



# TOWN OF BERKLEY

## Affidavit of Plan Distribution UNDER THE RULES AND REGULATIONS OF THE BERKLEY PLANNING BOARD FOR THE SUBMISSION OF A PRELIMINARY or DEFINITIVE SUBDIVISION PLAN

I hereby certify under the pains and penalties of perjury that I mailed by certified mail or hand delivered a copy of the Application and Plans to each of the following Departments on the date indicated for the following project:

\_\_\_\_\_ Project Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

Date Application Submitted to Planning Board: \_\_\_\_\_

Applicant Name and Address: \_\_\_\_\_

\_\_\_\_\_

Per the Rules and Regulations of the Berkley Planning Board, the applicant is required to deliver a copy of the submitted Application and Plan to each of the following Departments and return this form to the board within 5 days:

### Notified By: (check one)

Board of Health **	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Conservation Comm.	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Fire Dept.	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Police Dept.	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Highway Dept.	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Planning Bd. Engineer	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date
Soil Board	<input type="checkbox"/> Hand Delivery	<input type="checkbox"/> Certified Mail	_____
			Date

If Certified Mail is checked, provide receipts when submitting this form.

\*\* Preliminary plan requires Board of Health only.