



**TOWN OF SOUTHBOROUGH**  
**Planning Board**  
**FORM B**  
**Application for Approval of a Preliminary Subdivision Plan**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Name of Property Owner (if different): \_\_\_\_\_

Address of Property Owner (if different): \_\_\_\_\_

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

Name of Engineer: \_\_\_\_\_

Address of Engineer: \_\_\_\_\_

Engineer's Telephone Number: \_\_\_\_\_ Cell#: \_\_\_\_\_

The undersigned, being the owner of all land included within the proposed subdivision shown on the plan entitled: \_\_\_\_\_

dated \_\_\_\_\_ Zoning District: \_\_\_\_\_ and comprising \_\_\_\_\_ sheets, hereby submit seventeen (17) copies, of the application and plans to the Planning office format and one electronic version of the plans, of which there needs to be 10 large size plans and the balance 11x17 including all information required by the "Rules and Regulations Governing the Subdivision of land in Southborough, Massachusetts", and prepared according to said Rules and Regulations together with a filing and processing fee. See Fee Schedule. If the submittal is determined to be complete, it will be accepted, dated, and copies will be distributed to Town boards and departments for review prior to the Planning Board hearing.

The land included within the proposed subdivision is bounded and described as follows, and the title hereto is derived from \_\_\_\_\_ by deed dated \_\_\_\_\_ and recorded in the Worcester Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_.

Boundary Description (including Southborough Assessors Map & Parcel Number):  
\_\_\_\_\_  
\_\_\_\_\_

(All owners, authorized officers of a corporation or all trustees must sign):

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

A copy of the complete Preliminary Plan and Application must be submitted to the Planning Board

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if, in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. **Applicants should note that this additional material includes amended plans, renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.**

Form B