

FORM B

APPLICATION FOR APPROVAL

PRELIMINARY PLAN

Check One

DEFINITIVE PLAN

File one completed form together with six contact prints of the plan, a sketch plan, and a nonrefundable fee\* payable to the Town of Topsfield, with the Planning Board and a copy of the completed form with the Town Clerk in accordance with the requirements of Section 4.2. When it is a Preliminary Plan submittal, one contact print of the plan shall be submitted to the Board of Health. For a Definitive Plan submittal, the reproducible original of the plan shall also be submitted to the Planning Board together with appropriate fees\* payable to the Town of Topsfield, for each lot or dwelling unit, whichever is greater, plus two contact prints to the Board of Health. (See Section 4.3).

\*Fee schedule for preliminary and definitive plan submissions are detailed on the last page of this form.

Topsfield, MA \_\_\_\_\_

To: The Topsfield Planning Board  
Town Hall  
Topsfield, MA 01983

The undersigned hereby applies for Preliminary/Definitive Plan approval and herewith submits six (6) copies of the accompanying Preliminary/Definitive Plan of property located in the Town of Topsfield, Massachusetts for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations of the Planning Board Governing the Subdivision of Land in the Town of Topsfield, Massachusetts. The applicant certifies to the truth of the following facts as part of his application.

1. Name of Applicant \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

2. Name of Engineer or Surveyor \_\_\_\_\_  
Complete Address \_\_\_\_\_

3. Deed to property is dated \_\_\_\_\_ and is recorded in Essex South District Registry, Book \_\_\_\_\_ Page \_\_\_\_\_.

4. The general location and description of Property is:

5. Attach hereto a copy of the deed.

6. The complete title of the subdivision plan with date is as follows: \_\_\_\_\_

\_\_\_\_\_

(continued on next page)

7. The exact names in which title to the property is held and the present addresses of persons named are: (Indicate whether persons are married or single. If married, give spouse's name.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. A complete list of persons with their addresses known to have mortgages, attachments, encumbrances, or liens of any kind upon the property is as follows:

\_\_\_\_\_  
\_\_\_\_\_

9. If the property is in the name of a trust, the complete and correct name of the trust, date of the trust declaration, book and page where it is recorded and names and addresses of all trustees are as follows:

\_\_\_\_\_  
\_\_\_\_\_

10. If the property is in the name of a corporation, the complete and correct name of the corporation, the name and corporate capacity of all officers authorized to sign deeds and other instruments pertaining to real estate are as follows:

\_\_\_\_\_  
\_\_\_\_\_

11. The date when the Preliminary/Definitive Plan referred to herein was submitted to Topsfield Board of Health is as follows: \_\_\_\_\_

12. The date when applicant gave written notice to the Topsfield Town Clerk of said plan submission to Board of Health and to Planning Board is as follows:

\_\_\_\_\_

13. A copy of said notice referred to in No. 12 is attached hereto.

14. It is the intent of the owners of the proposed subdivision for which definitive approval is requested to exclude a right to fee in all access roads shown on said plan and in all drainage ways and/or other easements crossing the land in the conveyance of any and all lots in the subdivision.

15. The full names of all abutters on the subdivision are shown on the subdivision plan submitted herewith, as they appear upon the most recent tax assessors list.

Signature of Applicant \_\_\_\_\_

Complete Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Submission \_\_\_\_\_

Town Clerk \_\_\_\_\_

Signature \_\_\_\_\_

Note: with submission of Definitive Plan, complete Form C and attach

## FEES

### PRELIMINARY PLAN:

\$500/application plus \$100/lot

### DEFINITIVE PLAN:

Definitive Plan *with* preliminary plan on file: \$2,000/application plus \$500/lot and 1,000/lot in excess of the number of lots depicted in the preliminary plan.

Definitive Plan *without* preliminary plan on file: \$2,000 application plus \$1,000/lot

Changes to Definitive Plan: \$3,000/lot for major changes defined as an increase in the number of lots and/or change in the road length by more than 10%.