

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 C — APPLICATION FOR APPROVAL OF A DEFINITIVE SUBDIVISION PLAN

Filing Fee: \$500 per lot or \$2500 [whichever is greater]*

Applicant shall comply with the requirements of Section 6 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, eighteen (18) executed copies of this completed Application Form C, one (1) Mylar and eighteen (18) sets of the Definitive Plan and supporting documents [and must contain the information listed in the Definitive Checklist]. The submission must be accompanied by the filing fee in the amount of \$500 per lot or \$2500 (whichever is greater), 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:

- Completed Modification of a Definitive Plan Application Checklist
- Certified List of Abutters and Abutters to Abutters within 300 ft of property line, to be purchased from the Assessor's office.
- Check for the postage for mailing Legal Notices to Abutters [made out to “United States Postal Service”]
- Check for escrow account and W-9 form amount

Date: _____ To the Planning Board in the Town of Manchester-by-the-Sea:

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision under the Subdivision Control Law and the Manchester-by-the-Sea Rules and Regulations as shown 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 _____

Said plan has () has not () evolved from a Preliminary Plan submitted to the Board on
_____(date) and approved (with modifications) () (disapproved) () on
_____(date).

Received by Town Clerk:

Date_____ Time_____ Signature of Agent _____

Received by Board of Health

Date_____ Time_____ Signature of Agent _____

The undersigned hereby submits said plan as a DEFINITIVE Plan in accordance with the Rules and Regulations of the Manchester-by-the-Sea Planning Board and makes application to the Board for approval of said plan.

Applicant's Signature_____ Applicant's Address_____

Applicant's phone _____ FAX _____

Applicant's email_____

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

Manchester-by-the-Sea Planning Board Definitive Subdivision Plan Application Checklist

(To be submitted by Applicant with Application)

Definitive Plans shall be submitted as black line prints at a suitable scale. At the time of submission all plans and information must be complete and accurate and in acceptable form as required by these Subdivision Rules and Regulations.

Applicant: _____

Planning Board Meeting Date: _____

1. ___ Application filed Date _____

2. ___ Eighteen (18) copies of Application Form C, one (1) Mylar and eighteen (18) sets of the plans;

3. ___ Fee paid/amount: Application for approval of a Definitive Subdivision plan [Form C]: \$500 per lot or \$2500, whichever is greater = \$ _____; check payable to Town of Manchester-by-the-Sea

4. ___ The Plan shall carry the Subdivision name with the title “Definitive 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. ___ Approximate boundary lines of proposed lots, with approximate areas and dimensions.

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. ____ Outline of all wetlands; also areas within the Water Resource Overlay Protection District (WROPD) or 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. ____ Zoning district(s) of proposed subdivision and contiguous parcels.

l. ____ Existing on-site structures including septic systems.

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

n. ____ Names and Assessors Map & Lot numbers of all direct abutters.

5. ____ Certified List of Abutters and Abutters to Abutters within 300 ft. of the property, to be purchased from the Assessor's Office.

6. ____ Postage to mail Legal Notices to Abutters.(check payable to U.S. Postal Service)

7. ____ If the Definitive 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.

8. ____ Environmental Impact Plan [ECIA]

9. ____ Erosion Control Plan

10. ____ Drainage Calculations

ESCROW ACCOUNT: (after consultation with Planning Director) A separate check payable to the Town of Manchester-by-the-Sea and signed W-9 form also required). 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 = _____