



TOWN OF CONCORD
PLANNING BOARD
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3290 FAX (978) 318-3291
EMAIL: planningdivision@concordma.gov

Preliminary Subdivision Plan Application Checklist

Applicant must submit the following to the Planning Board:

- One (1) copy of the completed Preliminary Subdivision Plan Application Form B (stamped by the Town Clerk)
- One (1) 24 x 36 copy of the *Preliminary Subdivision Plan showing all requested information
- One (1) 11 x 17 copy of the *Preliminary Subdivision Plan showing all requested information
- One (1) copy of all supporting application materials
- One (1) copy of the Legal Ad Form
- One (1) copy of the Abutters List Request form (processed by the Assessor's Office)
- Application fee (\$500.00 plus \$100.00 for each new lot)

Applicant must submit the following to the Board of Health:

- One (1) copy of the completed Preliminary Subdivision Plan Application Form B (stamped by the Town Clerk)
- One (1) 11 x 17 copy of the Preliminary Subdivision Plan
- Application fee

Applicant must submit the following to the Town Clerk's Office:

- One (1) copy of the completed Preliminary Subdivision Plan Application Form B that has been found complete by the Town Planner

Applicant must submit the following to the Assessor's Office:

- One (1) copy of the Abutters List Request form

*All plans must be prepared by a Massachusetts Registered Land Surveyor and/or Civil Engineer and contain at least the following:

- 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
- 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