



City Clerk Stamp

Planning Board Office Use Only	Project Number:	Opening Public Hearing Date:	Filing Fee:	
	Date of Pre-TRT Meeting:	Date of TRT Meeting:	Comment Period Deadline:	
	Date and Time of Meeting with Applicant/Project Representative:		Decision Deadline:	
	Definitive Subdivision Plan Date:		Date Definitive Subdivision is Filed with Planning Board:	
	Signature of Planning Board Office upon Review of a Complete Definitive Subdivision Application Package:			

The Definitive Subdivision Application Package is to be delivered to the Planning Board Office and signed-off on prior to delivery with the City Clerk. The Planning Board Office must sign-off on this Form to ensure that all documents necessary for Planning Board review have been received.

This Form verifies, when signed below that the Planning Board Office has received a complete Preliminary Subdivision Application Package for the property located at

Name and Contact Information of the Applicant/Representative that delivered the Preliminary Subdivision Plan Application Package

The Definitive Subdivision Application Package includes the following items:

- Application (Form 8 Minor Definitive Subdivision Application or Form 9 Major Definitive Subdivision Application - Appendix A) 2 copies with original signatures
- Supplemental Documentation 2 paper copies
- Plans Sheets/Sets - 6 - 11"x17" half size paper copies (Definitive Subdivision Plan Only: 1 – 22" x 34" full size mylar will be required upon final vote of the Planning Board, please do not provide at time of filing)
- Designer Certificate (Form 12 Designer Certificate – Appendix A) 2 copies with original signatures
- Definitive Subdivision Plan Application Package Fee Check made out to "City of Framingham"
- Electronic Documents 1 electronic copy of all documents
- Board of Health Filing 1 copy of the Definitive Subdivision Application Package filed with the Board of Health (the Applicant shall provide the Planning Board with a copy of the receipt of such filing)
- Certified Abutters List Applicants shall request Certified Abutters List from the Assessor's Office prior to filing with the Planning Board

Applicants should direct all questions regarding the Definitive Subdivision Review process, any Planning Board processes, and/or questions in general to the Planning Board Office