



City Clerk Stamp

Office Use Only	Project Number:	1 st Public Hearing Date:	Filing Fee:
	Date Filed with the Planning Board:	Date Filed with the City Clerk:	Date filed with Board of Health:
	TRT Meeting Date:	35-day Comment Deadline:	45-day Decision Deadline:

Property Address: _____

The Owner and/or Applicant hereby submit said Preliminary Subdivision Plan Application Package in accordance with the Rules and Regulations Governing the Subdivision of Land in Framingham and the Framingham Planning Board.

General Property Information

<u>Applicant's Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Project Contact Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Property Owner Information (if different than Applicant)</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Engineer Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Land Surveyor Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____

Property Information (Ownership)

The record title stands in the name of: _____
Deed Reference: Book _____, Page _____ or Certificate of Title _____

Property Information (Framingham)

Framingham Assessor Parcel ID Numbers	
Zoning District	
Overlay District	
Precinct Number	

Project Information

Is the project Residential or Nonresidential

Number of Lots Proposed: _____ Total Property Acreage: _____

Yes or No Does the Owner/Applicant own the adjacent Land?

Yes or No Are there any wetlands within the tract of land?

Yes or No Is the property located on a Scenic Road?

Yes or No Will the constructed road or way intended to be accepted as an Accepted Public Street once it meets the requirements set forth in the Rules and Regulations Governing the Subdivision of Land in Framingham

Yes or No Is the land within the proposed subdivision is subject to easement restrictions?

- If yes, attached documentation and show such easements and restrictions on the Plan, as applicable.

Yes or No There are easement restrictions over the land of others applicable to the proposed subdivision?

- If yes, attached documentation and show such easements and restrictions on the Plan, as applicable.

Yes or No Are there any structures, easements, and/or other conditions that are present and could limit and/or impede access to the proposed subdivision and/or to individual lots within the subdivision?

- If yes, please provide a written statement as to how these impediments and/or limitations will be resolved.

Yes or No Does the project involve the alteration and/or demolition of buildings that are 75 years of age or older?

Yes or No Is the property located in a Historic District?

Authorized Signature – Applications shall not be accepted without a required original signature

As the Owner (or authorized designee), I make the following representations:

1. I hereby certify that I am the owner (or authorized designee) of the property located at _____
2. I hereby certify that the applicant named on this application form has been authorized by the owner to apply to develop and/or use the property listed above for the purposes indicated in this application package.
3. I hereby certify that the agent, engineer, and/or architect listed on this application have been authorized to represent this application before the Planning Board to conduct site visits on the property.
4. I will permit the Planning Board to conduct site visits on the property.
5. Should the ownership of this parcel change before the Planning Board has acted on this application, I will provide updated information and new copies of this signature page.

Owner (or authorized designee*) Name: _____

Owner (or authorized designee*) Signature:** _____

** If the owner is not the signer of the Application a letter from the owner of the property authorizing such designee to act on the owners behalf. Such letter shall be notarized and included in the Preliminary Subdivision Application Package.*

***If applying on-line by typing your name in the above boxes you certify, under the pains and penalties of perjury, that the information on this application is true and complete. Two original signed copies will be required when delivering the Preliminary Subdivision Application Package to the Memorial Building.*

Preliminary Subdivision Application Package Submittal Requirements

A Preliminary Subdivision Application Package that contains the appropriate application, the Preliminary Subdivision Plan and preliminary subdivision background information shall conform to the requirements of Section V. and VI. of these Rules and Regulations Governing the Subdivision of Land in Framingham.

