



**TOWNSEND PLANNING BOARD  
FORM DEFINITIVE-1  
APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN OF A  
SUBDIVISION**

Date: \_\_\_\_\_

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The undersigned applicant, being the owner (or agent/representative of the owner) of all the land included within the proposed subdivision shown on the plan does hereby submit an application for approval of a **Definitive Plan Subdivision entitled:** \_\_\_\_\_

1. Number of currently existing properties affected by this plan: \_\_\_\_\_

If more than one, then the following information must be provided for each such parcel; use a separate page for each.

2. Address of property: \_\_\_\_\_

3. Assessor's Map #: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

4. Deed as recorded: Book # \_\_\_\_\_ Page # \_\_\_\_\_

5. Size of parcel, in acres: \_\_\_\_\_

**6. Owner of record:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

**7. Is the Owner:** (check exactly one)

a. An individual? \_\_\_\_\_

b. One or more individuals holding the property in some form of joint tenancy? \_\_\_\_\_

(if so, then all owners must sign)

c. A trust, partnership, or corporation? \_\_\_\_\_

(if so, a copy of the trust/partnership/articles of corporation demonstrating signatory authority is required)

d. Other? \_\_\_\_\_ Specify: \_\_\_\_\_

(if so, then adequate documentation is required to show that all owners have legally agreed to this application)

Attach additional sheets if a co-owner is at a different address, or if the contact person for a partnership/trust/corporation is at a different address.

**8. Applicant's name and address:** (if same as owner, write "same")

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

If the applicant is not the owner, a Power of Attorney or similar document signed by all owners must be included. **Request applicant file electronically; include plans and/or sketches in pdf. format to Planning @townsendma.gov**

**9. Engineering Firm:**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_  
Lead Engineer on this Project: \_\_\_\_\_  
Lead Engineer E-mail: \_\_\_\_\_

**10. Attorney or Legal Representative:**

Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_  
Attorney E-mail: \_\_\_\_\_

11. Zoning District(s): \_\_\_\_\_

12. Proposed number of lots: \_\_\_\_\_

13. Proposed length of road: \_\_\_\_\_

14. Are there any wetlands on the property? \_\_\_\_\_

15. Are there any adjacent properties that may be large enough to be subdivided in the future?  
\_\_\_\_\_

16. Have you filed a stormwater management application associated with this application for approval of a definitive plan of a subdivision? \_\_\_\_\_

17. The fee for Definitive Subdivision application is \$1,800 plus \$600 per lot. Make check payable to "Town of Townsend".

18. In addition, the Board requires an initial consulting fee of \$10,000. Any unused balance will be refunded upon written request at the completion of the project.

This application must be signed by all owners and applicants. If the property is owned jointly, all owners must sign. If the ownership or applicant is an entity such as a partnership, trust, or corporation, certified documentation demonstrating signatory authority is required. Attach additional sheets, if necessary.

\_\_\_\_\_ I/we hereby certify that the information provided herein is true and correct based on all information available to me.

\_\_\_\_\_ I/we understand that the Planning Board may require additional information and additional consulting fees associated with processing this application.

\_\_\_\_\_ Any errors in the information provided or presented by me or my representatives may be cause for denial or revocation of a favorable decision.

\_\_\_\_\_ I/we may be represented by counsel or engineer at my/our expense. A written power of attorney or similar document must be provided.

\_\_\_\_\_ I/we am/are responsible for all other applications, permits and approvals that may be required by law.

***Please photocopy this page if need for notarizing individual signatures.***

Date: \_\_\_\_\_

**Owner(s):** (1) \_\_\_\_\_

(2) \_\_\_\_\_

(Print Name)

(Print Name)

(Signature)

(Signature)

Date: \_\_\_\_\_

**Applicant(s):** (1) \_\_\_\_\_

(2) \_\_\_\_\_

(Print Name)

(Print Name)

(Signature)

(Signature)

Date: \_\_\_\_\_

**Engineer(s):** \_\_\_\_\_

(Print Name)

(Signature)

(Surveyor's Stamp)

**NOTARY STATEMENT:****COMMONWEALTH OF MASSACHUSETTS**\_\_\_\_\_ **County**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, and proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person(s) whose name(s) is (are) signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, in my presence.

\_\_\_\_\_  
Notary Public Signature\_\_\_\_\_  
Notary Stamp\_\_\_\_\_  
My Commission Expires