UXBRIDGE PLANNING BOARD SPECIAL PERMIT SUBMISSION CHECKLIST

1. General. Any person who submits a Special Permit application to the Planning Board for approval shall file with the Board the following:

___An original drawing of the Preliminary &/or Definitive Plan, dark line on white background and 14 copies* of the plans.

- Town Clerk (original & copy of application) 11x17 size plan
- Planning Board (1 – main file and 6 – members) 6 – 11x17 and 1 large size plan
- Board of Health 1 large size plan
- Department of Public Works 1 large size plan
- Engineering Review Company (1 Large size plan, application, stormwater report) (Graves Engineering – 100 Grove St, Worcester MA 01605)
- Building Department 1 large size plan
- Public Safety Committee 11x17 size plan
- Conservation Commission (if w/in wetlands proximity)*
- Historical Commission (if w/in the historical district)*

___A properly executed application.

___A filing or administrative fee, in accordance with Section 7C, shall be tendered by certified check, payable to the Town of Uxbridge.

___A review fee, in accordance with Section 7D, shall be tendered by certified check, payable to the Town of Uxbridge.

___Name of all abutters as the abutters appear in the most recent tax list. An abutters list can be accessed by the Town of Uxbridge Assessor's office (labels). Labels must also include the 9 surrounding towns and the Town of Uxbridge.

___Drainage &/or stormwater reports

___ Bring the green Certified Mail receipt cards to the meeting.

2. Contents. The Special Permit plan shall be prepared by an engineer or surveyor and shall be clearly and legibly drawn. The plan shall be at a scale of one (1) inch equals forty (40) feet or such other scale as the Board may accept to show details clearly and adequately. Sheet sizes shall preferably not exceed 24"x36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. The plans shall contain the following information:

- Special Permit Application name, boundaries, north point, date and scale.
- Name and address of record owner, applicant, engineer or surveyor.
- Names of all abutters as they appear in the most recent tax list.
- Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the property.

- Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
- Location of all permanent monuments properly identified as to whether existing or proposed.
- Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- Suitable space to record the action of the Board and signatures of the members of the Board (or officially authorized persons).
- Existing and proposed topography at a suitable contour interval as required by the Board.
- Profiles on the exterior lines of proposed streets at a horizontal scale of one (1) inch equals forty (40) feet and vertical scale of one (1) inch equals four (4) feet, or such other scales acceptable to the Board. Reference point for elevations shall be shown.
- Proposed layout of storm drainage, water supply and sewage disposal systems.
- Plans must include all utilities (electrical, water, sewer, cable and gas).

A plan will be deemed incomplete if the preceding components are not included on the plan at time of submission. The Planning Board office will not accept an incomplete application.

Checklist completed and signed by Planning Board Administrative Assistant:

By: _____

Applicant must time stamp full applications and plans by Town Clerk's office.

Signed by Engineer or Applicant:

_____

With _____