

**Madbury Planning Board**

5/13/2011

(1B)

**Application File Checklist**

Name of Applicant: Garvey & Co. Contact Phone: \_\_\_\_\_

Map 9 Lot 16A

Type of application:  Subdivision  Home Occupation  Site Review *and lot line*

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? *yes*  YES  NO Schedule date: 6/1/11

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:	<u>June 1</u>	

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	N/A

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)		