



Town of Falmouth Planning Department Submittal Requirements as amended 02/07/2011

Submittals for Planning Board applications must be in the following format or they will not be accepted. All applicants are strongly encouraged to schedule a meeting with staff prior to submitting an application to the Planning Board. No material may be added to an application after the submission deadline has passed. Applications deemed incomplete by the Chair of the Planning Board will not be placed on the agenda. If you have any questions pertaining to these requirements, contact a member of the Planning Staff.

- **ALL SUBMISSIONS** for hearing by the Planning Board shall include:
 1. Five (5) sets of full-size plans (maximum size 24 x 36) –Multiple page sets shall have a cover sheet with plan index and shall note the project name, plan date, street address and map-lot number in the lower right hand corner. Sets shall be collated and bound. All plan sheets submitted for preliminary or final approval shall bear stamps and signatures of preparers.
 2. One electronic set of plans in pdf format and appropriately scaled to 24 x 36.
 3. A check for the appropriate fees.
 4. Fifteen (15) identical application packets. All items in the packets shall be three-hole punched and appropriately double-sided for placement into binders; however all packets shall be unbound when submitted (paper clips or binder clips are acceptable and encouraged). One packet shall include original signatures and stamps – the remaining packets can be photocopies. Please note that all items submitted in color shall be copied in color. Each packet shall include the following:
 - a. Supporting documents, including the Request for Hearing form (fee calculation sheets and checklists as well, if appropriate). Any waivers being requested shall be submitted in a separate section and divided into two categories - waivers for submittal items and waivers for standards. Each waiver request shall reference the ordinance section and item, and include supporting evidence why the waiver should be considered.
 - b. 11” x 17” plan sets. These shall be exact duplicates of the full size plan sets.
 5. If a Stormwater management plan is required for your submission (see appropriate checklist), please submit three (3) copies only, separate from the application packets.
- **PREVIOUSLY TABLED APPLICATIONS** - Subsequent submissions shall conform to the requirements listed above **with the addition** of a cover letter indicating what documents and plan sheets have been revised or added. ***Revised plan sets shall indicate the revision date, the specific revisions to each sheet and be accompanied by a separate revision list specifying the details of the changes to each sheet.***
- **SUBMISSION TO STAFF FOR REVIEW OF CONDITIONS OF APPROVAL**
 1. Five (5) packets including a cover letter describing what documents and plan sheets have been revised or added, and any supporting documents. One packet shall be an original.
 2. Five (5) sets of full-size plans (maximum size 24 x 36) –Multiple page sets shall have a cover sheet with plan index and shall note the project name, plan date, street address and map-lot number in the lower right hand corner. Sets shall be collated and bound. ***Revised plan sets shall indicate the revision date, the specific revisions to each sheet and be accompanied by a separate revision list specifying the details of the changes to each sheet.***
- **FINAL PLAN SUBMISSION** must include original stamps/seals and signatures on all appropriate pages:
 1. Three (3) complete bound sets of full-size plans and one (1) 11” x 17” set.
 2. One full-size plan of site layout, private way, or subdivision plan (for Assessing).
 3. One electronic set of plans in pdf format and appropriately scaled to 24 x 36.