

## PLANNING BOARD

**TOWN OF WRENTHAM**  
WRENTHAM TOWN HALL  
79 SOUTH STREET  
WRENTHAM, MASSACHUSETTS 02093  
P: (508) 384-5441 | F: (508) 384-3174  
[planning@wrentham.ma.us](mailto:planning@wrentham.ma.us)  
[www.wrentham.ma.us](http://www.wrentham.ma.us)

### **FORM 2 – PRELIMINARY PLAN APPLICATION SUBMISSION REQUIREMENTS**

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**Submission Requirements:** All submissions must adhere to the requirements of the Town of Wrentham’s Rules and Regulations Governing the Subdivision of Land. The Regulations can be found on the Wrentham Planning Department webpage.

**Pre-submission Review** – It is highly recommended that a pre-filing review of the Application packet by the Technical Review Committee be conducted prior to submission.

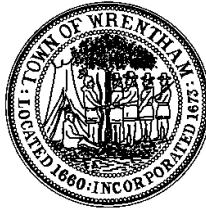
**Submission:** All application materials must be submitted in a complete packet for staff to review and schedule a hearing. Incomplete submissions will cause a delay in processing. All applications must be submitted in person to the Planning Department during regular business hours – Monday, Wednesday & Thursday 8 a.m.-4 p.m., Tuesday 8 a.m.-7 p.m., and Friday 8 a.m. – 12 p.m. No electronic or mail in submissions allowed.

#### **Preliminary Subdivision Plan Application Checklist:**

##### **Planning Board:**

- Form 2 - Application for Preliminary Subdivision Plan Approval** – including **all** required signatures – Three (3) original
- Proof of Submission to Board of Health**
- Project Description / Narrative**
- Waiver Requests** – A list of all waivers from all relevant sections of the Zoning By-Law specific to your application.
- Certified Abutters List** - Contact the Assessor’s Office
- Fees** – includes all applicable fees outlined on the Fee Schedule.
- Additional Materials as Needed / Required to Support the Application or as required by the Subdivision Rules & Regulations.**
- Copies Required:**
  - Nine (9) 23” x 36” paper copies
  - Eight (8) 11” x 17” paper copies
  - One (1) copy of all plans and additional materials in PDF Format (on disk or flash drive).

Additional information and guidance can be found on the Planning Board webpage located at [www.wrentham.ma.us](http://www.wrentham.ma.us). Please contact the Planning Department if you have any questions.



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**FORM 2  
APPLICATION FOR APPROVAL OF A  
PRELIMINARY SUBDIVISION PLAN**

Application No.: PP \_\_\_\_\_

Date: \_\_\_\_\_

**1. OWNER OF RECORD:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Deed recorded in the Norfolk County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

**2. NAME OF APPLICANT (If Not Owner):** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**3. ENGINEER / LAND SURVEYOR:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**4. NAME OF AGENT / CONTACT PERSON:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**5. ZONING INFORMATION:**

Zoning District: \_\_\_\_\_ Total Site Area: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_

Assessor's Parcel Id(s): \_\_\_\_\_

Overlay Districts (check all that apply):

Aquifer Protection     Special Use District     Watershed Protection     Floodplain District

Is any zoning relief being requested:  Yes     No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**6. PROJECT INFORMATION:** Provide a brief narrative of the project: \_\_\_\_\_

\_\_\_\_\_

Project Information continued...

Site Access Street(s): \_\_\_\_\_

Number of Proposed Lots: \_\_\_\_\_ Proposed Area of Lots: \_\_\_\_\_

Linear Feet of Roadway(s): \_\_\_\_\_ Proposed new roads:  Public  Private

Will the project require removal of soils from the site?  Yes  No

If yes, how many cubic yards and where is the soil being relocated: \_\_\_\_\_

In a general manner, describe the system of drainage. \_\_\_\_\_

Does the project affect any of the following:

- Important wildlife habitats and /or outstanding botanical features?
- Historic sites/buildings eligible or listed on the Federal/State Historic Register?

Is the proposed work located within  25 ft. or  100 ft. of a wetland and/or  200 ft. of a stream/river?

7. **AFFIDAVIT** by Engineer / Land Surveyor who stamped/signed the plan that all items required per Section 3.312 of the Wrentham Rules & Regulations are shown (enclose attested document).

**8. REQUIRED SIGNATURES:**

- Both required signatures 8A and 8B must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

**8.A. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:** Both the Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the APPLICANT and OWNER(S) named above and as defined under Chapter 41, Section 81-L, hereby submits said plan as a PRELIMINARY plan in accordance with the Rules & Regulations of the Wrentham Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Rules & Regulations

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(If Not Applicant)

**8.B. REQUIRED SIGNATURE: TAX COLLECTOR** (To be completed by the Tax Collector)

**Note: Delinquent bills must be paid in full before your application can be processed. Please make arrangements to pay all outstanding bills to the Tax Collector’s Office.**

The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Wrentham, MA.

\_\_\_\_\_  
Tax Collector’s Office – Name (Please Print)

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date