



**Madbury Planning Board**

**Application File Checklist**

ONE HOME BUILDERS, LLC  
 BEALS ASSOCIATES  
 CHRISTIAN SMITH, PE

Name of Applicant: \_\_\_\_\_ Contact Phone: 583-4860

Map 1 Lot 20

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)		