



Madbury Planning Board

Application File Checklist

Name of Applicant: _____ Contact Phone: _____

Map _____ Lot _____

Type of application: Subdivision Home Occupation Site Review

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? _____ (chair) Schedule date: _____

Refer plans to Board consultant for review and report? YES NO

Public Notice Requirements	File Contents	check
Certified mail to abutters	Affix receipts to abutters list	
Newspaper notification	Affix newspaper clipping	
Notice posted in two places	Affix copy of notice, dated and initialed by person posting them	
Date for hearing:		

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)		