

PLANNING BOARD  
FILING REQUIREMENTS & FEES  
AS APPROVED MARCH 1, 2017

FORM	# OF PLANS/FORMS REQUIRED	FEE
<b>FORM A – APPROVAL NOT REQUIRED</b>	<ul style="list-style-type: none"> <li>• 7 PLANS PLUS MYLAR</li> <li>• 3 SIGNED COPIES OF FORM A</li> <li>• 1 COPY OF APPROVAL NOT REQUIRED PLAN ON CD-ROM OR OTHER ELECTRONIC MEDIUM</li> </ul>	\$300 1-4 LOTS \$1000 5+ LOTS
<b>FORM B – PRELIMINARY PLAN</b>	<ul style="list-style-type: none"> <li>• 13 COPIES OF PLAN</li> <li>• 3 SIGNED COPIES OF FORM B</li> <li>• 1 COPY OF PRELIMINARY PLAN ON CD-ROM OR OTHER ELECTRONIC MEDIUM</li> </ul>	\$500 PER PLAN \$100 PER LOT
<b>FORM C – DEFINITIVE PLAN</b>	<ul style="list-style-type: none"> <li>• 13 COPIES OF PLAN PLUS MYLAR</li> <li>• 1 COPY OF DEFINITIVE PLAN ON CD-ROM OR OTHER ELECTRONIC MEDIUM</li> <li>• 1 SIGNED COPY OF FORM C</li> <li>• 4 COPIES OF ACCOMPANYING STATEMENTS AS REQUIRED IN SECTIONS 3330 &amp; 3340 IN SUBDIVISION RULES</li> <li>• CERTIFIED LIST OF ABUTTERS SIGNED BY BOARD OF ASSESSORS WITH BUSINESS SIZE ENVELOPES, STAMPED AND ADDRESSED TO EACH ABUTTER</li> </ul>	\$500 1-3 LOTS \$200 ADDITIONAL LOT OR \$600 LOT W/O PRELIMINARY PLAN*
<b>MODIFICATION</b>	APPLICANT WILL ADD ADDITIONAL COST IF NEEDED AS DETERMINED BY THE PLANING BOARD. ANY UNUSED FEES WILL BE RETURNED TO THE APPLICANT.	\$1500 FILING FEE* \$200 EACH NEW LOT CREATED
<b>SPECIAL PERMIT</b>	7 COPIES PLUS 1 ORIGINAL OF THE FOLLOWING <ul style="list-style-type: none"> <li>• SPECIAL PERMIT APPLICATION</li> <li>• DENIAL FORM</li> <li>• CHANGE OF USE</li> <li>• ENGINEERING</li> <li>• COPIES OF EXISTING ORDER OF CONDITIONS</li> <li>• PROPERTY DEED</li> <li>• 1 COPY OF SPECIAL PERMIT APPLICATION AND PLAN ON CD-ROM OR OTHER ELECTRONIC MEDIUM</li> </ul>	\$125 FILING FEE*

\* - If public hearing is required, the applicant is responsible for the cost of mailing postage and legal ads, the amount of which is to be determined by the Town of Athol. Postage costs will vary depending on the number of project abutters. Legal ad costs are based on the length of project description. Each application shall include a certified list of abutters signed by the Board of Assessors with business size envelopes, stamped and addressed to each abutter. Each permit approval is contingent upon full payment of funds from outstanding bills/invoice from the Athol Daily News for the legal ads and any postage costs.