



TOWN OF DOUGLAS  
**FORM Q-2**  
Certificate to allow late recording of plan, certificate , or  
both

OFFICE USE ONLY
APPL No. _____
SUBMITTED _____
FEE _____

**I. Applicant Information**

Owners Name _____	Contact Person _____	
Street Address _____	Additional Address _____	
City/Town _____	State _____ Zip Code _____	
Telephone Number _____	Fax Number _____	Email Address _____
Other Comments _____		

**II. Owner Information**

Name _____	Contact Person _____	
Street Address _____	Additional Address _____	
City/Town _____	State _____ Zip Code _____	
Telephone Number _____	Fax Number _____	Email Address _____
Other Comments _____		

**III. Plan Information**

Title of Plan: \_\_\_\_\_

Drawn By: \_\_\_\_\_

PLS registration #: \_\_\_\_\_

Date on Plan: \_\_\_\_\_

Date of approval of plan: \_\_\_\_\_

Date of endorsement of approval of plan: \_\_\_\_\_

Recording information of originally approved plan: \_\_\_\_\_

Location of land subdivided: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_



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**IV. (To be used when planning board timely acted on the plan)**

On the application of \_\_\_\_\_ with respect to the above-captioned approved subdivision plan, approval endorsed by the planning board on \_\_\_\_\_, and the town clerk certification as to no court appeal within 20 days/receipt of final court decree of approval endorsed on the plan/set forth in a separate document referenced on the plan on \_\_\_\_\_, the planning board to the Town of Douglas hereby certifies that as of the above date, the records of the planning board show that the approval of the plan has not been amended, modified, or rescinded and that the plan has not been changed.

Planning Board

\_\_\_\_\_

**V. (To be used when constructive grant because of failure of planning board to take timely action)**

On the application of \_\_\_\_\_ with respect to the above-captioned approved plan subject to a town clerk certificate that approval is final because of failure of the planning board to take timely action on the subdivision plan dated \_\_\_\_\_, and the town clerk certification as to no court appeal within 20 days/ receipt of final court decree that approval is final endorsed on the plan/set forth in a separate document referenced on the plan on \_\_\_\_\_, the town clerk of the Town of Douglas hereby certifies that as of the above date, the records of the town clerk show that the approval of the plan has not been amended, modified, or rescinded and that the plan has not been changed.

Town Clerk

\_\_\_\_\_