

Filed in the Office of the Town Clerk  
Manchester-by-the-Sea, Massachusetts  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Fee Received: \$ \_\_\_\_\_  
\_\_\_\_\_  
Town Clerk

## Manchester-by-the-Sea Planning Board

### FORM B — APPLICATION FOR TENTATIVE APPROVAL OF PRELIMINARY SUBDIVISION PLAN

**Fee: \$250 plus \$100 per lot\***

Applicant shall comply with the requirements of Section 5 of the Subdivision Rules and Regulations, and shall submit to the Manchester-by-the-Sea Planning Board through the Town Clerk, by hand delivery or by registered or by certified mail, 18 executed copies of this Application Form B and 18 sets of the Preliminary Plans and supporting documents [and must contain the information listed in the Preliminary Subdivision Checklist in Appendix E]. The submission must be accompanied by the filing fee in the amount of \$250 plus \$100 per lot, with a check made payable to “Town of Manchester-by-the-Sea”[see Section 7 — Fees]. \*The appropriate fee and amount of funds required to establish the special account [escrow] for the project must be verified by the Planning Director prior to submission; a W- 9 form is also required.

*Application must also be accompanied by a completed Preliminary Plan Application Checklist*

Date: \_\_\_\_\_ To the Planning Board of the Town of Manchester-by-the-Sea:

The undersigned, being the applicant as defined under Chapter 41, Section 81-L for tentative approval as a subdivision as allowed under the Subdivision Control Law and the Manchester-by-the-Sea Subdivision Rules and Regulations on a plan entitled:

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

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax/email: \_\_\_\_\_

Name of Developer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax/email: \_\_\_\_\_

Name of Engineer/Surveyor \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax/email: \_\_\_\_\_

Property Deed recorded in Essex South Registry Book: \_\_\_\_\_ Page: \_\_\_\_\_ and/or  
registered in the Commonwealth of Massachusetts Land Court, Certificate of Title \_\_\_\_\_ No.  
\_\_\_\_\_: and said plan is free of encumbrances except for the  
following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property shown on Manchester-by-the-Sea Assessors Map: \_\_\_\_\_ Page: \_\_\_\_\_

Location and Description of property: see <http://host.appgeo.com/manchesterma/Map.aspx>  
Zoning District \_\_\_\_\_ Water Resource Protection District \_\_\_\_\_

Flood Plain \_\_\_\_\_ Flood Control District \_\_\_\_\_

Number of lots proposed \_\_\_\_\_ Total acreage of tract \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's phone \_\_\_\_\_ FAX \_\_\_\_\_

Applicant's email \_\_\_\_\_

Owner's signature and address [if other than applicant]  
\_\_\_\_\_  
\_\_\_\_\_

Received by Board of Health:

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Agent \_\_\_\_\_

# **Manchester-by-the-Sea Planning Board**

## **Preliminary Subdivision Plan Application Checklist**

(To be submitted by Applicant with Application)

Preliminary Plans shall be submitted as black line prints at a suitable scale. The purpose of the Preliminary Plan is to show sufficient information about the subdivision to enable the Board to form a clear basis for the evaluation of potential problems of the subdivision prior to the preparation of the Definitive Plan.

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

Planning Board Meeting Date: \_\_\_\_\_

1. \_\_\_ Application filed Date \_\_\_\_\_

2. \_\_\_ Eighteen (18) copies of the plan and Eighteen (18) copies of Form B.

3. \_\_\_ Fee paid/amount: Application for approval of a Preliminary Subdivision plan [Form B]: \$250 plus \$100 per lot) = \$ \_\_\_\_\_; check payable to Town of Manchester-by-the-Sea

4. \_\_\_ The Plan shall carry the Subdivision name with the title "Preliminary Plan", shall have a signature block in the same space on each page and shall show boundaries, north arrow, date, scale, legend, and the following:

a. \_\_\_ Names and addresses of the record owner, applicant and the name or names of the engineer and Registered Land Surveyor

b. \_\_\_ Existing and proposed lines of streets, easements and any public areas within the subdivision.

c. \_\_\_ Existing and proposed public water supply and utilities in the area.

d. \_\_\_ Existing and proposed system of surface water, drainage and existing and proposed method of sewage disposal.

e. \_\_\_ Existing on-site structures including septic systems.

f. \_\_\_ Names, approximate location and widths of streets within 200' of property.

g. \_\_\_ Topography of the existing land at two (2)-foot contour intervals.

h. \_\_\_\_ Location of all permanent monuments, large boulders, stone walls, vegetation and special features showing the outline of all woodlands, significant individual or group tree masses, rock outcroppings, roads and trails, flowing streams or waterways, drainage ways and ponds, noting those being disturbed by proposed ways, drainage easements, or any change in topography.

i. \_\_\_\_ An outline of all wetlands; also any areas within the Water Resource Overlay Protection District (WROPD) or the Flood Control District  
<http://host.appgeo.com/manchesterma/Map.aspx>.

j. \_\_\_\_ A roadway profile drawn to a horizontal scale of 1"=40' and a vertical scale of 1"=4', showing all existing and proposed grades, drainage and sewer systems.

k. \_\_\_\_ Approximate boundary lines of proposed lots, with approximate areas and dimensions

l. \_\_\_\_ Zoning of proposed subdivision and contiguous parcels.

m. \_\_\_\_ Physical, geological, environmental and other characteristics unique to the site but not covered in (b) through (l) above.

n. \_\_\_\_ Direct abutters noted by name and parcel number as determined from the Assessors Office.

5. \_\_\_\_ If the Preliminary Plan does not include all of the contiguous land owned by the applicant in the area, a plan, in a general manner, should be submitted of the overall proposed development. If the developer does not agree to provide future development plans to the Board, the Board shall assume that the remaining land will be developed to the maximum amount allowed under Zoning.

**ESCROW ACCOUNT:** (Separate check payable to the Town of Manchester-by-the-Sea and Signed W-9 form required) (after consultation with Planning Director).

For 3 Lots or Less: \$3,000 minimum deposit.

For 4 or More Lots: \$3,000 minimum deposit, plus \$500 per lot in the proposed subdivision.

Total = \_\_\_\_\_