

## Instructions for Preliminary Subdivision Plans

A preliminary plan of a subdivision may be submitted to the Planning Board, the Board of Health and the Conservation Commission for discussion and acceptance, modification or disapproval by the Planning Board. A preliminary plan is required for all non-residential subdivisions. It is optional for residential subdivisions.

Any person who wishes to submit a preliminary plan needs to do the following:

1. Have a plan prepared according to the requirements of Section 3.013 of the *Rules and Regulations Governing the Subdivision of Land in Winchendon, MA*.
2. Fill out a Form B.
3. Submit the Form B to the Town Treasurer for tax certification. Allow up to ten (10) days for completion of the certification.
4. Submit a copy of the Form B and one copy of your plan to the Board of Health and obtain a written receipt for them.
5. Submit a copy of the Form B and one copy of your plan to the Conservation Commission and obtain a written receipt for them.
6. Submit the tax certified Form B to the Town Clerk along with an original plan, five (5) contact prints, and the filing fee of \$30 per lot. Include your receipts from the Board of Health and the Conservation Commission with your Form B. You may also be required to pay engineering fees incurred by the Planning Board in its review of your plan. You will be informed of that cost at a later time, if indeed it becomes necessary. You may request a receipt for your plans from the Town Clerk.
7. The Planning Board will notify you of the date of the meeting at which they will begin their review of your plan. You are required to attend that meeting.
8. Within 45 days of the date the Form B was submitted to the Town Clerk, the Planning Board and the Board of Health will notify you( by certified mail) and the Town Clerk of their decision on your plan.
9. Approval or acceptance of a Preliminary Plan does not constitute final approval of your subdivision.