



TOWN OF HOLDEN MASSACHUSETTS

Holden Planning Board Plan Submittal Requirements

The following materials are required for plans to be accepted by the Holden Town Clerk. All application fees paid by check should be made payable to the Town of Holden. If you have specific questions regarding the plan submittal requirements, please contact Dennis Lipka.

Application packages may be obtained either from the Town Clerk's Office or the Department of Growth Management. Information and forms for the abutter's list may be obtained from the Town Assessor's Department, located on the second floor of the Starbard Building.

Approval Not Required Plans

- 1 Original Mylar Plan prepared by a registered land surveyor
 - the plan must show a locus map (1" = 800')
 - the plan must show the zoning district
- 1 Sepia or Mylar Copy
- 5 Blueprint Copies
- 2 Completed "Form A" Applications (Must be signed by the property owner)
- 1 Application Fee - \$100 plus \$50/LOT

Preliminary Subdivision Plans

- 1 Sepia or Mylar
- 8 Blueprint Copies
- 2 Completed "Form B" Applications (Must be signed by the property owner)
- 1 Certified Abutters' List – Direct abutters only
- 1 Complete set of peelable mailing labels of abutters/address
- 1 Application Fee of \$500 plus \$50/LOT
- Engineering Review - \$125 plus \$25/LOT

Definitive Subdivision Plans

- 1 Sepia or Mylar (Not the final mylar to be signed by the Planning Board if approved)
- 11 Blueprint Copies

- 12 Copies of the Environmental Review Report
- 2 Completed "Form C" Applications (Must be signed by the property owner)
- 1 Certified Abutters' List – Direct abutters only
- 1 Complete set of peelable mailing labels of abutters/address
- 1 Application Fee of \$1,000 plus \$100/LOT
Engineering Review - \$1,000 plus \$150/LOT
Revisions - \$300 plus \$50 PER AFFECTED LOT

Site Plan Review Special Permit Application

- 1 Sepia or Mylar (MODIFICATION – APPLICATION FEE \$100)
- 9 Blueprint Copies
- 2 Completed Special Permit Applications (Must be signed by the property owner)
- 1 Certified Abutters' List – All abutters within 300 feet
- 2 Complete sets of peelable mailing labels of abutters/address
- 1 Application Fee of \$250 plus \$10/PER PARKING SPACE

Reapproval

25% of the Planning Board Filing Fee

Inspection Fees

7.25% of Bond Amount
 $\frac{1}{2}$ Due on Anniversary Date of Approval
 $\frac{1}{2}$ Due on 2nd Anniversary Date of Approval

PLEASE NOTE: **ALL FEES, WITH THE EXCEPTION OF INSPECTION FEES, ARE DUE AT THE TIME OF SUBMISSION**