



Scituate Planning Board

APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

Updated May 2021

General Information for Applicants:

Any proposal that impacts, or involves any change in, or additional connections to, town sewer or the municipal water supply must present a preliminary plan to the Sewer or Water Commissioners detailing the existing and proposed water and sewer usage before filing an application with the Planning Board. If you believe a proposal is minor in nature and will not affect town sewer or the municipal water supply, please check with Planning Board staff prior to submitting an application.

Checklist for applicants:

The following must be included with all applications for endorsement of an Approval Not Required Plan:

- _____ 1) Thirteen copies of this application form, the deed to the property, and if the application is submitted by anyone other than the owner, either a signed purchase and sale agreement or a letter signed by the owner authorizing submission by the applicant.
- _____ 2) A mylar and 13 copies of the plan prepared in accordance with Town of Scituate Subdivision Rules and Regulations, Section 4.0, Plans Believed Not to Require Approval. All plan copies must be folded. If the property is within the Water Resources Protection District and new buildable lots will be created, 14 copies of the plan and application must be provided.
- _____ 3) A check payable to the Town of Scituate; Fee: \$250, plus \$100 per buildable lot.
- _____ 4) PDF files of the full application package (application form, deed, P&S is applicable, CAD File, etc.) and plan by e-mail concurrently with the physical receipt of the hard copies of the application and plan in the office.
- _____ 5) For plans where frontage is not on a public way certified by the Town Clerk, information regarding the width, grade, surface, and type of construction of the way that will provide frontage.
- _____ 6) If the plan will divide a lot with two homes that pre-date the town's acceptance of the Subdivision Control Law, documentation of the date of construction of both homes.
- _____ 7) The most recent tax bill showing all taxes due on the property are paid in full.

Required Information:

LOCATION (Street address): _____

ASSESSOR REF: MAP _____ BLOCK _____ PARCEL _____ (List all parcel nos. used for billing purposes)

APPLICANT(S): _____

ADDRESS: _____

TELEPHONE AND E-MAIL: _____

PROPERTY OWNER(S) IF DIFFERENT: _____

ADDRESS: _____

TELEPHONE AND E-MAIL: _____

AGENT IF DIFFERENT: _____

ADDRESS: _____

TELEPHONE AND E-MAIL: _____

NUMBER OF NEW BUILDABLE LOTS TO BE CREATED: _____

ZONING DISTRICT(S): _____

ZONING RELIEF REQUIRED FOR REDUCED FRONTAGE? YES/NO

COMMON DRIVEWAY REQUIRED? YES/NO

Required Information:

The undersigned wishes to record the accompanying plan and requests the Planning Board make a determination and endorsement that its approval 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 the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least the distance presently required by the Scituate Zoning Bylaw on:
- a. a public way or way which the Town Clerk certifies is maintained and used as a public way, namely _____; or
 - b. a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law, namely _____ on _____, and subject to the following conditions _____; or
 - c. a private way in existence on the date the Subdivision Control Law became effective in the Town of Scituate, having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____.

Width of Private Way _____

Grade of Private Way _____

Type of Surface and Construction _____

- ____ 2. The division of the tract of land shown on the accompanying plan is not a subdivision because it shows a proposed conveyance or change in a lot line which does not alter the existing frontage as required under the Scituate Zoning Bylaw.

- ____ 3. The division of the tract of land shown is not a subdivision because two or more structures were standing on the property prior to the date the Subdivision Control Law went into effect in the Town of Scituate, and one of such buildings remains standing on each of the proposed lots.

- ____ 4. Other reasons in accordance with Massachusetts General Laws, Chapter 41, Section 81L as explained below:

(Attach any supporting documentation needed.)

Applicant's signature _____

Applicant's signature _____ llkk

Received by Town Clerk

Date _____

Time _____

Signature _____