

CHECKLIST FOR FORM A APPLICATIONS

The following checklist shall be completed in its entirety and be submitted with the Form A as a part of an Approval Not Required Application:

PERMIT TYPE	PERMIT FILING FEE	NUMBER OF PLAN COPIES REQUIRED
APPROVAL NOT REQUIRED (ANR / FORM A)	\$250 plus \$250 per buildable lot	1 Mylar & 6 Copies

- _____ Application fee and submittal requirements (See table above)
- _____ Scale: 1" = 40'
- _____ Date of plan
- _____ North point
- _____ Reference to Assessor's plan number
- _____ Reference to recently recorded plans for the parcel
- _____ Name of the person for whom the plan is prepared or name of the applicant
- _____ Name of engineer or surveyor preparing the plan:
 - _____ Seal
 - _____ Signature
- _____ Flood Plain and Watershed Protection District
- _____ Area of flood plain included within each lot
- _____ All other wetlands and flood plain
- _____ Lots: area, frontage and dimensions of all whose dimensions are altered by the plan
- _____ Area, frontage dimensions and bearings of all proposed lots
- _____ Contiguous lots in common beneficial ownership with land that is the subject of the plan
- _____ Locus plan at a scale of at least 1" = 800'
- _____ Streets bounding or near the property

For a compiled plan:

- _____ Identity of plans from which compiled
- _____ Identity of each plan referenced or relied upon by the plan
 - _____ title
 - _____ date
 - _____ person who prepared the plan
 - _____ date of preparation
 - _____ approval by Planning Board
 - _____ recorded reference to the plan in the Registry of Deeds or Land Court
- _____ Lot Shape Square for frontage
- _____ Upland area for all lots
- _____ Setbacks for all existing structures
- _____ Zoning District
- _____ Digital copy of the plan in both AutoCAD and .pdf format
- _____ A note stating the PURPOSE of the plan (creation of lot, land transfer, etc.)

The plan must include the following note: **ENDORSEMENT OF THIS PLAN DOES NOT CONSTITUTE AN INTERPRETATION OF ZONING.**

Do not show the entirety of any parcels except those that are the subject of the Application or in common beneficial ownership.

If applicable the plan should also include the following language: THE WETLANDS DELINEATION LINE AS DEFINED BY THE WETLANDS PROTECTION ACT, CHAPTER 131, SECTION 40, AND THE TOWN OF HINGHAM CONSERVATION COMMISSION BY-LAWS HAS NOT BEEN VERIFIED BY THE HINGHAM CONSERVATION COMMISSION OR APPROVED BY THIS ENDORSEMENT.