



**TOWN OF HOLLISTON
PLANNING BOARD**

703 Washington Street
Holliston, MA 01746
(508)429-0635

SUBDIVISION AND SITE PLAN APPLICATION CHECKLIST

- _____ **Completed** signed application (Original and 14 copies)
- _____ Eight (8) full size plan and six 11" x 17" (6) copies of the plan set sets
(See S. 4.2.3 and 7.4 if filing prelim. or S. 4.3.1 and 7.4 if filing definitive)
- OSRD Plan (Existing Conditions and Site Context Map, wetlands, open space and buffers, location and alignment of roads, driveways, utilities, and lot lines)
 - Subsurface Soil Data
 - Conventional Subdivision Plan
 - Traffic Impact Assessment (if applicable)
- _____ Two drainage reports
- _____ Certified abutters list (1 copy)
- _____ Two sets of stamped envelopes to all abutters and six surrounding towns. Also include one stamped envelope addressed to the Owner and Applicant (if different than the Owner) and one certified stamped envelope. Labels will be supplied by the Assessor's office.
- _____ Filing Fee (Refer to fee schedule)

Please note: Failure to submit a complete application can result in a hearing continuance until the Planning Board receives all information.