

Planning Board Filing Requirements

Application Type	Forms	Plans	Escrow Needed?	Other Requirements
ANR (Approval Not Required) Plan	<ul style="list-style-type: none"> • ANR Application • ANR Checklist 	<ul style="list-style-type: none"> • Two Full-size • Seven 11"x17" • One Mylar 	No	<ul style="list-style-type: none"> • Application fee
ASPR (Administrative Site Plan Review)	<ul style="list-style-type: none"> • ASPR Application • ASPR Checklist 	<ul style="list-style-type: none"> • Three Full-size • Fourteen 11"x17" 	Yes – need W9 form *See fee schedule for deposit amount	<ul style="list-style-type: none"> • Application fee • Certified abutters list from Assessor's office & 2 sets of stamped & addressed envelopes to abutters from list • Check for 1 public meeting ad (\$60) made out to the Duxbury Clipper
Preliminary/Definitive Subdivision	<ul style="list-style-type: none"> • Preliminary/Definitive Subdivision Application • Preliminary/Definitive Subdivision Checklist 	<ul style="list-style-type: none"> • Three Full-size • Fifteen 11"x17" 	Yes – need W9 form *See fee schedule for deposit amount	<ul style="list-style-type: none"> • Application fee • Certified abutters list from Assessor's office & 2 sets of stamped & addressed envelopes to abutters from list • Check for 2 public hearing ads (\$120) made out to the Duxbury Clipper • Environmental Impact Plan (Definitive Plans) • Erosion Control Plan (Definitive Plans) • Drainage Calculations (Definitive Plans)

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Special Permits	<ul style="list-style-type: none">• Application for the requested Special Permit	<ul style="list-style-type: none">• One full-size• Nine 11"x17"	No, unless requested by Planning Director/Planning Board	<ul style="list-style-type: none">• Application fee• Certified abutters list from Assessor's office & 2 sets of stamped & addressed envelopes to abutters list• Check for 2 public hearing ads (\$120) made out to the Duxbury Clipper
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***When submitting applications, please remember to date-stamp the application form in with the Town Clerk to establish the date of submission, and provide a copy of the date-stamped application form to the Planning Department along with your other submission materials.** For Subdivisions, applicants must also file a copy of the plan with the Board of Health.

See Fee Schedule (Effective July 1, 2023) for Filing Fees

Application forms, fee schedule, and Subdivision Rules & Regulations can be found on the Planning Department's webpage at <https://www.town.duxbury.ma.us/planning-department>