

Application # _____
Map _____ **Lot** _____

**APPENDIX A TO, AND FORMING A PART OF
THE LYME SUBDIVISION REGULATIONS**

LYME PLANNING BOARD

Preliminary Application for Subdivision Review

This application should be completed by anyone who would like to divide his/her property into two or more lots or sites, or alter or divide his building into condominium units or otherwise carry out a subdivision and would like to meet with the Planning Board at a regular Planning Board meeting for a preliminary review of the proposed subdivision. Such a review will save time and effort by making the final review process more efficient.

This application should be completed and delivered to the Planning Administrator at least 15 days prior to the Planning Board meeting at which time the application will be reviewed. If the Administrator concludes you have addressed each item and all filing fees have been paid, a hearing will be publicly noticed.

If during the hearing, the Board finds that the application is complete, the application will be accepted for review and the Board will give the Owner a receipt certifying such acceptance. The Board may act on a routine application at the same hearing at which the application is submitted. In any event, the Board must begin formal consideration of the application within 30 days of acceptance for review unless the Owner agrees otherwise, and will act to approve or disapprove within 65 days. Upon request by the Board, the time for action may be extended by the Selectboard by an additional 90 days.

1. Owner (s):

Address:

Telephone:

2. Applicant for Owner (if applicable):

Address:

Telephone:

The Owner gives authorization to the Applicant to represent the Owner in this application by the following signature. All communications between the Board and the Owner will be through the Applicant designated by the Owner.

Signature of Owner

Date

Signature of Owner

Date

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3. Please provide a general description of the proposed subdivision including location of the property and the number, size, and approximate boundaries of the lots or, if the proposed subdivision is a building development, the nature of the development including number and type of buildings, square footage, and general location. Please attach a sketch map of the property showing the proposed subdivision in general.

4. Is this an application for a lot size averaging subdivision? Yes No

5. Is the lot to be subdivided a “lot of record”? Yes No

6. Will this proposal have a regional impact? Yes No

7. I agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application.

Owner or Applicant Signature

Date

Owner or Applicant Signature

Date

8. Additional comments may be attached to this form.

9. The Owner agrees that this application is not a final application for subdivision review and so does not require formal action by the Planning Board. The results of the preliminary review are not binding on the Board or the Owner. Formal action will not be taken by the Board until the owner or applicant files a complete, final application for subdivision approval.

Date of preliminary review: