Print Form

PLANNING DEPARTMENT
Community Development Division

Procedure and Requirements for Filing an Application for a Definitive Subdivision

The following information must be submitted thirty (30) days prior to the first public hearing. Our deadlines and meeting dates are posted on the bulletin board in the Community Development Office and Town Hall for completing a filing. All filings must be completed by the date listed prior to 12:00 noon. Any filings brought in after 12:00 noon on the deadline line date listed will not be accepted – no exceptions are made to this rule. The information herein is an abstract of more specific information in the Subdivision Regulations and is not meant to supersede them.

- Step 1: Pick up application package: Petitioner picks up a Form C application.

- Step 2: Application Form: Petitioner completes three copies of the Form C application form. All information as required shall be completed.

- Step 3: Plan Preparation: Petitioner submits all of the required plan and written information as cited in Section 5 of the Rules and Regulations. People often forget to supply the written documentation listed under Sections 5.1.5, 5.1.6, 5.1.7, 5.1.8, 5.1.9, 5.1.10 and 5.1.13. Failure to provide this documentation will result in your application not being complete or accepted by the Planning Department.

- Step 4: Plan Referral: The petitioner delivers one copy of their plan and application to the following departments: Department of Public Works, Town Engineer, DPW, Fire Department, Conservation Department, Building Department, Health Department, School Department, Water & Sewer Department, Water Treatment Department, and Police Department. Each department must sign their signature on the Form L provided and enclosed herein. When all signatures are received, you then supply this original form with the application, which acknowledges all departments receiving copies of your proposal, to the Planning Department. Failure to provide this acknowledgement will result in your application not being complete or accepted by the Planning Department. We suggest you begin this process at least 48 (forty-eight) hours prior to filing with the Planning Department.

- Step 5: Submit Application: Petitioner submits three (3) typewritten applications, time-stamped by the Town Clerk; File one (1) complete application form with the Town Clerk and two (2) complete applications with the Planning Department including two (2) copies of the plan prepared 1" = 40' no larger than 24" x 36" and three (3) copies of the plan 11" x 17" prepared by a Registered Professional Engineer in the Commonwealth of Massachusetts; and filing and project review fees (see attached form), and an abutters list certified by the assessors office. Petitioner must submit and electronic PDF version of all submission material.

- Step 6: Mail Application to Outside Consultant: The petitioner mails a copy of the plan and application to the outside consultant for review. Please contact the Planning Department for more information.

- Step 7 – Submit Filing Fees: The petitioner submits to the Planning Department two separate checks for filing of application and a project review fees as described in enclosed listing of fees. You must also complete the outside consultant form for us to process your check for the project review fees.

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- Step 8: Notification of Parties in Interest:
  Petitioner picks up an updated certified abutters list from the Assessor's office (located at 120 Main St.) It is to be submitted as part of the application submittal. The petitioner is responsible for delivering the legal notice to the newspaper to be published and is responsible for costs for same. The petitioner is responsible for the costs for certified mailing of the legal notice to each abutter. See specific updated instructions for certified mailing of legal notices attached.

- Step 9: Scheduling of Hearing and Preparation of Legal Notice: The Planning Department schedules the applicant for a hearing date and prepares the legal notice for mailing to the parties of interest (abutters) and for publication in the newspaper.

- Step 10: Delivery of Legal Notice to Newspaper/Party in Interest: Once the legal notice has been completed by the Planning Department, the petitioner delivers the legal notice to the Lawrence Eagle Tribune and pays for the advertising cost at that time. Failure by the petitioner to pay and deliver the legal notice will result in the application not being heard by the Planning Board. The petitioner then brings proof of payment of the legal notice to the Planning Department.

- Step 11: Public Hearing before the Planning Board: The petitioner should appear in his/her behalf, or be represented by an agent, engineer or attorney.

- Step 12: Decision: Once a decision has been rendered by the Planning Board on this proposal, the Planning Board's decision will be sent to the applicant, their engineer and abutters.

- Step 13: Recording Notice of Decision and Plans: The petitioner is responsible for recording the Notice of Decision and the endorsed plans at the Essex North Registry of Deeds, Lawrence, Massachusetts and shall provide a certified recorded copy of these documents to the Planning Department.

