



**Form B**  
**APPLICATION FOR APPROVAL OF PRELIMINARY PLAN**

To the Planning Board of the Town of Sandwich:

The undersigned herewith submits the accompanying Definitive Plan of a proposed Subdivision, entitled: \_\_\_\_\_ dated \_\_\_\_\_, located in the Town of Sandwich for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations of the Sandwich Planning Board.

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

2. Name of Engineer and/or Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_

3. Name of Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Property Owner(s): \_\_\_\_\_

Deed of property recorded in Barnstable County Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_

or under Certificate of Title No. \_\_\_\_\_ Registered in Land Registry District, Book Registered in Land Registry District, Book \_\_\_\_\_ Page \_\_\_\_\_.

Subject Property: Map \_\_\_\_\_ Parcel \_\_\_\_\_. (Found on tax bill) Zoning District: \_\_\_\_\_

Registry of Deeds title reference: Book \_\_\_\_\_, Page \_\_\_\_\_, or Certificate Of Title Number \_\_\_\_\_ & Land Court Lot # \_\_\_\_\_ & Plan # \_\_\_\_\_.  
(Call Barnstable County Registry at (508) 362-7733).

Date subject lot was created in its present form (Call Barnstable County Registry at (508) 362-7733). \_\_\_\_\_

Property Address: \_\_\_\_\_  
Property Access: \_\_\_\_\_

### **3.B PRELIMINARY PLAN**

#### **3.B.1 GENERAL**

A Preliminary plan of a Subdivision may be submitted by the Applicant for action by the Board. The submission of such plan will enable the Applicant, the Board and other municipal agencies to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Six (6) copies of the plan, together with a properly executed Form B and a disk with a digital submission consistent with the Planning Board's Electronic Filing policy, which can be found on the Town's website or at the Town offices, shall be submitted to the Board in addition to copies to the Town Engineer, Board of Health, Conservation Commission, and the Water District, (a total of 10 copies) and written notice of such submission made to the Town Clerk by delivery or Registered Mail, accompanied by a copy of the completed application. Proof of such submission to the Town Clerk shall be submitted to the Planning Board at the time the application is delivered to the Board.

a. A filing fee made payable to the Town of Sandwich is required at the time of submission of a Form B. (Refer to Fee Schedule).

#### **3.B.2 CONTENTS**

The Preliminary plan, so titled shall be drawn on Mylar, vellum or bond at a scale of 1"=100' on sheets not to exceed 24" x 36". Said Preliminary plan should show sufficient information about the subdivision in order to form a clear basis for discussion of its problems and for the preparation of the Definitive plan. Such information will be as follows:

- a. The proposed name of the subdivision, the boundaries, date, scale, north point, bench marks, assessor's number, a locus at a scale sufficient to identify the location of the property, present zoning, including overlay districts, the name of the owner and/or the Applicant and the designer, engineer or surveyor and the stamp and signature of the registered land surveyor and/or civil engineer.
- b. In the case of a Preliminary plan of a subdivision that includes less than all of the land owned by the Applicant adjacent to or abutting the subdivision, the Preliminary plan shall be accompanied by a plan showing the location and area of all land owned by the Applicant adjacent to or abutting the subdivision and indicating the section for which approval is requested.
- c. The names of all abutters as they appear in the most recent tax list and approximate intersecting boundary lines of the abutting lands.
- d. The lines of existing and proposed streets, ways, easements and public or common areas within the subdivision in a general manner.
- e. The approximate boundary lines of proposed lots, with approximate areas and dimensions.
- f. Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- g. The proposed system of storm drainage, including adjacent existing natural waterways with computed runoff flows.
- h. The location of major site features such as existing stonewalls, fences, buildings, large trees, rock ridges and outcroppings, swamps and water bodies.

- i. The existing and proposed topography at a two (2) foot contour interval. Contours shall extend a sufficient distance to indicate the effect of the subdivision on abutting property.
- j. Location relative to the Water Resource District shall be shown, if applicable.

### **3.B.3 BOARD ACTION**

The Planning Board and the Board of Health shall within forty-five (45) days after submission, give such Preliminary plan its approval, with or without modification or shall disapprove such plan stating its reasons. The Town Clerk and the applicant shall be notified of both Boards' decision in writing. Such approval does not constitute approval of a subdivision.