



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

ANR Plan

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

- Copy of completed Form A with the date of submission to the Planning Board

Submit the following to the Planning Board office:

Note: If possible, submit ANR to the Planning Board office one week before the scheduled Planning Board meeting to allow time for the Town Engineer to review.

- 3 copies of completed Form A - Application must show necessary evidence that the plan does not require approval under subdivision control.
- If applicant is not the owner of property or if the plan involves any parcel that is not owned by applicant, please have **all** the owner(s) sign the Form A.
- 1 Mylar original of plan (24"x36" max.)
- 6 paper copies (24"x36" max.) of plan
- Submit inverse calculations for each lot
- **Filing fee:**
See Planning Board Fee Schedule.
Checks must be payable to "The Town of Dunstable"

Special Permit

Submit the following to the Town Clerk:

- 5 copies of the completed Special Permit application w/narrative
- 5 sets (24"x36" maximum) of the plan/site plan
- 5 copies of list of waivers that are being requested (if any)
- If drainage calculations are included - 3 sets
- 1 copy of certified abutters list by Town Assessor office
- 1 set of abutter mailing labels
- **Filing fees:**
See Planning Board Fee Schedule.
Checks must be **separate** & payable to "The Town of Dunstable"

Note: Applicant will be billed for advertising of hearing in a newspaper of general local circulation.

Scenic Road Hearing

Submit the following to the Planning Board office:

- Scenic Road Request form



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○ **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

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

- Written notice stating the date of submission of preliminary plan to the Planning Board

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

- One copy of completed Form B and the plan

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

- 6 sets of plans
- 6 copies of completed Form B

○ **Filing fees:**

See Planning Board Fee Schedule.

Checks must be separate & payable to "The Town of Dunstable"

Definitive Subdivision

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

- A notice accompanied by a copy of completed Form C stating the date of submission to the Planning Board.

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

- Definitive Plan and 10 paper copies (24"x36" max) of plans
- 1 original and 2 copies of completed Form C
- 1 copy of abutters list certified by Town Assessor's office
- 1 set of abutter mailing labels
- 1 original and 1 copy of the completed Designer's Certificate (Form D)
- 2 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.
- Submit 2 copies of inverse calculations for the overall boundary, proposed streets, and each lot or parcel.

○ **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.