

DRAWING DISTRIBUTION SIGNOFF SHEET

Submittals to the Planning Board and Building Department

TYPE OF SUBMITTAL (Approval not required - ANR, Special Driveway Permit, Preliminary Subdivision, Definitive Subdivision, Definitive Subdivision - As Built, or Site Plan Review)

TITLE AND TYPE _____

APPROVED YES _____ NO (Explain) _____

DATE: _____

Board Receiving Drawing(s)	Authorized Signature	Date
1. Board of Assessors	_____	_____
2. Building Department	_____	_____
3. Conservation	_____	_____
4. D.P.W.	_____	_____
5. Board of Health	_____	_____
6. Light Department	_____	_____
7. Planning Board	_____	_____
8. Town Clerk	_____	_____
9. Fire Department	_____	_____
10. Police Department	_____	_____

PLEASE NOTE DISTRIBUTION REQUIREMENTS:

- ANR:** 1, 2, 4, 7, and 8
- Special Driveway Permit:** 2, 3, 4, 7 (2 copies), 8, 9 and 10 .
- Preliminary Subdivision:** 2, 3, 4, 6, 7 (3 copies) and 8
- Definitive Subdivision - Initial Sub:** 2, 3, 4, 5, 6, 7 (3 copies), 8, 9, 10
- Definitive Subdivision - Approved:** 1, 2, 3, 4, 5, 6, 7 (2 copies), 8, 9 and 10
- Definitive Subdivision As-Built:** 4, 6, 7 and 8
- Site Plan Review:** 1, 2, 3, 4, 5, 6, 7 (2 copies), 9 and 10