



**PLANNING &
COMMUNITY DEVELOPMENT**
TOWN of FRANKLIN

Submittal Requirements for Definitive Subdivision Plans

1. Application must be filed with the Planning Department 3 weeks prior to the Planning Board public hearing date.
2. Original Form C and original notarized Certificate of Ownership along with a copy of each
 - a. Signatures must be provided for ALL property owners
3. Certified Abutters list from the Assessors within 300 feet of the property line.
4. An electronic submission of the plan in PDF format to include the application, certificate of ownership and plans. Electronic submissions should be sent via email to alove@franklinma.gov
5. Filing Fees:
 - a. \$2.00 per linear foot of roadway with an \$800 minimum
 - b. Checks shall be payable to "Town of Franklin"
6. Definitive Subdivision plans hard copy:
 - a. 6 sets of 11" x 17" prints of the plan
 - b. 2 sets of 2' x 3' prints of the plan
7. Submit a completed Form R for each waiver request
8. The DPCD will advertise the Definitive Subdivision application and process the abutter notifications at the applicant's expense. As soon as the postal and advertising fees are determined, the DPCD will send an invoice to the applicant. Payment is expected upon receipt of the invoice. Please note that failure to reimburse the town for these expenses in a timely manner may lead to delays in plan approval.
9. Email one copy of all submittal requirements to the Planning Board's Independent Engineer at:

Steve Lee

Email: slee@beta-inc.com

Please note: The applicant will be responsible for all fees associated with this review. BETA Group, Inc. will send a scope of work with an anticipated fee for services. Payment for the amount indicated will be expected prior to services rendered. The fee listed on the scope of services may increase subject to multiple plan modifications submitted for review.

10. Incomplete applications will delay the opening of the public hearing.