

SUBDIVISION RULES AND REGULATIONS

LEE PLANNING BOARD

FORM B

Application for Approval of Preliminary Plan

File eight copies of all application materials, along with the Filing Fee, with the Planning Board and one copy of the Form B with the Town Clerk in accordance with the requirements of §241-5 and §241-8.

No. _____

To the Planning Board of the Town of Lee:

The undersigned herewith submits the accompanying Preliminary Plan of property located in the Town of Lee for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Lee.

Note: Application shall include all information required for a Preliminary Plan as listed in the Subdivision Regulations. Supplementary materials are optional, but are recommended where applicable. Applications will be reviewed for completeness by the Planning Board at their next regular meeting after submission. An Application that lacks required information may be rejected by the Planning Board as being an incomplete submission and will not be acted on until the required information is submitted and the application reviewed again for completeness, or a new application is submitted with all required information. The statutory 45 day period for action on a Preliminary Plan will be extended by the time between date of determination of incomplete application until date when Board determines application is complete.

1. Subdivision Name: _____

2. Applicant's Name: _____

Address: _____

3. Owner's Name: _____

(if different from Applicant):

Address: _____

4. Plans prepared by: _____

(Engineer's Name)

Address: _____

(Surveyor's Name)

Address: _____

5. Type of Subdivision: ☐ Minor Residential (Private Road with six or fewer dwelling units)
☐ Major Residential
☐ Non-Residential

6. Location and general description of Subdivision Property: _____

7. Deed of property recorded in Berkshire _____ District Registry of Deeds in
Book _____ Page _____

8. Assessor's Map _____ Block _____ Lot _____

Application Checklist:

To be filled out by Applicant for review of completeness by Planning Board

Required Submission and Contents:

- _____ Eight Copies of all Application Materials.
- _____ Application Form B, signed by Applicant and Record Owner.
- _____ Application Filing Fee in the amount of \$_____.
- _____ Consultant Review Fee if determined necessary by Planning Board.
- _____ Plan showing entire property (scale not smaller than one inch equal to 100 feet), and including all the following information.
- _____ Subdivision name, boundaries, North point, date, scale, legend, designation of Subdivision type, and the title "Preliminary Plan."
- _____ Names of the record owner, applicant, and the professional civil engineer and land surveyor, and any other design professionals for the project.
- _____ Names of all abutters as determined from the most recent tax list.
- _____ Existing and proposed lines of streets, ways, easements and any public or common areas within the subdivision in a general manner.
- _____ Proposed system of drainage, including adjacent natural waterways, in a general manner.
- _____ Approximate boundary lines of proposed lots with approximate areas and dimensions.

____ Names, approximate location and widths of adjacent streets.

____ Topography of the land in a general manner (minimum 10' contour intervals).

The following supplemental information is not required but is requested to assist the Planning Board and applicant have a more complete understanding of the Subdivision:

____ Locus plan of the Subdivision in relation to the surrounding area, including zoning district boundaries, street configuration, and any Scenic Roads in vicinity; scale no smaller than 1" = 1000'.

____ Brief narrative description including selection of type of subdivision and street type(s), intended character of homes in subdivision (e.g., single family residences or duplexes, "affordable," vacation, "upscale", etc.), and whether the subdivision streets are intended to remain private ways owned and maintained by a homeowners' association, or intended for acceptance as public ways. Adequacy of access of existing roads serving the subdivision, and provisions for emergency response and firefighting. Brief description of subdivision property, natural, scenic and environmental features, Scenic Roads, compatibility with Lee Master Plan, etc.

____ List of any waivers requested and brief description of reasons.

____ Location, size and direction of flow of existing and proposed sewers, water mains, and other utilities, in a general manner.

____ Soil types and conditions and approximate wetland areas in a general manner, and a description of the natural surface and subsurface drainage and its effect on the total project design.

____ Building sites or "building envelopes" on the lots in a general manner.

____ Proposed Open Space Areas or Deed Restrictions.

Signature of Applicant _____

Address _____

Signature of Owner (if different from Applicant) _____

Address _____