



City Clerk Stamp

The Preliminary 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 Preliminary Subdivision Application Package includes the following items:

- Application (Form 5 Preliminary Subdivision Application or Form 8 Definitive Subdivision Application) 2 copies with original signatures
- City Clerk Receipt (Form 4 Preliminary Subdivision Application Submittal, Town Clerk Receipt or Form 7 Definitive Subdivision Application Submittal, Town Clerk Receipt – Appendix A) 1 paper copy
- Supplemental Documentation 2 paper copies
- Plans Sheets/Sets 6 - 11"x17" half size paper copies
- Preliminary 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 Preliminary 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

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:
	Date Filed with the Planning Board:		
	Signature of Planning Board Office upon Review of a Complete Preliminary Subdivision Application Package:		

Applicants should direct all questions regarding ANR, Planning Board processes, and/or questions in general to the Planning Board Office