



PLANNING BOARD

TOWN OF WRENTHAM
WRENTHAM TOWN HALL
79 SOUTH STREET
WRENTHAM, MASSACHUSETTS 02093
P: (508) 384-5441 | F: (508) 384-3174
planning@wrentham.gov
www.wrentham.gov

FORM 3 – DEFINITIVE PLAN APPLICATION SUBMISSION REQUIREMENTS

Submission Requirements: All submissions must adhere to the requirements of the Town of Wrentham’s Rules and Regulations Governing the Subdivision of Land. The Regulations can be found on the Wrentham Planning Department webpage.

Pre-submission Review – It is highly recommended that a pre-filing review of the Application packet by the Technical Review Committee be conducted prior to submission.

Submission: A complete application packet must be submitted in person to the Planning Department. Incomplete submissions will cause a delay in processing.

Definitive Subdivision Plan Application Checklist:

- Form 3 - Application for Approval of a Definitive Subdivision Plan** – including **all** required signatures – One (1) original and three (3) copies
- Proof of Submission to Board of Health** – Submit the following to the Board of Health
 - Two (2) full size (24”x36”) plan sets,
 - Environmental and Community Assessment Report
 - Stormwater Drainage / Hydrological Report
- Project Description / Narrative**
- Stormwater Drainage/Hydrological Report** – Four (4) copies, Signed by Registered Engineer
- Waiver Requests** – A list of all waivers from all relevant sections of the Zoning By-Law specific to your application.
- Fees** – all applicable fees outlined on the Fee Schedule to include:
Within 7 months of Preliminary Plan; \$1,000 plus \$200/lot; Review Fee: \$3,500, plus \$250/lot
More than 7 months of Preliminary Plan: \$1,500 plus \$400/lot; Review Fee: \$3,500, plus \$250/lot
- Certified Abutters List** - Date of issuance must be within 30 days and current calendar year.
 - Two sets of mailing labels – **DO NOT** remove labels from printed sheets
 - Two sets of plain business envelopes; no return address, first class postage affixed
 - Twelve plain business envelopes; no return address, first class postage affixed
- Plan Copies Required:**
 - Seven (7) full size (23” x 36”) plan copies

- Eight (8) 11” x 17” plan copies
 - One (1) copy of all plans and additional materials in PDF Format (on disk or flash drive).
- Additional Materials as Needed / Required to Support the Application or as required by the Subdivision Rules & Regulations.**

Additional information and guidance can be found on the Planning Board webpage located at www.wrentham.ma.us. Please contact the Planning Department if you have any questions.



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**FORM 3
APPLICATION FOR APPROVAL OF A
DEFINITIVE SUBDIVISION PLAN**

Application No.: _____

Date: _____

1. OWNER OF RECORD: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

Deed recorded in the Norfolk County Registry of Deeds: Book _____ Page _____

2. NAME OF APPLICANT (If Not Owner): _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

3. ENGINEER / LAND SURVEYOR: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

4. NAME OF AGENT / CONTACT PERSON: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

5. ZONING INFORMATION:

Zoning District: _____ Total Site Area: _____ Lot Frontage: _____

Assessor's Parcel Id(s): _____

Overlay Districts (check all that apply):

Aquifer Protection Special Use District Watershed Protection Floodplain District

Is any zoning relief being requested: Yes No

If yes, please explain: _____

6. PROJECT INFORMATION: Provide a brief narrative of the project: _____

Site Access Street(s): _____

Number of Proposed Lots: _____ Proposed Area of Lots: _____

Linear Feet of Roadway(s): _____ Proposed new roads: Public Private

Preliminary Plan submitted? Yes No

If yes, when was it submitted: _____, Was it approved? (Y/N) _____

Will the project require removal of soils from the site? Yes No

If yes, how many cubic yards and where is the soil being relocated: _____

In a general manner, describe the system of drainage. _____

Does the project affect any of the following?:

- Important wildlife habitats and /or outstanding botanical features?
- Historic sites/buildings eligible or listed on the Federal/State Historic Register?

Is the proposed work located within 25 ft. or 100 ft. of a wetland and/or 200 ft. of a stream/river?

7. AFFIDAVIT by Engineer / Land Surveyor who stamped/signed the plan that all items required per Section 3.312 of the Wrentham Rules & Regulations are shown (enclose attested document).

I, _____ hereby attest that all above information, required by Wrentham's Rules and Regulations Governing the Subdivision of Land, is accurately and completely shown on the Preliminary Subdivision Plan dated _____, regarding MAP(s) _____ LOT #(S) _____ located on _____ in the Town of Wrentham.

Engineer/Land Surveyor's Signature: _____

8. REQUIRED SIGNATURES:

- Both required signatures 8A and 8B must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

8.A. APPLICANT AND/OR OWNER: Both the Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the APPLICANT and OWNER(S) named above and as defined under Chapter 41, Section 81-L, hereby submits said plan as a PRELIMINARY plan in accordance with the Rules & Regulations of the Wrentham Planning Board and certifies that, to the best of the APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Rules & Regulations

Applicant's Signature _____ Date: _____

Property Owner's Signature _____ Date: _____
(If Not Applicant)

8.B. TAX COLLECTOR *(To be completed by the Tax Collector)*

Note: Delinquent bills must be paid in full before your application can be processed. Please make arrangements to pay all outstanding bills to the Tax Collector's Office.

The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Wrentham, MA.

Tax Collector's Office – Name (Please Print)

Initial

Date