

FORM M

FORM A PLAN CHECK LIST MIDDLEBOROUGH PLANNING BOARD

Name: _____ Location: _____ Lots: _____
Date: _____

Form A Application:	Initial or Comment
Properly Executed Form A Application: (MSR&R Sect. III.A.1) All Owners & Applicant	
via (Corporation), Pres./VP & Treasurer /Auth. Agent Signature & documents presented	
via Realty Trust; All Trustees (unless Trust specifies otherwise) sign and trust documents presented	
via LLC, (Limited Liability Corp.), Resident Agent & documents presented	
via LLP, (Limited Liability Partners), Authorized partner sign & documents presented	
Submission of Application, Plan & Fees:	Initial or Comment
Fee: Application \$ _____ / lot (MSR&R Sect. II.F) – Fees shall not be required for parcels that do not meet the criteria of a lot	
Notice to Tax Collector: All Owners, Applicants/Petitioners	
Mylar, five (5) prints, (MSR&R Section III.A.1) pdf for electronic file	
Evidence to show plan does not require approval (MSR&R Sect. III.A.1)	
P. Dept. Date Stamp, Paid Stamp, Record Stamp, Make copy for Town Clerk, Town Clerk Time/Date Stamp, Expires in 21 Days, Put on Agenda/Posting, after P. Board endorses Town Clerk to Time/Date Stamp within 21 Days	

Contents of Plan: (MSR&R Sect. III.A.2)	Initial or Comment
Title block (name of applicant(s) & owner(s) of record, scale, north arrow & date) (MSR&R Sect.III.A.2.a)	
Statement: “Approval Under Subdivision Control Law Not Required (MSR&R Sect.III.A.2.b)	
Statement: “The Middleborough Planning Board’s endorsement makes no determination as to compliance with zoning.” (Near Endorsement Block)	
Planning Board’s signature space in proximity to statements	
Zoning classifications and dimensional requirements: RA, RB, RR, B, I, GU, GUX, GUA & CD (MSR&R Sect.III.A.2.c) (ZB 2.1, 4.0)	

Contents of Plan: (MSR&R Sect. III.A.2) Continued Initial or Comment

Overlay Districts: FPD, WRPD, DOD, SRD SGC (MSR&R Sect.III.A.2.c) (ZB 2.2)	
WRPD-Water Resource Protection District (Part of Zoning) & Show 25' no touch zone	
In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the applicant shall be shown (MSR&R Sect.III.A.2.d)	
Notice of any decisions by the Zoning Board of Appeals including but not limited to Variances, Special Permits or other exceptions of land impacting zoning (MSR&R Sect.III.A.2.e)	
Names of abutters from the most recent local tax list unless the applicant has knowledge of any changes subsequent to the latest available Assessor's records. (MSR&R Sect.III.A.2.f)	
Names and status of streets, w/layout decree # or date (dimensions both sides of street) (MSR&R Sect.III.A.2.g)	
*If not a public way, copy of Town Clerk Certification that street is maintained and used as a public way.	
*If private way is in existence prior to SCL, for determination of Sufficient Width and Grade (Need Reference to Planning Board's finding including date and ending date), are edges of travelled way shown? Proof that way existed on 2/17/66 MSR&R Effective Date.	
Bearings and distances of all lines of the lot or lots (MSR&R Sect.III.A.2.h)	
Locations of all existing buildings, including setback and side and rear yard designations. (MSR&R Sect.III.A.2.i)	
Location of all bounds, watercourses, fences, and walls. (MSR&R Sect.III.A.2.j)	
Locus map at appropriate scale. (MSR&R Sect.III.A.2.k)	
Area of land satisfying lot area requirements. (MSR&R Sect.III.A.2.l)	
Location of all buildings, wells, and septic systems	
Location of any rights of way or easements with bearings and distances	
Location of any wetland. Does wetland impact frontage? If no wetland, state so!	
Vital access standards met and not illusory – Access to buildable upland, Common drive	
Shape factor: $SF = P^2/A$. $SF < 30.0$ (ZB 4.2.3)	
Upland building area: 12,000 SF min. contiguous upland outside of WPA (Circle 123.7'+ diameter, Rectangle: 120' x 100' (100' min. dim.), or Square 109.6' min, 75% house inside not including accessory structures) (ZB 4.2.4)	
Lot width at setback (>90% of required frontage) (ZB 4.2.5)	

Contents of Plan: (MSR&R Sect. III.A.2) Continued

Initial or Comment

Note: Any parcel created which is not a lot, i.e. does not have adequate frontage for a building, shall have noted "This parcel shall not be used or available for the use as the site of one or more buildings under the town of Middleborough Zoning By-Laws."	
Drawn in accordance with Registry of Deeds	
Plan drawn to a scale of forty feet (40') to the inch	

- **NOTE: Per the Town of Middleborough Stormwater Rules and Regulations, effective August 10, 2020, any alteration, disturbance, development or redevelopment exceeding 10,000s.f. may require an Administrative Stormwater Review Permit or General Stormwater Management Permit prior to groundbreaking activity.**

