APPENDIX
APPLICATION FOR ENDORSEMENT OF PLAN
BELIEVED NOT TO REQUIRE APPROVAL

Instructions: See Part II.B. of the Rules and Regulations
Governing the Subdivision of Land in Shutesbury

Date ____________________________

To the Planning Board:

The undersigned, believing that the accompanying plan of his/her property in
the Town of Shutesbury does not constitute a subdivision within the meaning
of the Subdivision Control Law, herewith submits said plan for a
determination and endorsement that the Planning Board approval under the
Subdivision Control Law is not required.

1. Name of Applicant(s) ____________________________________________

   Address _________________________________________________________

   Telephone _______________________________________________________

2. Deed(s) of property recorded in the Franklin County Registry of Deeds:

   Deed Book _______________ Page ________________
   Deed Book _______________ Page ________________
   Deed Book _______________ Page ________________

3. Location of property by reference to the Town Atlas/Tax Map:

   Map ___________________________ Parcel ________________

   ______________________________ Signature of Applicant

See next page for Planning Board Action

File Reference ____________________________
FOR PLANNING BOARD USE ONLY

1. Date ____________________ Time ____________________
   Application, five (5) prints, and reproducible received

2. Total number of parcels shown on plan ____________________
   Proposed building lots ____________________ Other parcels ____________________
   Filing Fee - check or cash (circle one), amount ____________________

3. Street information is correct or incorrect (circle one)
   Remarks ___________________________________________
   ___________________________________________
   ___________________________________________

4. Plan reviewed by Consultant ____________________ (Date)
   Remarks ___________________________________________
   ___________________________________________
   ___________________________________________

5. Plan reviewed by Zoning Board ____________________ (Date)
   Remarks ___________________________________________
   ___________________________________________
   ___________________________________________

6. Endorsed or Rejected (circle one) ____________________ (Date)
   Remarks ___________________________________________
   ___________________________________________
   ___________________________________________

7. Town Clerk notified in writing ____________________ (Date)

8. Reproducible returned to applicant ____________________ (Date)

Shutesbury Planning Board
Form A Revised 10/5/87
APPLICATION FOR APPROVAL OF
PRELIMINARY SUBDIVISION PLAN

Instructions: See Part III.B. of the Rules and Regulations
Governing the Subdivision of Land in Shutesbury

Date ____________________________

To the Planning Board and the Board of Health:

The undersigned herewith submits the accompanying Preliminary Plan of a
subdivision of property located in the Town of Shutesbury for study,
discussion, and approval under the Subdivision Control Law and the Rules and
Regulations Governing the Subdivision of Land in Shutesbury.

1. Name of Subdivider ____________________________
   Address ______________________________________
   Telephone ________________________________

2. Name of Owner of Land ____________________________
   (if not subdivider)
   Address ______________________________________
   Telephone ________________________________

3. Name of Surveyor ____________________________
   Address ______________________________________
   Telephone ________________________________

4. Deed(s) of property recorded in the Franklin County Registry of Deeds:
   Deed Book ____________________________ Page ____________
   Deed Book ____________________________ Page ____________
   Deed Book ____________________________ Page ____________

File Reference ____________________________
5. Location and description of property by reference to the Town Atlas/Tax Map:

Map ______ Parcel _______; Map _________ Parcel ________

Map ______ Parcel _______; Map _________ Parcel ________

________________________________________________________

Signature of Owner

See next page for Planning Board Action
FOR PLANNING BOARD USE ONLY

1. Application, twelve (12) prints (three colored), filing fee, twelve (12) copies of draft DIS, and reproducible received ________________ (Date)

2. Acknowledgment of receipt by Town Clerk ________________ (Date)

3. Reviews made by Town officers or consultants: (comments attached)
   Board of Health ________________ (Date)
   Highway Department ________________ (Date)
   Fire Department ________________ (Date)
   Conservation Commission ________________ (Date)
   Engineering Consultant ________________ (Date)
   Other ________________ (Date)
   Other ________________ (Date)

4. Planning Board action (see meeting minutes) ________________ (Date)
   Approved _______ Modified and approved _______ Disapproved _______

