

SECTION 5:00
PROCEDURES FOR THE SUBMISSION OF PRELIMINARY PLANS

5:01 General.

1. A Preliminary Plan of a subdivision may be submitted at the subdivider's option. The Preliminary Plan shall be submitted on the same date to both the Planning Board and the Board of Health for their discussion and approval, modification or disapproval. The submission of a Preliminary Plan will enable the subdivider, the Planning Board, the Board of Health, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly suggested that a Preliminary Plan be filed for every subdivision.
2. The centerline of the proposed roadway and all property lot lines shall be adequately and accurately staked or flagged on the site sufficient for identification by the Planning Board members and town officials when site visits are made.

5:02 Submission.

A complete Preliminary Plan submission shall include, with the exception of the applicable fee the following: (a) the subdivision plan, (b) a completed copy of Form B (see Appendix B) and (c) all other information, documentation and correspondence required by these Rules and Regulations.

The applicant shall submit either by hand delivery or by registered mail on the same date (a) one complete submission to the Town Clerk (for date stamping) together with the applicable fee, (b) eight complete submissions to the Planning Board and (c) one complete submission to the Board of Health. The Planning Board shall file one complete submission with (a) the Board of Sewer and Water Commissioners, (b) the Conservation Commission, (c) the Board of Selectmen and (d) other Town agencies and/or departments for their review.

5:03 Filing Fee.

Each Preliminary Plan submitted to the Planning Board shall

be accompanied by a nonrefundable filing fee in accordance with Section 11:00, for which a receipt will be issued on request by the Town Clerk or Planning Board, whichever receives the submission directly. Checks shall be made payable to the Town of Williamsburg. A submission not accompanied by the filing fee is incomplete, and will not be accepted for consideration by the Planning Board until the fee is paid.

5:04 Contents.

1. The Preliminary Plan submission shall include at least three (3) alternative concepts for developing the parcel(s).
2. The Preliminary Plan shall be drawn at a scale of 1"=100' or greater on 24" by 36" sheets. Said plan shall show sufficient information about the subdivision to form a clear basis for discussion and for the preparation of the Definitive Plan. In addition, the plan shall show at least the following information:
 - a. The subdivision name, boundaries, true north arrow, date of submission, scale, legend and title "Preliminary Plan".
 - b. The names and addresses of the owners of record, the applicant and the names, addresses and professional seals of the registered Civil Engineer and Land Surveyor.
 - c. The names of all abutters and those owners of land separated from the subdivision only by a street, as determined from the most recent tax list.
 - d. Existing and proposed lines of street, proposed names of the latter, rights-of-way, easements, and any public or common areas within the subdivision. Purpose of easements shall be indicated.
 - e. Location, names and present width of streets bounding, approaching, or within reasonable proximity of the subdivision.
 - f. Location of natural waterways and water bodies within and adjacent to the subdivision.

- g. Boundary lines of all proposed lots with approximate dimensions and lot areas in square feet. (Note: every lot within a subdivision shall comply with applicable dimensional requirements of Williamsburg zoning).
 - h. The existing and proposed topography at a five (5) foot contour interval or better. Datum must be U.S.G.S Mean Sea Level. Major site features, such as existing stone walls, fences, buildings, large trees, rock ridges and ledges, swamps, historic features and wooded areas.
 - i. Whenever applicable and in a general manner, the proposed and existing storm drainage, sanitary sewer and water systems.
 - j. A sketch of the applicant's contiguous un-subdivided land, showing possible or contemplated development and street layout, if applicable.
- 3. When multiple sheets are necessary, match lines shall be used and referenced. An index plan graphically indicating the arrangement of said standard (24" x 36") sheets at a suitable scale shall be provided.
 - 4. During a discussion of the Preliminary Plan, the complete information required by the Definitive Plan, Section 6:00, may be developed.
 - 5. A locus or location plan at U.S.G.S. scale showing the subdivision and its location to the surrounding roadways and physical features.
 - 6. The applicant shall request, in writing to the Planning Board, any proposed waivers of a requirement, rule or regulation he/she/they may require.

5:05 Action by Planning Board.

After submission, the Preliminary Plan will be reviewed by the Planning Board, Board of Health, Chief of the Fire Department, Conservation Commission, and other municipal agencies and departments to determine whether it is in compliance with the design standards as set forth in these Rules and Regulations and with any additional requirements of the above mentioned Boards, municipal agencies and

departments.

Within thirty (30) days after the date of submission, the Board of Health, Board of Sewer and Water Commissioners, Conservation Commission and other municipal agencies and departments shall notify the Planning Board of their respective approval or disapproval of the Preliminary Plan, and if disapproved, shall list their reasons in writing.

Failure of the above mentioned Boards, Commissions, municipal agencies and departments to report to the Planning board within the prescribed time shall be deemed as their approval.

Within sixty (60) days after submission of the Preliminary Plan, the Planning Board shall approve, or approve with modifications, or disapprove said Preliminary Plan and in the case of disapproval, the Board shall state in detail the reasons for its disapproval.

The Planning Board shall file its decision with the Town Clerk and shall send a copy of said decision by registered mail to the applicant.

Approval of the Preliminary Plan by the Planning Board does not constitute approval of a subdivision, but does facilitate the procedure in securing approval of the Definitive Plan. In addition, such approval does not in any way authorize the owner to proceed with construction of roadways and/or other work in the subdivision.

A Preliminary Plan, whether approved or not, may not be recorded with the Registry of Deeds.