

CHELMSFORD PLANNING BOARD
FOR USE with the ONLINE VIEWPERMIT ONLY

SUBDIVISION SUBMITTAL REQUIREMENT CHECKLIST (12/14)

An application which lacks information or is incomplete in any manner may be denied or seriously delayed. It is the responsibility of the applicant to assure the accuracy and completeness of all information submitted. The applicant shall be responsible for factually supporting all points relied upon including references for methodologies used in design calculations.

The following checklist is applicable to all Approval Not Required (ANR'S), Preliminary & Definitive Subdivisions, Paper Streets and Bonds, except where specifically noted.

Application

- 8 copies of application ([ANR](#), [Preliminary & Definitive](#), [Paper Street](#), [Minor or Major Modification](#), [Bonds](#))

Abutters List (except for ANR's, Minor Modifications and Bonds)

- Abutters list provided by the Assessors Office
- 3 sets of mailing labels addressed to each abutter on the list (Avery 5160 label size 1" x 2 5/8" – white only)

Fees

- Application fee made payable to the Town of Chelmsford ([see Schedule of Fees](#))

Postage (except for ANR'S, Minor Modifications and Bonds)

- Mailing postage for each abutter on the list provided by the Assessors. **U.S. Mail Stamps only.**
 - One **.49** stamp for each abutter notification
 - One **.49** stamp for each decision notification
 - One **\$1.30** Certificate of Mailing postage fee for each abutter decision notification

Plans (SUBMIT FOLDED AND STAPLED, NOT ROLLED)

Full Size (36" x 24")

- 2 subdivision plans

Reduced Size (11" x 17")

- 8 subdivision plans

Supporting Documentation

NOTE: Spiral Bound Documents NOT Accepted

Project Narrative

- Description** - 8 copies
- Requested Waivers** - Identify waivers from submittal and design requirements – 8 copies
- Other permits & approvals-** identify and provide copies of all local, state and federal – **1 copy of each**
- Recorded Plans & Deeds** (1 copy of most recent)
- Drainage Calculations** (2 complete and 8 Executive Summary ONLY)
- Earth Removal Calculations** (2 complete and 8 Executive Summary ONLY)