

TOWN OF FRANCESTOWN
Planning Board
APPLICATION FOR DESIGN REVIEW (Page 1 of 3)

Application is being filed:

- During regular business hours on _____ (date)
for formal submission at the regular meeting on _____ (date)¹.

OR

- By special arrangement with the Chairperson on _____ (date) at _____ (location)
for formal submission at the regular meeting on _____ (date).

Property Owner Information (if other than an individual, indicate name of organization and its principal owner, partners, corporate officers and key contacts):

- Name: _____
- Address: _____
- Telephone: _____

Applicant Information (if different than owner):

- Name: _____ Contact _____
- Address: _____
- Telephone: _____

General Property Information:

- Location of Property: _____
- Tax Map: _____ Lot Number _____ Zoning District: _____
- Number of Acres of Total Landholding: _____
- Number of Lots to be Created: _____
- Conservation Overlay Districts Involved: _____

Description of Project: _____

¹ Regular business hours of the Planning Board are between 7:15 p.m. and 7:30 p.m. on the third Tuesday of each month. The regular meeting of the Planning Board is on the third Tuesday of each month.

6. CHECKLIST. The following checklist is provided to assist the applicant in preparing his application. Although design review applications are not subject to the same rigorous completeness review as a final application, a meaningful preliminary review will be difficult if these minimum requirements are not met.

	<u>Applicant</u>	<u>Board Use Only</u>
1) 2 copies of a properly completed and signed application form including names and addresses of all those requiring notification. All information shall be accurate, as indicated by Town records, to within 5 days prior to filing. (Mandatory)	_____	_____
2) Application fees and materials (Mandatory)	_____	_____
3) 4 copies of a plat. Recommended plat details include:		
• Name of applicant	_____	_____
• Names of all abutters/lease holders	_____	_____
• Adequate location plan	_____	_____
• Existing/proposed lot lines	_____	_____
• Location of all test pits and proposed leachfields	_____	_____
• Location of proposed drives & streets	_____	_____
• Soils data	_____	_____
• Topographic data	_____	_____
• Boundary survey	_____	_____
• North arrow	_____	_____
• Map legend	_____	_____
4) List of state/federal permits required	_____	_____

For Board Use Only

	<u>Key Action Points</u>	<u>Date</u>
1)	Application Received	
2)	Completeness Review	
3)	List of deficiencies sent to applicant	
4)	Certified notices mailed	
5)	Newspaper ad run	
6)	Notices posted on local bulletin boards	
7)	Site inspection (if appropriate)	
8)	Opinion of Conservation Commission received	
9)	Joint hearing(s) scheduled for	
10)	Application accepted/denied as complete	