

# Town of Marlborough Planning Board

## Application

**ALL APPLICATIONS MUST BE SUBMITTED TO THE BUILDING  
DEPT. FOR APPROVAL BEFORE BEING SENT TO THE  
PLANNING BOARD**

***For Office Use Only:***

|                                    |       | <u>Signature</u> |
|------------------------------------|-------|------------------|
| DATE SKETCH PLAN APPROVED:         | _____ | _____            |
| DATE PRELIMINARY PLAN APPROVED:    | _____ | _____            |
| DATE OF SITE REVIEW:               | _____ | _____            |
| DATE OF PUBLIC HEARING:            | _____ | _____            |
| DATE OF CONDITIONAL FINAL:         | _____ | _____            |
| DATE APPROVED BY U.C. HEALTH DEPT: | _____ | _____            |
| DATE APPROVED BY HIGHWAY DEPT:     | _____ | _____            |
| DATE APPROVED BY TOWN ENGINEER:    | _____ | _____            |
| DATE OF FINAL APPROVAL:            | _____ | _____            |

**TOWN OF MARLBOROUGH PLANNING BOARD**

\_\_\_\_\_  
Applicant's Name

**CHECKLIST FOR MAJOR/MINOR SUBDIVISION, SITE PLAN and/or LOT LINE REVISION**

I. The following items shall be submitted for a COMPLETED Planning Board Application Form.

1.  Completed Application
2.  Environmental Assessment Form (*May be obtained from Planning Board*)
3.  Letter of Agent Statement
4.  Application Fee (*Separate check from escrow fee*)
5.  Escrow Fee (*Separate check from application fee*)
6.  Copy of deed
7.  Completed checklist (*Automatic rejection of application without checklist*)
8.  N/A Agricultural Data Statement (*if applicable*)
9.  Provide twelve (12) copies of all maps, plans, reports and a PDF computer file on CD of all documentation submitted. Plan sets must be correlated packages.

II. The following checklist items shall be incorporated on the Subdivision Plat, Site Plan, or Lot Line Revision prior to consideration of being placed on the Planning Board Agenda. Non-Submittal of the checklist will result in application rejection.

1.  Name and address of applicant
2.  Name and address of owner (*if different*)
3. \_\_\_\_\_ Subdivision name and location
4.  Tax Map Data (*Section-Block-Lot*)
5.  Location map at a scale of 1" = 2,000
6. \_\_\_\_\_ Zoning table showing what is required in the particular zone and what applicant is proposing.
7. \_\_\_\_\_ Show zoning boundary if any portion of proposed subdivision or