

# **Town of Douglas**

## **Planning Board**

### Application Submittal Checklist

#### Approval Not Required (ANR) Applications

1. Two (2) complete applications (one (1) with original signature(s)).
2. Two (2) full-size (24" x 36") copies with the original mylar and a .pdf version of the plan contained on a thumb drive or delivered via email to [jcouture@douglas-ma.gov](mailto:jcouture@douglas-ma.gov) and [jcharbonneau@douglas-ma.gov](mailto:jcharbonneau@douglas-ma.gov).  
The plan must conform with the Rules and Regulations Governing the Subdivision of Land Section 3.3.3 "Contents".
3. Tax Verification Form signed by the Tax Collector.
4. The required Application Fee pursuant to the Planning Board's Fee Schedule (see attached) in cash or check made out to the Town of Douglas.

#### Special Permits and Site Plan Review

1. Two (2) complete applications (one (1) with original signature(s)).
2. Seven (7) full-size (24" x 36") copies with 12 reduced copies (11" x 17"), the original mylar and a .pdf version of the plan contained on a thumb drive or delivered via email to [jcouture@douglas-ma.gov](mailto:jcouture@douglas-ma.gov) and [jcharbonneau@douglas-ma.gov](mailto:jcharbonneau@douglas-ma.gov).
3. The required Application Fee pursuant to the Planning Board's Fee Schedule (see attached) in cash or check made out to the Town of Douglas.
4. Certified Abutter List from the Assessor's Department. (All properties or portions thereof located within a 300-foot radius of the subject parcel(s) and the Planning Boards for all adjacent communities).
5. Tax Verification Form signed by the Tax Collector.

#### Preliminary Subdivisions

1. Two (2) complete applications (one (1) with original signature(s)).
2. Seven (7) full-size (24" x 36") copies with 12 reduced copies (11" x 17"), the original mylar and a .pdf version of the plan contained on a thumb drive or delivered via email to [jcouture@douglas-ma.gov](mailto:jcouture@douglas-ma.gov) and [jcharbonneau@douglas-ma.gov](mailto:jcharbonneau@douglas-ma.gov). The plan must conform with the Rules and Regulations Governing the Subdivision of Land Section 4.1.4 "Contents".
3. The required Application Fee pursuant to the Planning Board's Fee Schedule (see attached) in cash or check made out to the Town of Douglas.
4. Tax Verification Form signed by the Tax Collector.

#### Definitive Subdivisions

1. Two (2) complete applications (one (1) with original signature(s)).
2. Seven (7) full-size (24" x 36") copies with 12 reduced copies (11" x 17"), the original mylar and a .pdf version of the plan contained on a thumb drive or delivered via email to [jcouture@douglas-ma.gov](mailto:jcouture@douglas-ma.gov) and [jcharbonneau@douglas-ma.gov](mailto:jcharbonneau@douglas-ma.gov). The plan must conform with the Rules and Regulations Governing the Subdivision of Land Section 4.2.3 "Contents".
3. The required Application Fee pursuant to the Planning Board's Fee Schedule (see attached) in cash or check made out to the Town of Douglas.

4. Certified Abutter List from the Assessor's Department. (All properties or portions thereof that abut the subject parcel(s), including those across an existing roadway(s) and the Planning Boards for all adjacent communities).
5. Tax Verification Form signed by the Tax Collector.

#### Scenic Road Permit

1. Two (2) complete applications (one (1) with original signature(s)).
2. Seven (7) full-size (24" x 36") copies with 12 reduced copies (11" x 17"), the original mylar and a .pdf version of the plan contained on a thumb drive or delivered via email to [jcouture@douglas-ma.gov](mailto:jcouture@douglas-ma.gov) and [jcharbonneau@douglas-ma.gov](mailto:jcharbonneau@douglas-ma.gov). The plan must conform with the General Bylaws Article 5, §5.
3. The required Application Fee pursuant to the Planning Board's Fee Schedule (see attached) in cash or check made out to the Town of Douglas.
4. Certified Abutter List from the Assessor's Department. (All properties or portions thereof located within a 100-foot radius of the subject parcel(s) plus Douglas Board of Selectmen, Conservation Commission, Historical Commission, Town Engineer, Tree Warden and the Highway Department).
5. Tax Verification Form signed by the Tax Collector.