

SUBDIVISION RULES AND REGULATIONS

LEE PLANNING BOARD

FORM C-1
TRACKING SUBMISSION AND ACTION ON
DEFINITIVE PLAN

For Use by Planning Board Only

Note: Application shall include all information required for a Definitive Plan as listed in the Subdivision Regulations. Planning Board may waive certain information in the case of a Minor Residential Subdivision, or in other cases where applicable. The submission requirements should be discussed and agreed upon in advance as part of the Preliminary Plan review. Planning Board should review the Application for completeness 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 date of determination of incomplete application until date when Board determines application is complete. The Board should obtain written agreement of the applicant to the extension of time, and file this with the Town Clerk. Alternatively, the Board may elect to hold the Public Hearing with the information submitted and disapprove the project for lack of sufficient information.

Subdivision Name: _____

Subdivision Location: _____

Applicant's Name: _____

Application was submitted to Planning Board on _____, 20____

By: ☐ Delivery at Regular Meeting; or by: ☐ Registered Mail to Town Clerk.

Application was submitted to Town Clerk on _____, 20____

By: ☐ Delivery; or by: ☐ Registered Mail Return Receipt (submit copy of receipt)

Application Fee was submitted in the amount of \$____.

Application was reviewed by Planning Board for completeness at Meeting held on _____, 20____.

Board determined that application was:

☐ Complete and a meeting was scheduled for _____, 20____ at _____ p.m. to consider the Definitive Plan; or

☐ Incomplete and was rejected due to lack of the following required information::

Copies of Application Materials were distributed to the following town agencies, and comments requested due to Planning Board by _____, 20____.

<u>Distributed on:</u>	<u>Comments Received?</u>
____, 20____	
____ Board of Health	Yes/No
____ Department of Public Works	Yes/No
____ Conservation Commission	Yes/No
____ Traffic Commission	Yes/No
____ Emergency Services (Fire, Police, Ambulance)	Yes/No

Board determined that a Consultant Review Fee for the Preliminary Plan was:

☐ Not Required

☐ Required

- Consultant Review Fee was estimated to be \$ _____.
(Attach related fee proposal and scope)
- Name of Consultant(s) selected by Planning Board: _____
- Consultant Review Fee deposited with Town Treasurer by Applicant on _____
- Unexpended Balance of Review Fee in the amount of \$ _____ was refunded to Applicant on _____, 20____ upon conclusion of Definitive Plan Review.

Site Visit Conducted? Date: _____, 20____.

Public Hearing was continued (if applicable) to the following dates and times:

_____, 20____ at _____ p.m.
_____, 20____ at _____ p.m.
_____, 20____ at _____ p.m.

Public Hearing was Closed on _____, 20____

Vote on Definitive Plan taken at Public Meeting held on _____, 20____

Definitive Plan was:

☐ Approved as submitted.

☐ Approved with the following Waivers: _____

☐ Approved with Modifications or Conditions as follows: _____

☐ Disapproved for the following reasons: _____

Certificate of Action on Definitive Plan (Form C-2) sent to Applicant by Certified Mail or Hand Delivery on _____, 20____ and to Town Clerk on _____, 20____.