

**CHECKLIST of MATERIALS REQUIRED to be SUBMITTED:
PRIOR to ENDORSEMENT of an APPROVED DEFINITIVE SUBDIVISION PLAN
(SEE SECTION 4.3.8)**

An approved, or approved with modifications, Definitive Plan shall not be endorsed until after the mandatory twenty-day appeal period has elapsed as certified by the Town Clerk, or after issuance of a final decree of the court sustaining the approval of such plan, if appealed, and not until the applicant has submitted all of the following.

- ☐ 1. a revised Definitive Subdivision Plan with the necessary corrections if conditional approval was given or modification required
- ☐ 2. one set of the Mylar originals of the plan (for recording at the Hampshire Registry of Deeds) and three copies of the definitive plan if no corrections were necessary; (Note: If corrections were required by the Planning Board, seven prints shall be delivered.)
 - a. Said mylars must bear the certification of the Town Clerk that twenty days have elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed or that if such appeal has been filed, that it has been dismissed or denied.
- ☐ 3. the approved plan in the required digital format per Section 4.3.2.5 of these Regulations.
- ☐ 4. a municipal lien certificate, indicating that all taxes, assessments and charges have been paid in full.
- ☐ 5. all deeds of easements, as shown on the plan and/or required by the Planning Board, and submission of such deeds and documents to the Planning Board, and signed an agreement to pay for town engineering or legal review service, and public hearing advertisement. (See Section 4.3.8.1.5)
- ☐ 6. all documents including, but not limited to, master deeds, restrictive covenants, deed restrictions, shared land, detention pond, open space, and recreation areas. A homeowners' association must be established to maintain the streets and infrastructure until and unless the streets are accepted by the Town. Covenants must include the requirement that the homeowner's/landowner's association or other entity accept all responsibility under town bylaws to keep all sidewalks in front of open space associated with the project free of snow. This requirement shall apply even if omitted from a covenant.
- ☐ 7. a proforma or sample of the individual property deeds to the individual homeowners to be used showing that the developer has retained his rights and ownership of the right-of-way. (See Section 4.3.8.1.7)
- ☐ 8. the necessary Performance Guarantee. (See Section 4.3.8.2).
- ☐ 9. detailed Construction Cost Estimate for all construction within the proposed roadway layout and/or public utility easements, certified by the project's registered professional engineer. (See Section 4.3.8.1.8.1)

- ☐ 10. an irrevocable offer of dedication of all facilities to be dedicated to the public. Said offer must be accompanied by a lawyer's title opinion that the offer is free of any liens and encumbrances, and all mortgages must be subordinated to the offer. (See Section 4.3.8.1.9)
- ☐ 11. If determined to be required by the Planning Board, an executed instrument, in a form approved by the Planning Board, transferring to the Town or to an approved public utility company, without cost to the town, valid unencumbered title to all sanitary sewers, water mains, and appurtenances thereto, and other utilities constructed and installed in the subdivision or approved portion thereof, and conveying to the Town or to an approved public utility company without cost and free of all liens and encumbrances, perpetual rights and easements to construct, inspect, repair, renew, replace, operate and forever maintain such sanitary sewers, water mains and other utilities, with any manholes, conduits, and other appurtenances, and to do all acts incidental thereto, in, through, and under the whole of all streets in the subdivision or approved portion thereof, and if any such sewers or water mains have been constructed and installed in land not within such streets, then in, through, and under a strip of land extending 10 feet in width on each side of the center line of all such sewers and water mains. The Planning Board may require greater than 10 feet in width on each side of the center line where it deems necessary. (See Section 4.3.8.1.10)
- ☐ 12. A formal petition, accompanied by said plans, requesting that the street be accepted by the town as a Town Street (except as in 13. below).
- ☐ 13. A document, the form and content of which must be approved by the Town Counsel, suitable for recording, deeding the proposed public roadway to the Town. (See Section 4.3.8.1.12)

Failure of the applicant to meet the above requirements shall be full and sufficient reason to withhold endorsement. (See Section 4.3.8.1.13)