



**Town of Falmouth Planning Office**  
Submittal Requirements as amended 11/16/2016

Submittals for Planning Board applications must be in the following format or **they will not be accepted and will not be placed on the Board's agenda**. All applicants are strongly encouraged to schedule a meeting with staff prior to submitting an application to the Planning Board. **No material may be added to an application after the submission deadline has passed.**

Applications deemed incomplete by the Chair of the Planning Board will not be placed on the agenda. If you have any questions pertaining to these requirements, contact a member of the Planning Staff.

• **ALL SUBMISSIONS** for hearing by the Planning Board shall include:

1. Three (3) sets of full-size plans (**five (5) sets if applying for site plan review**) (maximum size 24 x 36) – Multiple page sets shall have a cover sheet with plan index and shall note the project name, plan date, street address and **map-lot number** in the lower right hand corner. **Sets shall be collated and bound, and folded if possible.** All plan sheets submitted for preliminary or final approval shall bear stamps and signatures of preparers.
2. 11" x 17" plan sets – ten (10) sets total. These shall be exact duplicates of the full size plan sets, three-hole punched, collated and secured with paperclips or binder clips. **(No staples)**
3. One electronic set, *ON A USB FLASH DRIVE OR EMAIL*, of application materials and supporting documents (1st PDF file) and plans in pdf format with plans appropriately scaled to 24 x 36 (2nd PDF file). (If transmitting via email, address to both Lisa Sangillo at [lsangillo@falmouthme.org](mailto:lsangillo@falmouthme.org) **AND** Ethan Croce at [ecroce@falmouthme.org](mailto:ecroce@falmouthme.org))
4. A check for the appropriate fees. Contact Lisa in the Planning Office to review fees. (DO NOT GUESS AND DO NOT ROUND.) Inadequate payment of fees may cause the application to be rejected.
5. Five (5) identical paper application packets (**seven (7) if you are submitting for Site Plan Review**). One packet shall include original signatures and stamps – the remaining packets may be photocopies. All items in the packets shall be three-hole punched and double-sided for placement into binders. All packets shall be secured with paper clips or binder clips. **(No staples)** All original items submitted in color shall be copied in color. Each packet shall include the following:
  - a. Application materials and supporting documents (Request for Hearing form, fee calculation sheets and checklists as well, if appropriate). Waiver requests shall be submitted in writing and divided into two categories - waivers for submittal items and waivers for standards. Each waiver request shall reference the ordinance language and section number, and include supporting evidence as to why the waiver should be considered.
  - b. Narrative response to each applicable ordinance standard or design guideline that documents how the application conforms to the applicable standard or guideline.
5. If a Stormwater management plan is required for your submission, please submit three (3) copies of the full report with calculations, separate from the application packets in item #4 above.

- **PREVIOUSLY TABLED APPLICATIONS** - Same as the requirements listed above for **All Submissions** with the addition of a cover letter indicating what documents and plan sheets have been revised or added. ***Revised plan sets shall indicate the revision date, the specific revisions to each sheet and be accompanied by a separate revision list specifying the details of all changes made to each plan sheet.***
  
- **SUBMISSION TO STAFF FOR REVIEW OF CONDITIONS OF APPROVAL**
  1. Five (5) application packets, including a cover letter indicating what documents and plan sheets have been revised or added, and any supporting documents. One packet shall be an original.
  2. Three (3) sets of full-size plans (**five (5) sets if applying for site plan review**) (maximum size 24 x 36) –Multiple page sets shall have a cover sheet with plan index and shall note the project name, plan date, street address and **map-lot number** in the lower right hand corner. Sets shall be collated, bound, and folded. ***Revised plan sets shall indicate the revision date, the specific revisions to each sheet and be accompanied by a separate revision list specifying the details of all changes made to each plan sheet.***
  
- **FINAL RECORDED PLAN SUBMISSION** must include original stamps/seals and signatures on all appropriate pages:
  1. Three (3) complete bound sets of full-size plans and one (1) 11” x 17” set.

***Revised plan sets shall indicate the revision date, the specific revisions to each sheet and be accompanied by a separate revision list specifying the details of all changes made to each plan sheet.***
  2. One full-size recorded plan of site layout, private way, or subdivision plan (for Assessing).
  3. One electronic set of application materials and plans (appropriately scaled to 24 x 36) in pdf format *ON A USB FLASH DRIVE or via email.*
  4. GIS files, if applicable, as described in Section 7-4.C of the Subdivision Ordinance.