



Madbury Planning Board

Application File Checklist

*Represented by
Mark West, West Environmental
Lee, NH
(603) 659-0416*

Name of Applicant: Ronda MacLeod Contact Phone: _____

Map 11 Lot 03

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)	✓ \$2030 - \$200.00
Plans submitted	Current version of plans until approved version is available (below)	

OK to schedule hearing? (chair) Schedule date: 10/7/2009 @ 7:30pm

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	✓ 9/26 print date
Notice posted in two places	Affix copy of notice, dated and initialed by person posting them	✓
Date for hearing:	<u>10-7-09</u>	

Board Records	File Contents	check
Board consultant(s) report(s)	Reports attached (optional)	Yes - Jack McEtee 10/6/09
Minutes of hearing	Minutes of all hearing dates attached	10/7/09
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	✓ 10/28/2009
Book and page number of recorded plan (enter here)		