



**OFFICE OF THE  
PLANNING BOARD  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
planningboard@dunstable-ma.gov**

### **Planning Board Filing Requirements – revised 10/04/2021**

All forms and documents may be found on the Town of Dunstable website: [www.dunstable-ma.gov](http://www.dunstable-ma.gov) on either the Planning Board or the Town Clerk pages.

**Town Engineer** - David Langlais [\\_dlanglais@hoyletanner.com](mailto:dlanglais@hoyletanner.com) – Hoyle Tanner, 50 High Street, 4<sup>th</sup> Floor, Suite 49, North Andover, MA 01845 (978-296-4433)

#### **Note for all applications:**

- a. If the applicant is not the property owner or if the plan involves any parcel that is not owned by applicant, please have **all** owner(s) sign the application, or provide authorization from the owner that the applicant may act on their behalf.
- b. Review the General Bylaw for Stormwater Management & Erosion Control & Post Construction Bylaw.

#### **ANR Plan**

**Submit the following to the Town Clerk by hand delivery or certified/registered mail:**

- 1 copy of completed Form A with the date of submission to the Planning Board
- 1 paper copy of plan

**Submit the following to the Planning Board office (511 Main Street Dunstable):**

- 3 copies of the completed Form A
- 1 paper copy of the ANR plan
- Inverse calculations for each lot
- Filing fees: See Planning Board Fee Schedule. Checks must payable to "The Town of Dunstable"

**Submit the following to the Town Engineer:**

**Note:** Submit the entire package to the Town Engineer at least one week before the scheduled Planning Board meeting. This gives the engineer time to review the application before the meeting.

- 1 copy of completed Form A – Application must show necessary evidence that the plan does not require approval under subdivision control.
- The ANR plan
- Inverse calculations for each lot

**For the meeting:**

- 1 Mylar original of plan (24"x36" max.) to be signed
  - 6 large paper copies (24"x36" max.) of plan to be signed
- Mylar and copies of plans should be the latest revision after engineering review. Make sure the latest **revision date** is on the plan.

#### **Special Permit**

**Submit the following to the Town Clerk:**

- 6 copies of the completed Special Permit application w/narrative.



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- 6 paper copies (24"x36" maximum) of the site plan
- 6 copies of the list of waivers that are being requested (if any)
- 2 sets of drainage calculations, if any
- 2 copies of the certified (by Town Assessor's office) abutters list
- 1 set of abutter mailing labels
- Filing fees: See Planning Board Fee Schedule. Must be **separate** checks payable to "The Town of Dunstable"
- Applicant will be billed for advertising of hearing in a newspaper of general local circulation. This must be paid before the hearing.

**Submit the following to the Town Engineer:**

- 1 copy of the completed Special Permit application w/narrative
- 1 set of site plans
- 1 copy of the list of waivers that are being requested (if any)
- 1 set of drainage calculations
- 1 set of the certified (by Town Assessor's office) abutters list

**Scenic Road Hearing**

**Submit the following to the Planning Board office:**

- Scenic Road Request form
- Pictures of the site where you want the proposed break in the stonewall/trees removed
- Hand drawing of the lot showing the proposed break in the stonewall and location of any trees to be removed.
- **Filing fees:**  
None, except to pay for the legal notice in the newspaper. Planning Board office will bill the applicant and invoice must be paid before the hearing.

**Preliminary Subdivision**

Note: Submit the entire package to the Town Engineer at least one week before the scheduled Planning Board meeting. This gives the engineer time to review the application before the meeting.

**Submit the following to the Town Clerk by hand delivery or registered mail:**

- 1 copy of completed Form B
- 1 paper copy of the preliminary plan

**Submit the following to the Board of Health office:**

- 1 copy of completed Form B
- 1 paper copy of the preliminary plan

**Submit the following to the Planning Board office:**

- 6 copies of completed Form B.
- 6 sets of paper plans (24"x36" maximum).



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- Filing fees: See Planning Board Fee Schedule. Checks must be **separate** & payable to "The Town of Dunstable"

**Submit the following to the Town Engineer:**

- 1 copy of completed Form B
- 1 paper copy of the preliminary plan

**Definitive Subdivision**

**Submit the following to the Town Clerk by hand delivery or registered mail:**

- Form C stating the date of submission to the Planning Board.
- 1 set of the Definitive subdivision plan.

**Submit the following to the Planning Board office:**

- Review the Zoning Bylaw – Section 29 Community Housing
- 10 sets of paper copies (24x36 maximum) of plan
- 1 original and 5 copies of completed Form C
- 1 copy of abutters list certified by Town Assessor's office
- 1 set of abutter mailing labels
- 1 original of the completed Designer's Certificate (Form D)
- 6 copies of the list of waivers that are being requested (if any), the reason for the request and the expected impact on the construction costs.
- 1 copy of inverse calculations for overall boundary, proposed streets & each lot/ parcel.
- 1 traffic study
- 1 construction operation plan
- 1 draft Homeowners Association document
- Filing fees: See Planning Board Fee Schedule. Checks must be **separate** & payable to "The Town of Dunstable"
- Applicant will be billed for advertising of hearing in a newspaper of general local circulation. This must be paid prior to the meeting.

**Submit the following to the Town Engineer:**

- Copy of the plan
- Copy of Form C
- Copy of abutters list certified by Town Assessor's office
- Copy of the completed Designer's Certificate (Form D)
- Copy of the list of waivers that are being requested (if any), the reason for the request and the expected impact on the construction costs.
- Copy of the inverse calculations for the overall boundary, proposed streets, and each lot or parcel.
- 1 traffic study
- 1 construction operation plan
- 1 draft Homeowners Association document