



**APPLICATION FOR APPROVAL OF A
DEFINITIVE SUBDIVISION PLAN &**

Stormwater Management Permit

Proposed Subdivision or Street Name

CC VOL # _____ PAGE # _____

MUNIS # _____ COPY TO BOH _____

Assessors Map/Parcel: _____ Deed Book/Page: _____

Owner(s): _____

Applicant/Subdivider: _____

Address: _____

Contact Person/ Representative: _____

Email: _____ Phone: _____

SUBMIT WITH FORM C:

- Definitive Plans – PDF file & 2 paper copies, plus additional copy at 11x17” reduced/maximum sheet size; mylar plans (2 copies) need not be submitted until after approval
- Stormwater management permit requirements / report / calculations – as PDF file only (no paper copy)
- List of any waivers requested and other supporting documents (see Rules & Regulations) – PDF & 1 copy
- Abutters list (direct abutters) – prepared by the Assessors Office within 30 days prior – PDF & 1 copy
- Stamped (or metered with omitted date) and addressed envelopes to abutters, applicant, engineer/rep.
- Anticipated payment for legal ads (prepared by City staff; newspaper will invoice Applicant directly)
- Filing Fee of \$3000 plus \$1 per linear feet of roadway, payable to the City of Westfield (*non-refundable*)
 - A \$500 fee reduction is requested, as a precedent residential preliminary plan was approved within 7 months prior
 - A \$350 fee reduction is requested, as a Special Permit for an Open Space Community is concurrently submitted

Submission is accepted at the Planning Office ([email](#)); filing deadlines are separately posted. As a convenience for the Applicant, staff will file this application with and as the required notice to the City Clerk and Board of Health. If additional paper copies are requested for City review, they are to be promptly furnished.

Applicant’s Signature: _____ Date: _____

Owner’s Signature*: _____ Date: _____

**Provide signatures/acknowledgement of all subject landowners (on this form or with an attached document)*

ACCOMPANYING PLAN PREPARED BY:

Name of Surveyor: _____ Name of Engineer: _____

Firm: _____ Firm: _____

MA PLS Registration No.: _____ MA PE Registration No.: _____

Email: _____ Email: _____

Submission of this application grants permission to the Planning Board, or its agent, to view, enter upon or photograph the subject property prior to its final action. Board meetings and testimony may be recorded, broadcast and re-broadcast. All materials submitted are public records and may be displayed on the City’s website.