



TOWN OF CONCORD PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Preliminary Subdivision Plan Application Checklist

◆ Applicant must submit the following to the Planning Board:

- Seventeen (17) copies of the completed Form B, Planning & Land Management Preliminary Subdivision Plan Application
- Eleven (11) copies of Preliminary Subdivision Plan prints showing all requested information
- Eleven (11) copies of an 11" x 17" reduction of the Preliminary Subdivision Plan
- Seventeen (5) copies of all supportive materials to be submitted with the Application
- Application fee of twenty five dollars (\$25.00), plus twenty-five dollars (\$25.00) for each lot shown.

◆ Applicant must submit the following to the Board of Health:

- A completed Form B, Application for Approval of a Preliminary Subdivision Plan
- Two (2) copies of plan prints
- Appropriate application fee.

◆ Applicant must submit the following to the Town Clerk:

- Copy of Form B, Planning & Land Management Preliminary Subdivision Plan Application that has been found complete by the Town Planner
- ◆ ALL plans must be prepared by a MA. Registered Land Surveyor and/or Civil Engineer and contain at least the following information:
 - Drawing is one inch equals forty feet (1" = 40') on sheets 24 x 36 inches in size
 - Legend or Sheet index if plan is drawn on multiple sheets
 - Subdivision name or identifying title, legend, date, scale, North arrow, and the title "Preliminary Plan"
 - Locus plan at a scale of one inch equals four hundred feet (1" = 400')
 - Names and address of record owner and of the Applicant, if not the owner, and contact information
 - Stamp and signature of Registered Land Surveyor and/or Registered Civil Engineer
 - Location and names of all abutters as they appear on the most recent tax list, including owners of property on the opposite side of any streets abutting the subdivision
 - The existing and proposed lines of streets, ways, easements, and any public areas within the subdivision in a general manner
 - Names, status (public or private), approximate locations and widths of adjacent streets.

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- The approximate boundary lines of proposed lots, with approximate areas and dimensions of each proposed lot
- Topography of the land in a general manner at a two (2) foot contour interval based upon U.S.G.S. data and S.C.S soils maps, including major features such as wooded areas, ditches, wetlands, and water bodies
- The volume of earth to be removed if applicable or a statement that no earth is to be removed
- The zoning classification of all land shown on the plan , including overlay districts, i.e., the Flood Plain, Wetlands, and Groundwater Conservancy Districts
- Proposed system of drainage in a general manner, including the location of all swamp, marsh, water bodies, streams, natural or manmade ditches, and public and private flowage rights adjacent to or within the proposed subdivision