

**FORM C**

**APPLICATION FOR APPROVAL OF DEFINITIVE SUBDIVISION PLAN**

The undersigned herewith submits the accompanying Definitive Plan of property located in the Town of Tewksbury for Approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the Town of Tewksbury, Massachusetts.

(Please type or print information in blanks below.)

1. Name of Proposed Subdivision\_\_\_\_\_

2. Name of Applicant(s)\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

3. Name of Property Owner(s)\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

4. Name of Engineer\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

5. Name of Land Surveyor\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

6. Deed of property recorded in the Middlesex North Registry of Deeds Book Number  
\_\_\_\_\_,Page Number\_\_\_\_\_and/or registered in the Middlesex

Registry of Land Court, Certificate of Title Number\_\_\_\_\_

7. Zoning District\_\_\_\_\_Town Assessor's Map No.\_\_\_\_\_Parcel No.(s)\_\_\_\_\_

Approximate acreage in subdivision\_\_\_\_\_Number of lots\_\_\_\_\_

Total length of road(s) in feet\_\_\_\_\_

Location and Description of property\_\_\_\_\_

\_\_\_\_\_

FORM C (continued)

**Checklist**

- \_\_\_\_\_ Filed complete application with the Town Clerk.
- \_\_\_\_\_ Filed fifteen (15) plan copies in required format with the Planning Board. [Plans: 10 sets of plans not to exceed 24" x 26" and scale at 1"= 4'-0". Five sets of plans not to exceed 11" x 17"].
- \_\_\_\_\_ Filed all required fees with the Planning Board. Check to be made out to the Town of Tewksbury. (See fee schedule.)
- \_\_\_\_\_ Acknowledgment of applicant responsibility of engineering review fees. The engineering review estimate of \$2,000 must be paid by the applicant prior to commencement of the Public Hearing.
- \_\_\_\_\_ Filed a certified abutters list for all abutters within 300 feet of the property line. (Certification comes from the Assessor's Office located in the Town Hall Annex.)
- \_\_\_\_\_ One set of stamped envelopes. One stamped set is for the hearing in which legal abutters must be Certified Mail Return Receipt Requested and abutters to the abutters can be regular mail. Neighboring communities must also be notified by regular mail; see attached list. (Place postage on all envelopes and return address should be Planning Board, Town Hall, 1009 Main Street, Tewksbury, MA 01876)
- \_\_\_\_\_ Filed a letter of authorization for town officials to enter the property
- \_\_\_\_\_ Filed a complete drainage analysis as required
- \_\_\_\_\_ Filed all easement plans and recording information as required

I/we certify that I/we have complied with the Tewksbury Planning Board Subdivision Rules and Regulations including, but not limited to, the checklist information listed above.

\_\_\_\_\_  
Applicant(s) Signature, Date

\_\_\_\_\_  
Applicant(s) Signature, Date

\_\_\_\_\_  
Owner(s) Signature, Date

\_\_\_\_\_  
Owner(s) Signature, Date

ALL owners (in case of a corporation, an authorized officer; in the case of a trust, ALL trustees) must sign.

**THE POLICY FOR ABUTTER NOTIFICATION SHOULD INCLUDE NEIGHBORING COMMUNITIES AT THE FOLLOWING ADDRESSES:**

- ATTENTION: Elaine Wijnja  
Dept. of Housing & Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114
- N.M.C.O.G.  
40 Church Street  
Suite 200  
Lowell, MA 01852-2686
- Dracut Planning Board  
62 Arlington Street  
Dracut, MA 01826
- Lowell Planning Board  
J.F.K. Civic Center  
50 Arcand Drive  
Lowell, MA 01852
- Wilmington Planning Board  
121 Glen Road  
Wilmington, MA 01887
- Billerica Planning Board  
365 Boston Road  
Billerica, MA 01821
- Andover Planning Board  
36 Bartlett Street  
Andover, MA 01810

**The applicants will be responsible for the envelopes for the legal notice to the neighboring communities.**