5. Reproducible returned to applicant ________________ (Date)

FOR BOARD OF HEALTH USE ONLY

1. Application and one print received ________________ (Date)
   Form K issued ________________ (Date)

2. Board of Health action (see meeting minutes) ________________ (Date)
   Approved _______ Modified and approved _______ Disapproved _______

3. Action and comments relayed to Planning Board ________________ (Date)

Shutesbury Planning Board
Form B    Revised 2/27/87
APPLICATION FOR APPROVAL OF
DEFINITIVE SUBDIVISION PLAN

Instructions: See Part IV.B. of the Rules and Regulations
Governing the Subdivision of Land in Shutesbury

To the Planning Board:

The undersigned herewith submits the accompanying Definitive Plan of a
subdivision of property located in the Town of Shutesbury for approval under
the Subdivision Control Law and the Rules and Regulations Governing the
Subdivision of Land in Shutesbury, as amended.

1. Name of Subdivider ____________________________
   Address ____________________________
   Telephone ____________________________

2. Name of Owner of Land
   (if not subdivider) ____________________________
   Address ____________________________
   Telephone ____________________________

3. Name of Surveyor ____________________________
   Address ____________________________
   Telephone ____________________________

4. Deed(s) of property recorded in the Franklin County Registry of Deeds:
   Deed Book ____________________________ Page ____________
   Deed Book ____________________________ Page ____________
   Deed Book ____________________________ Page ____________

File Reference
5. Location and description of property by reference to the Town Atlas/Tax Map:

Map ______ Parcel ______ ; Map ______ Parcel ______ 

Map ______ Parcel ______ ; Map ______ Parcel ______ 

The applicant agrees, if the Definitive Plan is approved, to perform and complete all work on the ground within the proposed subdivision required by the Rules and Regulations Governing the Subdivision of Land in Shutesbury as in force on the date of this application (or if applicable, on the date of an application of a Preliminary Plan) and as modified and supplemented by other requirements of the Board.

The applicant further agrees to complete all said required work on the ground in accordance with the requirements of the Definitive Plan and within the time period of seven years.

The applicant further agrees, if the Definitive Plan is approved, to cause said plan to be recorded or registered in the Franklin County Registry of Deeds within thirty (30) days after the return of said plan to the applicant by the Board, and agrees not to sell, or offer to sell, any of the lots within the subdivision until said plan is so recorded or registered.

The applicant further agrees, before final approval of the Definitive Plan, to cause to be filed with the Board a bond or other satisfactory security conditioned on the completion of all required work.

This application is accompanied by an original drawing of the proposed Definitive Plan in accordance with the requirements of the Rules and Regulations of the Board, a designer's certificate, and approved cost estimates for all work to be covered by bond or other security.

Attached is any information which is now different from the Form B previously submitted.

__________________________
Signature of Owner

See next page for Planning Board Action
1. Application, twelve (12) prints (three colored), original, one set of acetate overlays, filing fee, and twelve (12) copies of a Development Impact Statement (DIS) received _________________ (Date)

2. Reviews made by Town officers; comments attached.
   Board of Health _________________ (Date)
   Highway Department _________________ (Date)
   Fire Department _________________ (Date)
   Conservation Commission _________________ (Date)
   Engineering Consultant _________________ (Date)
   Other _________________ (Date)
   Other _________________ (Date)

3. Form E executed by Planning Board _________________ (Date)

4. Public Hearing held _________________ (Date)

5. Form D received _________________ (Date)

6. Form F received _________________ (Date)
   Approved by Town Assessor _________________ (Date)
   Abutters notified _________________ (Date)

7. Performance guarantee supplied
   Form G submitted, or
   Form H submitted, or
   Form I submitted _________________ (Date)

8. Planning Board action (see meeting minutes) _________________ (Date)
   Approved ______ Modified and approved ______ Disapproved ______

9. Original returned to applicant _________________ (Date)
DESIGNER'S CERTIFICATE

Date

To the Planning Board:

We hereby certify that the accompanying plan, entitled

and dated __________ (latest revision) is true and correct to the accuracy required by the Rules and Regulations Governing the Subdivision of Land in Shutesbury, and is of sound design.

