

SUBDIVISION RULES AND REGULATIONS

LEE PLANNING BOARD

**FORM C
APPLICATION FOR APPROVAL OF A
DEFINITIVE PLAN**

File eight copies of all application materials, along with the Filing Fee, with the Planning Board and one copy of the Form C with the Town Clerk in accordance with the requirements of §241-5 and §241-9.

No. _____

To the Planning Board of the Town of Lee:

The undersigned herewith submits the accompanying Definitive 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.

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 _____

9. Was a Preliminary Plan Submitted? Yes/No

A. Was Preliminary Plan Approved? Yes/No.

B. Disapproved? Yes/No.

C. Approved with following Conditions? Yes/No. Conditions: _____

Application Checklist

NOTE: Applicant shall complete the following checklist and submit it to the Planning Board. Application shall include all information required for a Definitive 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 period for action on the Definitive Plan shall be extended by the time between the date the Board makes a determination that the application is incomplete until date when the Board determines the application is complete.

Required Submission and Contents (unless otherwise agreed in advance by Planning Board or project is submitted as a Minor Residential Subdivision)

_____ Eight Copies of all Application Materials.

_____ Application Form C, signed by Applicant and Record Owner.

_____ Application Filing Fee in the amount of \$_____.

_____ Consultant Review Fee if determined necessary by Planning Board (Note: submission of this fee is normally deferred until the Board makes this determination.)

_____ 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 "Definitive 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.
- ___ Proposed system of drainage, including adjacent natural waterways.
- ___ Boundary lines of proposed lots with areas and dimensions.
- ___ Names, locations and widths of adjacent streets.
- ___ Topography of the entire parcel in a general manner (minimum 10' contour intervals).
- ___ Locus plan of the Subdivision showing zoning district boundaries and street configuration in relation to the surrounding area, scale no smaller than 1" = 1000'.
- ___ Existing Topography of the developed portion of the subdivision – road corridor, utilities, drainage, and approximate building envelope areas (minimum 2' contour intervals).
- ___ Sufficient data to determine the location, direction and length of every street and way line, lot line, easement and boundary line and to establish those lines on the ground.
- ___ The location of all permanent monuments properly identified as to whether existing or proposed.
- ___ Lot numbers (sequential) and Street Address numbers (E911).
- ___ The location, names and present layout and traveled way widths of streets bounding, approaching or within reasonable proximity to the subdivision, and designation whether public or private.
- ___ Indication of all easements, covenants or restrictions applying to the land.
- ___ Location, size and direction of flow of existing and proposed sewers, water mains, and other utilities.
- ___ 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 if applicable.
- ___ Proposed Open Space Areas or Deed Restrictions.
- ___ On each sheet of the recordable version of the Definitive Plan, suitable space to record the action of the Board and the signatures of the members of the Board, and the Town Clerk's certification.

- ___ Lot Plans as described in §241-9. D.
- ___ Site Plans and Construction Plans as described in §241-9. E.
- ___ Municipal Impact Report as described in §241-9. F including a 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.
- ___ Drainage Analysis as described in §241-9. G.
- ___ Legal Documents as described in §241-9. H.
- ___ List of any waivers requested and brief description of reasons.

Signature of Applicant _____

Address _____

Signature of Owner (if different from Applicant) _____

Address _____