

**APPLICATION for APPROVAL OF A
PRELIMINARY SUBDIVISION PLAN**

**APPLICANT/
CONTACT:** Name: _____
Address: _____
Phone Number: _____
E-mail: _____

OWNER: Name: _____
Address: _____
Phone Number: _____

*** If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

PROJECT LOCATION: Street Address: _____
Assessors' Map: _____ Lot(s): _____
Registry of Deeds Book: _____ Page: _____
Zoning District(s): _____
Total land area: _____ # of Lots: _____

PERMITS/APPROVALS:

Attach any previous or pending decision documentation regarding this site (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

SUBMITTAL REQUIREMENTS:

- ___ 1 Application fee made payable by check to the Town of Danvers. (*see fee schedule*)
- ___ 1 Completed application and all supporting documentation (*any previous Board or Commission decisions*)
- ___ 1 Completed Preliminary Subdivision Plan checklist.
- ___ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- ___ 1 Project narrative describing the proposal and listing all requested waivers.
- ___ 7 **FOLDED** and **STAPLED** copies of all plan and elevation sets.
- ___ 1 Electronic PDF format of all plans, elevations, and applicable reports/studies.
(*Can be submitted on CD or emailed to dfields@danversma.gov*)

Signature of Applicant / Agent: _____ **Date:** _____

For Department Use Only:
Date Comments Due _____
Date of Planning Board Hearing: _____

*** Must be submitted 30 days prior to the requested Planning Board hearing.
* Incomplete filings will not be accepted.**

CHECKLIST FOR PRELIMINARY SUBDIVISION PLAN

The preliminary plan shall include the following:

- All sheets shall be twenty-four inches (24") by thirty-six inches (36").
- Each plan and profile submitted shall have the Title Block in the lower right-hand corner (see Appendix I of the Rules and Regulations for a typical title block).
- Subdivision name, north arrow, scale, date, legend, and title "Preliminary Plan";
- Name and address of the owner of the land, of the subdivider, and the registered land surveyor and registered civil engineer who prepared the plan;
- Location, names, and widths of existing and proposed public or private streets and easements in the immediate vicinity of and/or within the area of the proposed subdivision;
- Location and names of all abutters as determined from the most recent tax list;
- Proposed lots with approximate areas and dimensions;
- Location of all existing and proposed storm drainage systems indicating estimated stormwater flow and size of system components;
- Location of all existing and proposed water and sewer lines indicating size and estimated flows of same;
- Existing and proposed topography and including all large trees, ledge outcrops, natural water courses, and all existing buildings, fences, and walls (All elevations shall be on the National Geodetic Vertical Datum with a bench mark clearly indicated and located so that future recovery will be reasonably certain);
- Location of any designated Flood Hazard Areas (HUD-FIA, FEMA), if applicable;
- Location of any wetlands, as defined in the Town of Danvers Zoning By-Laws, if applicable;
- Location of the Historic District, if applicable;
- Center line profile of all proposed streets and ways within the subdivision and adjacent to the subdivision;
- A locus plan at a scale of 1" = 600' showing the proposed subdivision for at least 1,200 feet in all directions, including all streets and water courses within this area;