

- **FORM C -OR -MODIFICATION** (90-135 DAYS from submission to expiration)

(PUT ORIGINALS IN THE ORANGE FOLDER, NOTHING STAMPED ON THEM AND ALWAYS MAKE A COPY)

- PROJECT NAME _____ DATE _____
- FORM C – Application for Approval of a Definitive Plan
- All Owners’ **sign**
- All Owners’ signatures **notarized**
- Calculate check fee – Breakdown
Form C: \$2000+\$250 x _____ lots + \$2.50 x _____ linear feet = _____
Modification: \$1000 + \$250 x _____ lots + \$2.50 x _____ l.f. = _____
- Fee paid: \$ _____
- FORM D: Designers Certificate
- FORM D–1: Land Surveyor Certificate
- Form E: Certified List of Abutters
- Within 6 months
- CERTIFIED MAIL Attached Assessors Map
- FORM G – Performance Bond secured by deposit
- Form H: A COVENANT
- FORM H1: A Letter of Credit
- FORM J: Release Form
- FORM K1: Declaration of Reserved Easements
- FORM M: Control form and preliminary plan checklist
- FORM Q DISTRIBUTION LIST: For all Town Departments signatures
- 2 Sets of Drainage Calculations (usually in a bound book)
- 9 Sets of DEFINITIVE PLANS (1 copy for our record and 8 for the board members)
- NO MYLARS
- CONFIRM PLANS HAVE BEEN SENT TO ADE
- DRIVEWAY LANTERN RESTRICTIVE COVENANT
- MODIFICATION – HAVE ALL OWNER OF LOTS CONVEYED ASSENTS IN WRITING.
- Covenants are to be recorded don’t stamp date on original – put sticker with date stamped on it. DO the same with Letters of Credit. Copies can be made with date stamped or copy only.
- ENDORSE MEANS SIGNING PLANS AND LEGAL DOCUMENTS AFTER 20 DAY APPEAL PERIOD FROM DATE OF CERTIFICATE OF APPROVAL.
- **Initials of staff accepting submittal:** _____