Registered Land Surveyor

Registered Professional Engineer

Address

Address

Phone number

Phone Number

Signature of Owner

File Reference

Shutesbury Planning Board
Form D Revised 2/27/87
NOTICE OF PUBLIC HEARING

_____________________, having submitted a definitive plan of a subdivision of land in Shutesbury located ________________________________

______________________ as shown on a plan by ____________________________ dated _______________________,

(a surveyor)

a public hearing will be held thereon at the Shutesbury Community Center on ______________ at __________ pm, in accordance with the provisions of the Massachusetts General Laws, Chapter 41, Section 81-T, as amended.

Chairman
Shutesbury Planning Board

File Reference __________________________
CERTIFIED LIST OF ABUTTERS

Date _______________________

To the Planning Board:

The undersigned, being an applicant for approval of a definitive plan of a proposed subdivision entitled _______________________

submits the following sketch of the land in the subdivision listing the names of the adjoining owners in their relative positions and indicating the address of each abutter on the sketch or in a separate list, including owners of land separated from the subdivision only by a street or way.

__________________________________________
Signature of Owner

To the Planning Board:

This is to certify that the names and addresses of the parties listed as adjoining owners to the parcel of land shown above are the latest owners of record.

__________________________________________
Town Assessor

File Reference _______________________

Shutesbury Planning Board
Form F Revised 2/27/87
PERFORMANCE BOND - SURETY COMPANY

Know all men/women by these presents that

as Principal, and ___________________ a corporation
duly organized and existing under the laws of the State of
_________________________, and having a usual place of business in
_________________________, they hereby bind and obligate
themselves and their respective heirs, executors, administrators,
successors and assigns, jointly and severally, to the Town of
Shutesbury, a Massachusetts municipal corporation, in the sum of
_________ dollars.

The condition of this obligation is that the Principal shall
fully and satisfactorily observe and perform in the manner, and in the
time therein specified, all of the covenants, conditions, agreements,
terms and provisions contained in the application (Form C) signed by
the Principal and dated ________________, under which approval
of a definitive plan of a certain subdivision, entitled ________________, has been or is
hereafter granted by the Shutesbury Planning Board, then this
obligation shall be void; otherwise it shall remain in full force and
effect and the aforesaid sum shall be paid to the Town of Shutesbury as
liquidated damage.

The Surety hereby assents to any and all changes and
modifications that may be made of the aforesaid covenants, conditions,
agreements, terms and provisions to be observed and performed by the
Principal, and waives notice thereof.

In witness whereof we have hereunto set our hands and seals
this ______________ day of __________________, 19______.

Principal

__________________________

by ____________________________ (title)

Surety

__________________________

by ____________________________ Attorney-in-Fact

File Reference

Shutesbury Planning Board
Form G Revised 2/27/87
PERFORMANCE BOND - SECURED BY DEPOSIT

Know all men/women by these presents that

of _________ hereby binds and obligates
herself/himself and his/her executors, administrators, devisees, heirs,
successors and assigns to the Town of Shutesbury, a Massachusetts
municipal corporation, in the sum of

_______ dollars, and has secured this obligation
by the deposit with the Treasurer of said Town of Shutesbury of said
sum in money or negotiable securities.

The condition of this obligation is that if the undersigned or
his/its executors administrators, devisees, heirs, successors and
assigns shall fully and satisfactorily observe and perform in the
manner and in the time therein specified, all of the covenants,
conditions, agreements, terms and provisions contained in the
application (Form C) signed by the undersigned and dated
_______, under which approval of a definitive plan of a certain
subdivision, entitled ________, has been or is hereafter granted
and dated ________, has been or is hereafter granted
by the Shutesbury Planning Board, then this obligation shall be void;
otherwise it shall remain in full force and effect and the aforesaid
security for said sum shall become and be the sole property of said
Town of Shutesbury as liquidated damage.

In witness whereof the undersigned has hereunto set his hand and
seal this ______ day of ____________, 19_____.

____________________

File Reference ________________________

Shutesbury Planning Board
Form H Revised 2/27/87
APPROVAL WITH COVENANT CONTRACT

Know all men/women by these presents that whereas the undersigned has submitted an application dated __________, to the Shutesbury Planning Board for approval of a definitive plan of a certain subdivision entitled __________, and has requested the Board to approve such plan without requiring a performance bond.

