

# Marchionda



& Associates, L.P.

Engineering and  
Planning Consultants

November 29, 2017

Mary Elizabeth Willi, Town Clerk  
Topsfield Town Hall  
8 West Common Street  
Topsfield, MA 01983

BY HAND

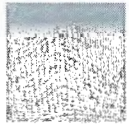
RE: Definitive Subdivision Application, Perkins Row, 293 Boston Street, Assessors Map 34,  
Parcel 78

Dear Ms. Willi:

On behalf of Green Acres Realty, Inc. we are hereby submitting a Definitive Subdivision Plan for the property located at 293 Boston Street, assessor's map 34, parcel 78. Our submission consists of the following:

- A completed Form B, Application for Approval of Definitive Plan with deed.
- 12 full size copies of the definitive subdivision plans.
- Three 11"x17" copies of the definitive plans
- A certified abutter list.
- An application fee in the amount of \$2,500.00
- Three copies of the Stormwater Management Report
- Authorization from the Clerk of Green Acres Realty, Inc.
- Four electronic copies of the plans and all documents.
- Proof of Submission to the BOH, Conservation Commission and Water Department.

# Marchionda



& Associates, L.P.

Engineering and  
Planning Consultants

- A copy of the waiver request letter to the Planning Board

Pursuant to section 4.11.1 of The Subdivision Regulations it is our understanding that you will be distributing copies of the submittal material to the various municipal departments, agencies and authorities. I believe we have provided more than sufficient number of documents, however, if any additional copies are needed just let me know and we will provide them.

Please do not hesitate to contact me if there are any questions or if any additional information is required.

Best regards,

Marchionda & Associates, L.P.

Paul A. Marchionda, PE  
Managing Member

cc: Green Acres Realty, Inc.  
Topsfield Planning Board  
John Smolak, Esq.