Preliminary Subdivision Plan of Land Requirements

P = Provided/Included in the Preliminary Subdivision Application Package

W = Waiver Requested, (information is not included - please provide a written request for a waiver and the reason why the information is not application or not available)

NA = Not Applicable/Not Provided

i. All Sheets shall include

	P	W	NA	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right-hand corner
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address(es) of the proposed project,
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of plan
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision dates
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale

- | | P | W | NA | |
|-----|--------------------------|--------------------------|--------------------------|---|
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legend |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Datum source |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of the parcel by the municipal Assessor's Parcel Identification Number |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Title/Subdivision Title and "Preliminary Plan" |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prepared by/Prepared for: |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stamp and signature of a licensed Land Surveyor and/or a Professional Engineer registered in the Commonwealth of Massachusetts who prepared the plans |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the Project |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheet numbering and an area for the recording of revisions |

ii. Cover Sheet shall include

- | | | | | |
|-----|--------------------------|--------------------------|--------------------------|---|
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV.E., Dimensional Regulations pursuant to the Framingham Zoning By-Law. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning District classification |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of the Framingham Zoning Ordinance that the preliminary subdivision plan is developed under (this allows for easy review and use of the correct Zoning Ordinance when reviewing the Preliminary Subdivision Plan and the Definitive Subdivision Plan). |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A statement as to whether the street shall remain in private ownership or if acceptance as a public way will be requested in the future. |

iii. Locus Sheet

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|-----|--------------------------|--------------------------|--------------------------|--|
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A Locus Plan to allow adequate consideration of the surrounding neighborhood. The plan shall show the general characteristics of all lands within a 1/4 mile radius around the subdivision property. The Locus Plan shall include major streets, pedestrian ways, and other applicable information that is characteristic to the neighborhood. |
|-----|--------------------------|--------------------------|--------------------------|--|

iv. Other required information located appropriately

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|-----|--------------------------|--------------------------|--------------------------|--|
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Names and addresses of owner(s) of record, applicant(s), developer(s), subdivider(s) and the name, address, signature, and seal of the surveyor and engineer responsible for preparation of the plan. Names of all abutters, as defined under Section II. Definitions, herein. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed lines and widths of streets, curb cuts, easements, and any public or common areas within the subdivision. |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and/or proposed system of drainage (including adjacent existing natural waterways) shown in a general way including sewerage, water distribution, and any existing easements. |

- | P | W | NA | |
|-----|--------------------------|--------------------------|--|
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Boundary lines of proposed lots with approximate areas and dimensions. Each lot shall be numbered. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Right of Way geometry and width of the pavement of the roadway at the street entrance. |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Municipal streets shown on the plans that are designated as "Scenic Roads" shall be clearly indicated as scenic roads on the plan. |

Location of the following features within the public right-of-way, along proposed roadway, and public right-of-way of the proposed road or way that would impede access to the parcel of land or access to the lots:

- | | | | |
|-----|--------------------------|--------------------------|--|
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | All manmade structures and significant natural features such as existing buildings and structures, sidewalks, stone walls and guardrails, rock outcrops, water courses, drains, major trees (10-inch caliper or more) if the project is on a scenic roadway, and/or other major features. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Locations of all wetlands, with identification of the 30' no alteration zone, 50' No disturbance zone 100' State buffer zone, 125' local wetland buffer zone, 125' vernal pool buffers for both potential and certified vernal pools, and areas within the 100-yr flood plain, 200' riverfront, 100' inner riparian, and 500' flood plain, and other applicable flood plans. |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | A topographic plan at two-foot contours based on the NAVD88, or most recent Datum. Moderate Slopes shall be shown on the plan as defined in Section IV.E.3.e. Moderate Slope Requirement of the Framingham Zoning Ordinance. |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | The names, approximate location, and present widths of all adjacent streets, with a designation as to whether the street is public or private and the approximate location of existing utilities to be used. Existing and proposed curbs and sidewalks shall be shown including type, dimensions, and ADA features. |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Location of pedestrian areas, walkways, flow patterns and access points including provisions for handicapped parking and access as well as bicycle accommodations. |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Base flood hazard zone boundary based on the NAVD88, or most recent Datum, if applicable. |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of Low Impact Development (LID) and Best Management Practices (BMP) techniques to be used within the project. |

Waiver Request – Please provide the associated number for the requested relief from the submittal item and provide a statement for the reason for the request of relief