Now therefore, This Agreement Witnesseth that in consideration of the Shutesbury Planning Board approving said plan without requiring a performance bond, the undersigned covenants and agrees with the Town of Shutesbury as follows:

1. The undersigned will not sell any lot in the subdivision or erect or place any permanent building on any such lot until the work on the ground necessary to serve adequately such lot has been completed in the manner specified in the aforesaid application, and in accordance with the covenants, conditions, agreements, terms and provisions thereof.

2. This agreement shall be binding upon the executors, administrators, devisees, heirs, successors and assigns of the undersigned.

   It is the intention of the undersigned and it is hereby understood and agreed that this contract shall constitute a covenant running with the land included in the aforesaid subdivision and shall operate as restrictions upon said land.

   It is understood and agreed that lots within the subdivision shall, respectively, be released from the foregoing conditions upon the recording of a Certificate of Performance executed by a majority of said Planning Board and enumerating the specific lots to be so released.

3. The undersigned represents and covenants that undersigned is the owner* in fee simple of all the land included in the aforesaid subdivision and that there are no mortgages of record or otherwise on any of said land, except such as are described below and subordinated to this contract, and the present holders of said mortgages have assented to this contract prior to its execution by the undersigned.

* If there is more than one owner, all must sign.

File Reference __________________________
In witness whereof the undersigned, applicant as aforesaid, does hereunto set his hand and seal this __________________________ day of __________________________, 19 ________.

Applicant

____________________________________

Address

____________________________________

Description of Mortgages:

____________________________________

____________________________________

____________________________________

(Give complete names and Registry of Deeds reference.)

Assents of mortgagees:

____________________________________

____________________________________

____________________________________

COMMONWEALTH OF MASSACHUSETTS

____________________________________, SS __________________________, 19 ________

Then personally appeared the above and acknowledged the foregoing instrument to be his/her free act and deed, before me.

________________________________________________________________________

Notary Public

My commission expires:

Shutesbury Planning Board
Form I  Revised 2/27/87
CERTIFICATE OF PERFORMANCE

Shutesbury, Massachusetts

The undersigned, being a majority of the Planning Board of the Town of Shutesbury, Massachusetts, hereby certify that the requirements for work on the ground called for by an Approval with covenant contract dated ____________ and recorded in the Franklin County Registry of Deeds, Book ____________, Page ____________, have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on Plan entitled ____________, recorded with said Registry Plan Book ____________, Page ____________, and said lots are hereby released from the restrictions as to sale and building specified thereon.

Lots designated on said Plan as follows:

                                      ____________
                                      _______________________________________

                                      ____________
                                      _______________________________________

                                      ____________
                                      _______________________________________

                                      ____________
                                      _______________________________________  Majority of the Planning Board of the Town of Shutesbury

                                      ____________
                                      _______________________________________  File Reference ____________
COMMONWEALTH OF MASSACHUSETTS

, SS , 19

Then personally appeared , one of the above named members of the Planning Board of the Town of Shutesbury, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me.

Notary Public

My commission expires:

Shutesbury Planning Board
Form J Revised 2/27/87
RECEIPT FOR SUBDIVISION PLAN

Board of Health
Shutesbury, Massachusetts

RECEIVED FROM ____________________________

_____ One Print of a Preliminary Subdivision Plan Map
_____ One Copy of a draft Development Impact Statement (DIS)
_____ One Print of a Definitive Subdivision Plan Map
_____ One Copy of a Development Impact Statement (DIS)

FOR A SUBDIVISION ENTITLED

application for approval for which has been made to the Shutesbury Planning Board, and for which prior approval is required of the Shutesbury Board of Health.

