

# BELLINGHAM PLANNING BOARD FORM K

The Subdivision Regulations, Sections 312 and 321 require that when either Preliminary or Definitive Subdivision Plan is submitted to the Planning Board the applicant shall circulate plans and all application material as outlined below. The Planning Board also requires a completed Form K for all Special Permit and Development Plan applications.

**Procedure for submitting the Form K: Prior to submission, the Town Planner must check the contents of the application to assure its completeness and mark the checkbox below to indicate compliance.**

The Form K is then used for distribution and is returned, fully endorsed, with all the materials for official submission to the Planning Board. The Planning Board will accept the application last and only upon delivery with the completed Form K.

Pre-Submission check (Town Planner signature required) \_\_\_\_\_ Project Name: \_\_\_\_\_

<u>Department</u>	<u>#Copies</u>	<u>Size/Other Docs Required</u>	<u>Received by:</u>	<u>Date:</u>
Board of Assessors	1	11x17 plans	_____	_____
Town Clerk	1	11x17 plans	_____	_____
Town Administrator	1	11x17 plans	_____	_____
Disability Commission	1	11x17 plans	<i>Please deliver to Town Administrator's Office</i> _____	_____
Historical Commission	1	11x17 plans	<i>Please deliver to Town Administrator's Office</i> _____	_____
Building Inspector	1	11x17 plans	_____	_____
Conservation Commission	1	Full size / Drainage and Stormwater	_____	_____
Board of Health	1	11x17 plans	_____	_____
DPW Superintendent	1	Full size / Drainage, Stormwater, Traffic	_____	_____
Fire Department	1	Full size plans	_____	_____
Police Safety Officer	1	Full size plans / Traffic	_____	_____
*Planning Board	8	See Below*	_____	_____
**Peer Review Consultants	1 each	See Below**	_____	_____

\* One (1) full size and seven (7) 11" x 17" size of the plans/drawings are required. Only one (1) copy of drainage report is required, but seven (7) copies of all other written documentation and studies/reports, such as traffic, are required.

\*\* Upon request of the Town Planner, you may be asked to send a full set of the Application documents and plans to the Town's Peer Review Consultants (see Peer Review Procedures).