



Town of Falmouth Planning Office Subdivision (Major & Minor) 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 regarding these requirements, contact the Planning Office.

• **SUBDIVISION SUBMISSIONS** (includes Sketch Plan and Preliminary) 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 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. 4 identical paper application packets.** One packet shall include original signatures and stamps – the remaining packets may be photocopies. All items in these packets shall be **BOUND** and **DOUBLE-SIDED**. (No hardcover binders please). 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](#), [Fee Calculation Sheet](#) and [checklists](#), if appropriate.) **(The Stormwater Management Plan shall be separate from this packet – See Item 4)**. 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.
4. 2 copies of a Stormwater management plan with calculations, if applicable.**
5. Digital copy, *ON A USB FLASH DRIVE, VIA EMAIL, OR DOWNLOADABLE WEBSITE*, of submission consisting of:
 - 1st PDF of application materials and supporting documents.
 - 2nd PDF of plan sets appropriately scaled to 24" x 36".

6. 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	%	Additional fee Dollar Amt	Increment
<u>Subdivision</u>					
pre-application	500				
minor or major preliminary	1500	first three lots/units		400	additional lot/unit
final	500				
review escrow	100	lot/unit			
amendment (no new lots/units created)	500				
re-approval (with no changes)	250				
*Publication & Noticing Fee	125	All applications			

- **PREVIOUSLY TABLED APPLICATIONS & FINAL APPROVALS** - Same as the requirements listed above for **Subdivision 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. Revised plans shall be incorporated into the full plan set for submittal.*
- **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. All items in these packets shall be **BOUND** and **DOUBLE-SIDED**.
 2. 3 sets of full-size plans (max size 24" x 36") – Sets shall be collated, bound, **AND ROLLED**. (The Registry will not accept folded plans for recording.)
Multiple page sets 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.*
 3. 1 Set of 11" x 17" plans (exact duplicate of the large plans)
 4. 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*.
- **FINAL RECORDED PLAN SUBMISSION** must include original stamps/seals and signatures on all appropriate pages:
 1. GIS files, if applicable, as described in [Section 7-4.C](#) of the Subdivision Ordinance.
 2. 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).