



**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 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, 4th 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