

Madbury Planning Board

Application File Checklist

*Rec'd /
Processed
2/26/12*

Name of Applicant: William Jeanne Shaheen Contact Phone: _____

Map 7 Loc. 35, 77A

Type of application: Subdivision Home Occupation Site Review *Mo? Line*

Application Requirements	File Contents	check
Application form	Completed form	✓
Abutter list provided	Abutter list	✓
Check submitted	Photocopy of check (original to Town Office)	✓
Plans submitted	Current version of plans until approved version is available (below)	✓

OK to schedule hearing? yes (chair) Schedule date: 4/4/12

Refer plans to Board consultant for review and report? YES NO *(above)*

Public Notice Requirements	File Contents	check
Certified mail to abutters	Affix receipts to abutters list	✓
Newspaper notification	Affix newspaper clipping	✓ <i>(email)</i>
Notice posted in two places	Affix copy of notice, dated and initialed by person posting them	✓ <i>(TB) Investigator</i>
Date for hearing:	<u>4/4/2012</u>	

Board Records	File Contents	check
Board consultant(s) report(s)	Reports attached (optional)	✓
Minutes of hearing	Minutes of all hearing dates attached	✓
Correspondence	Correspondence attached	

Final Documentation	File Contents	check
Final plans included in file	Plans attached to folder	✓
Decision letter in file	Letter attached to file	✓
Book and page number of recorded plan (enter here)		