For Shutesbury Board of Health

____________________________________
Date

File Reference ___________________________

Shutesbury Planning Board
Form K Revised 2/27/87
### SUBDIVISION INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Subject of Inspection</th>
<th>Initials of Agent</th>
<th>Date of Inspection</th>
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</thead>
<tbody>
<tr>
<td>1. Clearing of Right-of-Way</td>
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<tr>
<td>2. Sub-grade Preparation</td>
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<td>3. Below-grade Drainage</td>
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<td>4. Sanitary Sewer Installation</td>
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<td>5. Water Installation</td>
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<td>6. Fire Alarm Installation</td>
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<td>7. Gravel Base</td>
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<td>8. Curb Installation</td>
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<td>9. Binder Course</td>
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<td>10. Surface Drainage</td>
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<td>11. Berm Installation</td>
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<td>12. Sidewalk Construction</td>
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<td>13. Bicycle Path Construction</td>
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<td>14. Street Trees and Planting</td>
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<td>15. Grass Strips</td>
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<td>16. Street Lights</td>
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<td>17. Street Signs and Monuments</td>
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<td>18. Final Clean-up</td>
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<td>19. Wearing Course</td>
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<tr>
<td>20. Final Inspection at End of 2 Years</td>
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</tbody>
</table>

File Reference

Shutesbury Planning Board
Form L Revised 2/27/87
CONSERVATION RESTRICTION

The undersigned, being the owner of the parcel of land located in Shutesbury, Massachusetts shown on a plan entitled __________, recorded or to be recorded with the Franklin County Registry of Deeds, hereby give(s), grant(s) and dedicate(s) to the Town of Shutesbury, a Massachusetts municipal corporation, with quitclaim covenants, the rights, interests and easements hereinafter described in said land.

The rights and interests hereby conveyed and dedicated, and the covenant hereby made, are for the benefit of said Town of Shutesbury and for the promotion and development of the natural resources and for the protection of the watershed resources of said town under Massachusetts General Laws Chapter 40, Section 8C, as it may hereafter be amended, to be managed and controlled by the Conservation commission of Said Town in accordance therewith.

In the area shown and designated on said plan as "Conservation Restriction", the rights and interests hereby granted and dedicated are a perpetual easement and restrictive right that no buildings or other structures will be erected, placed or permitted to remain on said area, and no filling of or dumping upon said area, and no removal of soil from any portion of said area will be done or permitted; and the undersigned hereby covenant(s) with said Town that said area will forever be held subject to this easement and restriction.

Said easements, restrictive rights and covenants shall run with the land of the undersigned and shall be binding upon the undersigned and their heirs, successors and assigns.

Except as expressly provided above within said portion, no rights of access to or over said land are hereby granted, and all rights not expressly given hereby are reserved to the undersigned, their heirs, successors and assigns.

No revenue stamps are affixed hereto, none being required by law, there being no consideration for this instrument.

Witness the signature(s) and seal(s) of the undersigned, this _______________ day of _____________________, 19________.

__________________________

File Reference _______________________
COMMONWEALTH OF MASSACHUSETTS

____________________, SS ______________________, 19

Then personally appeared the above
and acknowledged the foregoing instrument to be his/her free act and
deed, before me.

Notary Public

My commission expires:

The undersigned Conservation Commission of the Town of Shutesbury
hereby acknowledges receipt and acceptance of the foregoing instrument.

Dated: __________________________

_____________________________
_____________________________

_____________________________
_____________________________

_____________________________
_____________________________

_____________________________
_____________________________

We, the undersigned Board of Selectmen of the Town of Shutesbury
hereby approve the receipt of the foregoing instrument under
Massachusetts General Laws, Chapter 40, Section 8C.

Dated: __________________________

_____________________________
_____________________________

_____________________________
_____________________________

_____________________________
_____________________________

Shutesbury Planning Board
Form M Revised 2/27/87
GRANT OF UTILITY AND DRAIN EASEMENT

WHEREAS, I, the undersigned

of ________________________, am the owner of the

parcel(s) of land located in Shutesbury, Massachusetts,

shown as

on a plan entitled

recorded or to be recorded with the Franklin County Registry of deeds:

