

**FORM A**

PLANNING BOARD-TOWN OF ROWLEY, MASSACHUSETTS

DATE \_\_\_\_\_

PLAN# \_\_\_\_\_

SUBDIVISION NAME \_\_\_\_\_

**APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED NOT TO REQUIRE APPROVAL**

To the Planning Board of the Town of Rowley:

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under the subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons:

1. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage, area and depth required by the Rowley Zoning By-law and is on a public way, namely, \_\_\_\_\_, or a private way, namely \_\_\_\_\_.

Assessors Maps dated \_\_\_\_\_, Sheet \_\_\_\_\_, Lot # \_\_\_\_\_.

2. The division of land shown on the accompanying plan is not a subdivision for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The owner's title to the land is derived under deed from: \_\_\_\_\_

Dated \_\_\_\_\_, 20 \_\_\_\_\_, and recorded \_\_\_\_\_

Certificate of Title Number \_\_\_\_\_, registered in \_\_\_\_\_

District Book \_\_\_\_\_ Page \_\_\_\_\_.

Received by Town Clerk

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Owner's Signature and Address if not  
the Applicant \_\_\_\_\_

PLEASE HAVE ASSESSORS' OFFICE CERTIFY THE ABOVE LAND IS/IS NOT  
CLASSIFIED IN CHAPTER 61, 61A OR 61B.

Assessors \_\_\_\_\_  
\_\_\_\_\_

## FORM D

PLANNING BOARD - TOWN OF ROWLEY, MASSACHUSETTS

DATE \_\_\_\_\_

PLAN # \_\_\_\_\_

SUBDIVISION NAME \_\_\_\_\_

### LAND SURVEYOR'S CERTIFICATE

To the Planning Board of the Town of Rowley:

In preparing the plan entitled \_\_\_\_\_

I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Rowley, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from \_\_\_\_\_ to \_\_\_\_\_  
dated \_\_\_\_\_ and recorded in the \_\_\_\_\_  
Registry in Book \_\_\_\_\_, page \_\_\_\_\_.

2. Other plans, as follows \_\_\_\_\_

3. Oral information furnished by \_\_\_\_\_

4. Actual measurement on the ground from a starting point established by \_\_\_\_\_

5. Other sources \_\_\_\_\_

(Seal of Land Surveyor)

Signed \_\_\_\_\_

(Registered Land Surveyor)

Address \_\_\_\_\_

\_\_\_\_\_

*Orville* shall be in the form of a certified check made out to the Town of  
except for the full amount showing payment of the fee to the  
Treasurer of the Town, and must be presented at the time of filing of the Plans for  
Planning Board action. Plans submitted without the filing fee will be considered  
improperly filed and returned without Planning Board endorsement.

**2.6.4.** When plans and/or the associated required forms submitted to the Planning Board are found not to comply with the "Procedure for the Submission and Approval Of Plans" as required by the Town of Rowley Planning Board Rules and Regulations, resulting in the plans so submitted not being endorsed by the Planning Board, the filing fee is forfeited and a new submission including an additional filing fee will be required.

## **SECTION 3.0 PROCEDURES FOR THE SUBMISSION AND APPROVAL OF PLANS**

### **3.1 Plan Believed Not To Require Approval**

#### **3.1.1. Submission of Plan**

**3.1.1.1.** Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a Plan of Land, and who believes that his plan does not require approval under the Subdivision Control Law may submit his plan and two (2) contact prints thereof and two (2) copies each of properly executed **Form A and D** accompanied by the required filing fee (see Section 2.6.) and by the necessary evidence to show that the plan does not require approval to the Planning Board at a regularly scheduled Planning Board Meeting. Said person shall also file, by delivery or registered mail, a notice with the Town Clerk stating the date of submission to the Board for such determination accompanied by a copy of said application and describing the land to which the plan relates sufficiently for identification. If the notice is given by delivery, the Town Clerk shall, if requested, give a written receipt therefore.

#### **3.1.2. Contents**

**3.1.2.1.** Said plan shall be legibly drawn in accordance with the Rules and Regulations of the Registry of Deeds as amended pertaining to plan size, material, lettering and related requirements, and, prior to the recording of said plan, shall contain all required seals and signatures required by the Registry of Deeds.

**3.1.2.2.** The plan scale shall preferably be forty (40) feet to the inch and if different, shall be at a scale approved by the Board in writing prior to the submission of the plan, and shall contain the following:

- a) Identification of the plan by name of owner of record and location of the land in question including the Assessor's tax map number and lot number, the scale, north point, and date.

- b) The statement, "Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the signatures of all members of the Board.
- c) Zoning classification and location of any zoning district boundaries that may lie within the locus of the plan, together with notice of any decisions by the Zoning Board of Appeals including, but not limited to, variances and exceptions regarding the land or any buildings thereon.
- d) In the case of the creation of a new lot, all the remaining land area and frontage of the land in the ownership of the applicant shall be shown.
- e) Name of abutters, including those across the street, from the most recent local tax list unless the applicant has knowledge of any changes subsequent to the latest available Assessor's records.
- f) Names and status (private or public) of streets and ways shown on the plan.
- g) Bearings and distances of all lines of the lot or lots shown on the plan and the distance and bearing to the nearest permanent monument.
- h) Accurate location of all existing buildings including all septic systems, surface and subsurface drainage, and building setback, side yard and rear yard designations.
- i) Location of all bounds, brooks, fences, walls, trails, easements and/or encumbrances.
- j) A locus map at one thousand (1,000) feet to the inch located in the upper right corner of the plan. (See **Schedule A-2**)
- k) A map of the area showing the predominant soil type(s) and contours at four (4) foot intervals, with slopes greater than fifteen (15) percent and wetlands shaded in light gray.

### 3.1.3 Action by Board

3.1.3.1 If the Board determines that the plan does not require approval under the Subdivision Control Law, it shall forthwith, and without a public hearing, endorse the plan. The Board may add to such endorsement a statement of the reason approval is not required. The Board shall notify the Town Clerk in writing of its action, and return the original plan to the Applicant.

3.1.3.2 If the Board determines that the plan requires approval under the Subdivision Control Law, it shall notify the Applicant and the Town Clerk in writing of its determination and the reason approval is required. The Board shall return the original plan to the Applicant.