



Town of Canton Planning Board Preliminary Subdivision Plan Checklist

For residential subdivisions, any person MAY submit a Preliminary Plan to the Planning Board, Board of Health, and provide notice to the Town Clerk before submitting the Definitive Plan for Approval. For non-residential subdivisions, persons MUST submit a Preliminary Plan to the Planning Board, Board of Health, and give notice to the Town Clerk before submitting the Definitive Plan for Approval. Within 45 days after submission, the Planning Board will notify the Applicant and the Town Clerk that the preliminary plan has been approved, approved with modifications, or disapproved (with stated reasons). If no action is taken by the Planning Board within 45 days, the Applicant may submit a definitive plan.

In order for the Town of Canton Planning Board to accurately review your project in a timely manner, plan sets submitted with applications must be complete and thorough. Where waivers are requested, please provide a written request for a waiver and the reason why the information is not applicable or not available.

All submitted materials must be legible, organized and bound (where appropriate) in a matter that allows for distribution of all proposal materials as 1 package. Please utilize double-sided printing for submitted reports, studies, and statements when possible. A high-resolution .pdf version should also be submitted with the application to the Planning Board.

Planning Board forms can be found on the website: <http://www.town.canton.ma.us/334/Planning>.

Date: _____ Subdivision Name: _____

Applicant: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Engineer/Surveyor: _____ Company: _____

Address: _____

Phone: _____ Email: _____

- 1. Form "B" to Planning Board (1 original, 1 copy, 1 PDF): Yes No
- 2. Form "D" to Planning Board (1 original, 1 copy, 1 PDF) Yes No
- 3. Planning Board Fee Paid (\$250, + \$75 per lot): Yes No
- 4. Copy of form "D" Filed with Town Clerk, along with copy of Form B: Yes No

Date: _____

- 5. List all plans and supporting documents submitted with this preliminary plan package to the Planning Board.
(2 full-size paper copies – 24x 36", 1 digital .pdf copy of all plans)

Plan or Document Title	Date

6. Plans to include the following information (See Subdivision Rules and Regulations Section 6, B. Contents). Plans must be prepared by a Registered Professional Engineer or Registered Land Surveyor and drawn at a suitable scale, preferably forty (40) feet to the inch or such scale as the Board may accept.

ITEM	Provided	Waiver Requested	Not Applicable
REQUIRED			
Name and address of owner of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision name and address, with parcel number(s) (Map-Lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title "Preliminary Plan"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designer, Engineer or Survey name (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names of all abutters, with parcel numbers (Map-Lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed lines of streets and ways (names, widths)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed easements and/or any public areas (general)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boundary lines of proposed lots, with approximate areas and dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed drainage system (generally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent existing natural waterways (generally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography of the land (generally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDED			
A locus plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For plans with multiple sheets, a plan showing the entire subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For residential subdivisions of 10+ lots, two (2) or more alternative development plans, one of which shall utilize flexible development (Section 8.6 of zoning bylaws)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer/Surveyor names, address, signature, and seal in lower right hand corner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot frontage, lot widths, areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning table with required and provided information for lot areas, dimensions, frontage, lot width, setbacks, coverage limits, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic features with contours in 2 foot intervals, based on North American Datum of 1988 (NAVD 88)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed structures: walls, fences, monuments, buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural features: wooded areas, ditches, water bodies, and water courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetland boundaries and upland areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed method of sewage collection and disposal (general)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed water supply and distribution (general)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names, locations, and widths for right-of-way and pavements of adjacent streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Resource Conservation Service soil classifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size and location of retention/detention basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area of contiguous land not presently being subdivided, with sketch plan of future development, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning district and location of any zoning district boundaries within 100 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood hazard risk zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEP designated Zone I and Zone II areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Within 48 hours of Planning Board filing, copies of the application and full-size paper copies of the plans sent to the following, with signature or email from each acknowledging receipt:

- Town Planner (1 digital PDF copy)
- Board of Health (1 paper copy)
- Conservation Commission (1 paper, 1 digital PDF copy)
- Department of Public Works (1 paper copy)
- Town Engineer (1 digital PDF copy only)
- Fire Department (1 paper copy, 1 digital PDF copy)
- Police Department (1 digital PDF copy only)
- Planning Board Engineering Consultant (1 full-size, 1 reduced, 1 PDF copy)

DELIVERY CONTACT	DATE RECEIVED	SIGNATURE
Town Planner		
Board of Health		
Conservation Commission		
Department of Public Works		
Town Engineer		
Police Department		
Fire Department		
Planning Board Engineer Consultant		