NOW, THEREFORE, for consideration paid, receipt of which is

hereby acknowledged, I, said

hereby grant to the Town of Shutesbury, a municipal corporation of

Massachusetts, with quitclaim covenants, the right and easement to

discharge upon the portion of said land shown as "drain easement" or

"utility easement" on said plan (hereinafter called the "easement

area") any surface drainage water from time to time collected in pipes

and ditches on roads adjoining said land and any extensions of such

pipes and ditches; and to construct, maintain, repair, replace, and

relocate within the easement area ditches, drain-pipes, and other

facilities deemed necessary by the Grantee for the purpose of

conducting and/or disposing of said water; and to convey through

appropriate pipes and manholes sanitary sewage; and to construct

appropriate pipes and valves to convey potable water for municipal and

domestic use; and the right to enter upon the easement area at any time

and from time to time in connection with any of the foregoing purposes;

provided, however, that upon completion of any work at any time done by

said Town pursuant to the rights hereby granted the premises shall be

left in neat and orderly condition. Construction of pipes and other

structures by the Owner is prohibited except as shown on the

aforementioned plan, or as may be approved by the Planning Board.

I, ________________________, spouse of said Grantor,

release to said Grantee all rights of dower and homestead and other

interests therein to the extent necessary to give effect to the

foregoing.

The consideration of this grant being less than one hundred

dollars, no United States revenue stamps are affixed hereto.

WITNESS our signature and seals this __________ day

of ________________________, 19___.

File Reference ______________________
COMMONWEALTH OF MASSACHUSETTS

__________________________, SS _______________________, 19______

Then personally appeared the above
and acknowledged the foregoing instrument to be his/her free act and
deed, before me.

Notary Public

My commission expires:

Shutesbury Planning Board
Form N   Revised 2/27/87
MAINTENANCE BOND – SURETY COMPANY

Know all men/women by these presents that _________________, as Principal, and _________________, a corporation duly organized and existing under the laws of the State of _________________, and having a usual place of business in _________________, as Surety, hereby bind and obligate themselves and their respective heirs, executors, administrators, successors and assigns, jointly and severally, to the Town of Shutesbury, a Massachusetts municipal corporation, in the sum of _________________ dollars.

The conditions of this obligation are that if the Principal shall fully and satisfactorily repair, replace, and reconstruct the improvements in the subdivision plan entitled _________________, said improvements having a Certificate of Performance executed by the Planning Board of the Town of Shutesbury dated _________________, as said improvements may be found to be defective in material or workmanship during a period of two years following the date of said Certificate of Performance, and failing to satisfactorily repair, replace and reconstruct the said improvements within a period of two years and six months from the date of the said Certificate, the Principal and Surety herein agree that the part of the aforesaid sum of money necessary to perform, complete, replace, and rebuild the said improvements shall be paid to the Town of Shutesbury as liquidated damage.

The Surety hereby assents to any and all changes and modifications that may be made of the aforesaid conditions to be observed and performed by the Principal, and waives notice thereof.

In witness whereof we have hereunto set our hands and seals this _________________ day of _________________, 19 _________________.

Principal

by _________________ (title)

Surety

by _________________ Attorney-in Fact

File Reference
Shutesbury Planning Board
Form P Revised 2/27/87
MAINTENANCE BOND - SECURED BY DEPOSIT

Know all men/women by these presents that ______ hereby binds and obligates himself/herself and his/her executors, administrators, devisees, heirs, successors and assigns to the Town of Shutesbury, a Massachusetts municipal corporation, in the sum of ______ dollars, and has secured this obligation by the deposit with the Treasurer of said Town of Shutesbury of said sum in money or negotiable securities.

The conditions of this obligation are that if the undersigned or his/her executors, administrators, devisees, heirs, successors and assigns shall fully and satisfactorily repair, replace, and reconstruct the improvements in the subdivision plan entitled ______, said improvements having a Certificate of Performance executed by the Planning Board of the Town of Shutesbury dated ______, as said improvements may be found to be defective in material or workmanship during a period of two years following the date of said Certificate of Performance, and failing to satisfactorily repair, replace and reconstruct the said improvements within a period of two years and six months from the date of the said Certificate, the undersigned or his/her executors, administrators, devisees, heirs, successors and assigns herein agree that the part of the aforesaid sum of money necessary to perform, complete, replace, and rebuild the said improvements shall be paid to the Town of Shutesbury as liquidated damage.

In witness whereof the undersigned has hereunto set his hand and seal this ______ day of ________, 19______.

File Reference

Shutesbury Planning Board
Form Q Revised 2/27/87