



# PLANNING BOARD

40 Center Street • Fairhaven, MA 02719 • 508-979-4023

## **INSTRUCTIONS TO BE FOLLOWED WHEN PETITIONING THE PLANNING BOARD FORM C - DEFINITIVE SUBDIVISION PLAN**

- Form C Application, filed with the Town Clerk and the Planning Board.
- If applicant is not the property owner, then the owner shall sign the application or a letter from the property owner authorizing the applicant to submit the application.
- Form G Subdivision Plan Checklist shall be filled out and submitted with the application.
- A detailed narrative describing how and why the proposal meets the criteria for a Subdivision.
- Two (2) prints of the plan plus 1 additional print shall be filed by the applicant with the Board of Health.
- A digital copy of all submission files, studies, reports, and plans emailed.
- FEES: *see Fee Schedule*.
- An abutters list as they appear on the Town tax list, approved by the Town Assessor, for all property owners within a 300 ft. radius of the site.
- 2 copies of a Stormwater Management Plan for all subdivisions of three lots or more, or all subdivisions within the Nasketucket River Basin Overlay District.
- A Public Hearing is required for all Definitive Subdivision applications. Notice of this hearing must be advertised for 2 consecutive weeks with the first advertisement being at least 14 days prior to the hearing.
- The Planning Board will hold a Public Hearing on the proposed Subdivision at which time the applicant shall present the Subdivision to the Planning Board and the public.
- Following the hearing, and within 135 days (for plans without a preliminary plan) and 90 days (for plans with a preliminary plan) of submittal of the plan, the Planning Board will act on the Subdivision Plan and the proposed form of security. If the proposed form of security is a Form D Covenant, said covenant shall be noted on the plan.
- The Planning Board will file a copy of its decision on the proposed subdivision plan with the Fairhaven Town Clerks Office.
- The applicant shall submit the Mylar and six (6) prints once: the twenty-day appeal period has ended, the Planning Board has received the required security, and the applicant has complied with all conditions. Once this is done the Planning Board will sign the Mylar and prints. It is the applicant's responsibility to record the Mylar and any covenants with the Registry of Deeds.



Town Clerks Stamp

**FORM C - Application for  
Definitive Subdivision Plan**

Fairhaven, Massachusetts

Date: \_\_\_\_\_, 20\_\_\_\_\_

The undersigned, herewith submits the accompanying Preliminary Plan of property located in the Town of Fairhaven for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Fairhaven.

Name of Applicant(s): \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Engineer or Surveyor: \_\_\_\_\_

Address of Engineer or Surveyor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Deed of Property recorded in Bristol County (S.D.) Registry of Deeds. Book: \_\_\_ Page: \_\_\_ Cert: \_\_\_

Location and Description of Property: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Plat Number(s): \_\_\_ Lot Number(s): \_\_\_\_\_

Other Descriptive Material: \_\_\_\_\_

Number of Proposed New Lots: \_\_\_\_\_

**Please attach a detailed narrative and any other documentation that supports your request.**

Applicant(s) Signature: \_\_\_\_\_ Owner(s) Signature: \_\_\_\_\_

**File one completed form with the Planning Board and one copy with the Town Clerk.**