

PLANNING BOARD, SHERBORN, MA  
FORM A

APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL UNDER THE  
SUBDIVISION CONTROL LAW

Date submitted: \_\_\_\_\_

**INSTRUCTIONS:**

For all applications believed not to require approval under the subdivision control law, and in accordance with Massachusetts General Law Ch. 41, Sec. 81P, please do the following:

1. Schedule a review by the Planning Board. (See or call the Town Planner, 508.651.7855.)
2. Fill out this FORM A as specified below.
3. Submit to the Town Planner (to bring to the Planning Board review meeting):
  - a. Completed original of this FORM A **and one (1) additional** copy of this completed form.
  - b. A completed original Mylar plan of the land **and four (4)** copies of the plan at a scale appropriate for the size of the property as may be approved by the Planning Board showing existing and proposed changes.
  - c. **One (1)** copy of the plan of the land in electronic form (CAD or Shapefile) compatible with the Town's GIS system.
  - d. **One (1)** copy of a plan showing the existing boundaries of the land at the same scale as the plan indicating the proposed changes.
  - e. An electronic copy of all documents being submitted in PDF format to [planning@sherbornma.org](mailto:planning@sherbornma.org).
  - f. Filing fee as specified in Schedule C (check payable to: Town of Sherborn).

Note that the time period of MGL Ch. 41, Sec. 81P **does not commence** until the applicant has filed a complete application.

TO THE SHERBORN PLANNING BOARD:

The undersigned wishes to record the accompanying plan and requests a determination by your Board that approval under the Subdivision Control Law is not required. The undersigned believes that such approval is not required because the plan does not constitute a subdivision. Complete each applicable section below.

1. Parcel(s) \_\_\_\_\_ shown on the plan have a minimum frontage, area and width required by Sherborn Zoning By-Laws and that frontage is on \_\_\_\_\_, a public \_\_\_\_\_ or private \_\_\_\_\_ way. (check one)
2. Parcel(s) \_\_\_\_\_ shown on the plan do not meet the requirements of section 1 and are labeled "not to be considered a buildable lot".
3. Other reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF PROPERTY:** Assessors' Plans, Map No. \_\_\_\_\_, Lot No(s) \_\_\_\_\_

**NAME OF SURVEYOR:** \_\_\_\_\_

**SOURCE OF OWNER'S TITLE:**

- (a) Deed from \_\_\_\_\_ dated \_\_\_\_\_ recorded in Middlesex S. District registry of Deeds Book \_\_\_\_\_, Page \_\_\_\_\_; or
- (b) Land Court Certificate of Title No. \_\_\_\_\_ registered with Middlesex S. District Registry, Book \_\_\_\_\_, Page \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**PLANNING BOARD ACTION:****I/we certify that I am/we are the owner(s) of record of the above described property\*:****Authorized Signature:** \_\_\_\_\_**Address:** \_\_\_\_\_

\*The application must be revised if at any time prior to a decision the applicant is no longer the owner.

**2.2. CONTENTS OF PLAN**

Each plan shall contain the following information: -

- A. Existing and proposed boundary lines, dimensions and areas (in square feet or to the nearest 1/100 of an acre) of all lots, the boundary lines of which are to be changed or shown without change.
- B. Title, north point, date of survey, date of plan and date of each revision, if any, Assessor's map number and lot number, and scale legend.
- C. Name of owner of record, and name, address, signature and imprint of the seal of the registered engineer or registered land surveyor preparing the plan.
- D. Names of the owners of all abutting lots from the current Assessors' records.
- E. Indication of the Zoning district or districts and district boundary lines, if any, coinciding with or intersecting any lot line.
- F. Existing and proposed lines of streets, ways, and easements with an indication on the plan of their intent and whether they are public or private. The width and construction materials of the traveled way from which the property derives its frontage, as well as notice as to whether or not the street is a Scenic Road, shall be indicated on the plan.
- G. Existing and proposed public or common areas, if any.
- H. Location of all existing buildings on proposed lots and abutting lots
- I. For the creation of new lots only, include the following features where they may impede access to the buildable portion of the parcel of land:
  - (1) Stone walls, rock outcrops, and major trees subject to the Scenic Road Act
  - (2) Topographic plan at two-foot contours based on an identified benchmark for datum
  - (3) Areas within the 100-year flood plain or 500-year flood plain
  - (4) Limits of any wetlands, vernal pools, or buffer zones subject to State or local jurisdiction, located on or adjacent to the property.
- J. A vicinity (locus) map showing all other adjacent land of the Applicant and other adjacent properties as far as the nearest existing street in every direction. The vicinity map may be a copy of the Assessors' maps.
- K. A figure indicating total frontage, and a dimension illustrating width at the front setback line and a proposed building line shall also be shown on the plan.
- L. Frontage and area of any remaining adjoining land owned by the Applicant.
- M. For existing or proposed parcels which do not qualify as a buildable lot according to the Town By-Laws, a notation on the parcel stating that such lots are..."not to be considered a buildable lot".
- N. Notice of any special permits/variances issued which affect the proposed change in lot lines.
- O. Deed reference of record owner by Book and Page number and Land court Certificate number if applicable.
- P. Other information as may be required by the Board.
- Q. Printed legend for Planning Board endorsement in the following form:

Approval under the Subdivision Control Law not required.

**SHERBORN PLANNING BOARD**

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**Date:** \_\_\_\_\_

- R. The following statement shall appear below the space for the signature for the Planning Board: "The above endorsement is not a determination by the Planning Board as to conformance with zoning requirements."

### **2.3. ENDORSEMENT**

If the Board finds that the plan meets the requirements of this section and does not require approval under the Subdivision control Law, at least a majority of the members of the Board shall endorse the plan without a public hearing and return the original thereof to the Applicant within the time period required by MGL Ch. 41, Section 81-P from the date of submission of the plan. If the Board shall determine that in its opinion the plan requires approval under the Subdivision Control Law, it shall give written notice of its determination to the Town Clerk and to the Applicant within such statutory period.