to "Article IV - Sketch Plans for Subdivisions" of the Design Review Ordinance for specific instructions and requirements.

Meetings are the second Tuesday of each month. One (1) copy of application submission must be brought to the Town Office at least 12 days prior to Planning Board meeting in order to be placed on the agenda. Three (3) copies of submission should be provided at the meeting.

All Application fees are required to be paid at the Planning Board meeting.

### 1 Project Information:

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Parcel Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

### 2 Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alt Ph: ( ) \_\_\_\_\_

### 3 Interest in property: (e.g. owner, owner's agent, lessee, etc.)

\_\_\_\_\_  
(a) If Applicant is not the owner, please provide the following owner information along with a letter of authorization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alt Ph: ( ) \_\_\_\_\_

4 **Consultant List** *(Provide known project consultants and contact information)*

(a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(b) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(c) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5 **Is the property part of a previous Subdivision?** \_\_\_ yes \_\_\_ no

If yes, please provide name and date of original Subdivision and any Amendments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6 Please also provide plans and documentation as outlined in checklist below.

<b>Item Description</b>	<b>Provided</b>	<b>N/A</b>	<b>Waiver</b>
1) Applicant/Agent Data, Name of Development			
2) Clarification Letter and Supporting Documentation			
3) Sketch of Plan (Cluster vs. Standard)			
4) Assessor’s Map(s) (outline of Subdivision)			
5) Topographical Map(s) (outline of Subdivision)			
6) Soil Survey (outline of Subdivision)			
7) Previous subdivision or subdivision amendment plan			
<i>Note: Complete description of the above requirements shall be found in <b>Article IV Sections 5.2 – 5.3</b></i>			

The undersigned (Applicant) applies for a permit to be issued by the Planning Board on the basis of the information provided herein. The Applicant certifies that all information provided, including that contained in attachments hereto, is true and correct to the best of the Applicants knowledge and belief.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_