



Town of Falmouth Planning Office Private Way Submittal Requirements

Submittals for Planning Board applications must be in the following format in order to 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 will not be placed on the agenda. If you have any questions pertaining to these requirements, contact a member of the Planning Staff.

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

1. 3 sets of full-size plans (max size 24" x 36") – Sets shall be collated and bound.** All plan sheets submitted for preliminary or final approval shall bear stamps and signatures of preparers.

Multiple page sets of 3 pages or more shall have a cover sheet with plan index and shall note:

- project name
- plan date
- street address
- map-lot number in the lower right-hand corner.

2. 6 sets of 11" x 17" plans. These shall be exact duplicates of the full-size plan sets and:

- three-hole punched
- collated
- secured with paperclips or binder clips. (NO STAPLES)

3. Digital copy, *ON A USB FLASH DRIVE OR VIA EMAIL*, of submission consisting of:

- 1st PDF of application materials and supporting documents
- 2nd PDF of plan sets appropriately scaled to 24" x 36".

(If transmitting via email, address to both Lisa Sangillo at lsangillo@falmouthme.org)

4. A check for the appropriate fees. Contact Lisa in the Planning Office to review fees if you are unsure.

Fee	Amount (in \$s)	
	base/per unit fee	unit
<u>Private Way</u>		
application fee	\$400*	lot/unit
review escrow	\$200	lot/unit
re-approval (with no changes)	\$200*	
*Plus Publication & Noticing Fee	\$125	

5. 4 identical paper application packets.** One packet shall include original signatures and stamps – the remaining packets may be photocopies. All items in the packets shall be BOUND and DOUBLE-SIDED. All original items submitted in color shall be copied in color. Each packet shall include the following:

- Application materials and supporting documents ([Request for Hearing Form](#) and [Private Way Checklist](#) 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.

- Narrative response to each applicable ordinance standard or design guideline that documents how the application conforms to the applicable standard or guideline.

- **PREVIOUSLY TABLED APPLICATIONS** - Same as the requirements listed above for **Private Way 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 AFTER FINAL APPROVAL**
 1. 3 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. 3 sets of full-size plans (max size 24" x 36") – Sets shall be collated and bound, **AND ROLLED.** *(The Registry will not accept folded plans for recording.)*
Multiple page sets of 3 or more pages shall have a cover sheet with plan index and shall note:
 - project name
 - plan date
 - street address
 - map-lot number in the lower right-hand corner.

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. 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.*
 2. GIS files as described in [Section 7-4.C of the Subdivision Ordinance](#).
 3. One PDF of the final recorded plan (appropriately scaled to 24" x 36") *ON A USB FLASH DRIVE or via email* to Lisa Sangillo (lsangillo@falmouthme.org).