

**SALISBURY PLANNING BOARD PRELIMINARY PLAN  
FILING CHECKLIST**

***Applications will not be stamped in at the Town Clerk's office for the Planning Board, until the Planning Department determines that the following items are included with the application:***

1. Application must be filled out completely and correctly. (Map and Parcel must be included and can be found in the Assessor's Office)
2. Preliminary Plan filing fee. Checks payable to the Town of Salisbury.
3. Plan drawn in accordance with the requirements listed in Salisbury's Subdivision Control Regulations Section 5 (7 COPIES).
4. Treasurer's Office signature to insure all Taxes are paid up to date on the property in question and any applicable betterments are paid in full.
5. Copy of Registered Deed
6. Electronic Copy of Completed Application

**IMPROPER OR INCOMPLETE FILINGS WILL RESULT IN A DELAY IN DECISION, TOWN CLERK WILL SIGN AND STAMP AFTER PLANNING DEPARTMENT SIGNS OFF.**

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Town Clerk

**\*\*\* Notes to Applicant \*\*\***

**Board of Health will approve or Disapprove plans within 45 Days of submission. Planning Board has up to 45 Days from submission to make a decision.**

**SALISBURY PLANNING BOARD  
FORM B  
APPLICATION for APPROVAL of a PRELIMINARY PLAN**

\_\_\_\_\_ **Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_  
Date

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Plan Entitled: \_\_\_\_\_ Dated: \_\_\_\_\_

Zoning District: \_\_\_\_\_

# Lots Created: \_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

Other Permits Required and Status of Applications: \_\_\_\_\_

\_\_\_\_\_

Waivers Requested: \_\_\_\_\_

Copy of Application and Plan Received by Board of Health:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRELIMINARY PLAN SUBDIVISION APPLICATION**  
**TAX AND BETTERMENT PAYMENT CERTIFICATION**

Date: \_\_\_\_\_

**Map:** \_\_\_\_\_ **Parcel:** \_\_\_\_\_

Owners Name: \_\_\_\_\_

Property Address: \_\_\_\_\_, Salisbury MA

I, \_\_\_\_\_, certify that all taxes and applicable betterment's have been paid in full for the property located at **Map** \_\_\_\_\_ **Parcel** \_\_\_\_\_. The next billing date is \_\_\_\_\_.

**Signature:** \_\_\_\_\_  
**Treasurer or Treasurer's Clerk**

**Date:** \_\_\_\_\_

**Attachment 1**

Form B Plan Submittal Checklist

*Before any Form B APPLICATION for APPROVAL of a PRELIMINARY PLAN can be filed at the town clerk's office, the following departments must receive the specified information and sign below that the information has been received. Departments have 45 days within which they may approve, disapprove, or comment on the proposed plan.*

**Board of Health**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Public Works**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Department**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Conservation Commission**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessor's Department**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Department**

(1 Set of Plans) Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(1 copy of application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_