

Submittal Requirements for Preliminary Subdivision Plans

1. Application must be filed with the Planning Department 3 weeks prior to the Planning Board public hearing date.
2. Original Form B and a notarized Certificate of Ownership must be submitted
 - a. Signatures must be provided from ALL property owners
 - b. 1 copy of the original
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 and certificate of ownership. Electronic submissions should be sent via email to alove@franklinma.gov
5. Filing fee:
 - a. \$700 for 1-5 lots, \$100 each additional lot
 - b. Checks shall be payable to "Town of Franklin"
6. Preliminary 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. The DPCD will advertise the Preliminary 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.
8. Incomplete applications will not be accepted.²