



## TOWN OF NORTH YARMOUTH PLANNING BOARD SUBMISSION REQUIREMENTS

Submittals for Planning Board applications must be in the following format or **they will not be accepted and will be not be placed on the Board's agenda**. All applicants are strongly encouraged to schedule a meeting with the Code Enforcement Officer prior to submitting an application to the Planning Board. If you have any questions pertaining to these requirements, contact the Code Enforcement Office at 829-3705 or [codeoffice@northyarmouth.org](mailto:codeoffice@northyarmouth.org).

ALL SUBMISSIONS for hearing by the Planning board shall include:

1. Two (2) sets of full-size plans (maximum size 24x36) 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 folded if possible. All plan sheets submitted for preliminary or final approval shall bear stamps and signatures of preparers.
2. Twelve (12) 11"x17" plan sets. These shall be exact duplicates of the full-size plan sets, collated and secured with paperclips or binder clips. (NO STAPLES)
3. One electronic set, **ON A USB FLASH DRIVE OR EMAIL**, of the application materials and supporting documents (1<sup>st</sup> PDF file) and plans in PDF format with plans appropriately scaled to 24x36 (2<sup>nd</sup> PDF file). If transmitting via email, send to Tracey Cox ([tcx@northyarmouth.org](mailto:tcx@northyarmouth.org)).
4. A check for appropriate fees. Contact Tracey Cox 829-3705 option 1 to review fees, if necessary. Inadequate payment of fees may cause the applications to be rejected.
5. Twelve (12) identical paper application packets. All packets shall be secured with paperclips or binder clips. (NO STAPLES) All original items submitted in color shall be copied in color. Each packet shall included:
  - a. Application materials and supporting documents (See appropriate checklists for more details).
  - b. Request for Waivers/Not Applicable shall be submitted on the Waiver-N/A Request form. Each request shall indicate which type of wavier or N/A requested (submittal items or standards), reference the section number, ordinance language and include supporting evidence as to why the waiver should be considered.
  - c. Narrative response to each applicable ordinance standard or design guideline that documents how the application conforms to the applicable standard or guideline.
  - d. Brief statement on who, when and how you accomplished the Abutter Notice Requirement.



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6. If a Stormwater management plan is required for your submission, please submit three (3) copies of the full report with calculations, separate from the application packets in item #5 above.

7. **TABLED APPLICATIONS**

If the Planning Board requires any new or revised materials the following must be provided: Twelve (12) copies of the required material along with a cover letter indicating what documents and plan sheets have been revised or added.

8. FINAL RECORDED PLAN SUBMISSION must include original stamps/seals and signatures on all appropriate pages:
  - a. Two (2) complete sets of full-size plans and one (1) 11"x17".  
**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 all changes made to each plan sheet.**
  - b. One (1) full-size recorded plan of site layout, or subdivision plan (for the Assessing office)
  - c. One (1) electronic set of application materials and plans (appropriately scaled to 24x36) in PDF format **ON A USB FLASH DRIVE OR EMAIL.**