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May 22, 2008 revised 8/28/08

Cost of 0.42 cent stamp increased to 0.44 per stamp

Cost of Certified mail increased from $3.12 to $3.24

By Order of the Planning Board.

THIS IS THE UPDATED PROCESS TO PREPARE CERTIFIED MAIL.

Any one filing an application with the Planning Department will be required to incur costs for certified mailing of legal notices to abutters.

The process for legally noticing to abutters is as follows.

1. Obtain a certified abutters list from the Assessor's office.
2. Create 3 sets of type written labels that contain the full name, full street number, full street address, full city and state, & zip code of each abutter.
3. Create one set of return address labels as follows:

Town of North Andover 1600 Osgood Street Bldg. 20, Suite 2-36 Planning Department c/o Mary North Andover, MA 01845

4. You will be required to obtain a postal service certified mail green and white slip. You can get them from the post office.
5. Affix one abutter label to the green & white slip.
6. Affix one abutter label to the actual envelope.
7. Affix the Planning Department return address label to the upper left hand corner of the envelope.
8. Cost of postage for certified mail is $0.44 + $2.80 =$3.24 per mailing envelope of which the applicant is responsible for, you will need to purchase the correct amount of postage stamps from the post office.
9. Bring the envelopes along with the green & white slips and the proper postage to the Planning Department, they will insert the legal notice inside the envelope and then mail the envelopes out.
10. Bring the 3rd set of mailing labels to the Planning Department because these labels will be used to mail the decision to the abutters. Applicant is responsible for submitting a 0.44-cent stamp for each abutter to the Planning Department.

Please note: postage meter slips will not be accepted in lieu of stamps.

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Form C - APPLICATION FOR DEFINITIVE SUBDIVISON APPROVAL

Received; Town of North Andover Town Clerk (Date Stamp)

Stamp three (3) forms with the Town Clerk. File one (1) copy with the Town Clerk and two (2) with the Planning Department.

To the Planning Board:

The undersigned, being an applicant under Chapter 41, 81-O, 81-T, 81-U, MGL, for approval of a proposed subdivision plan, hereby submits a Definitive Plan and makes application for approval to the North Andover Planning Board:

The undersigned hereby applies for the approval of said Definitive plan by the Board, and in furtherance thereof hereby agrees to abided by the Board's Rules and Regulations. The undersigned hereby further covenants and agrees with the Town of North Andover, upon approval of said Definitive plan by the Board:

a. To install the utilities in accordance with the rules and regulations of the Planning Board, Department of Public Works, the Board of Health, and all general as well as zoning by-laws of said Town, as are applicable to the installation of utilities with the utilities within the limits of ways and streets;

b. To complete and construct the street or ways and other improvements shown thereon in accordance with Section V and VI of the Rules and Regulations of the Planning Board, including all Appendices (I-VI) and Figures (1-27), and the approved Definitive plan, profiles and cross-sections of the same. Said plan, profiles, cross-sections and construction specifications are specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole or part of said land, and assigns of the undersigned; and

c. To complete the aforesaid installations and construction within two (2) years from the date hereof.

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1. Name of Applicant: _____

Address: _____

Signature of Applicant: _____

2. Name of Subdivision: _____

3. Location and Description of Property [include Assessor's Map & Lot and Zoning District (s)]-

_____
_____
_____
_____
_____

4. Address of Property Being Affected: _____

Zoning District: _____

Assessors: Map #: _____ Lot #_____

5. Deed Reference: Book _____, Page _____ and

Certificate of Title No._____

6. Name of Surveyor/Engineer: _____

Address: _____

Easements and Restrictions of Record (Describe and Include Deed References)

_____

7. Preliminary Plan Submitted? _____; Plan Approved? _____; Date: _____

Signature of Owner(s): _____

Address: _____

Received: Town of North Andover Town Clerk (date stamp):

Signature of Town Official Receiving this Application: _____

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Form L

SIGNATURE REQUEST FOR PLAN REFERRAL ACKNOWLEDGEMENT

Departmental referral Form L with signature of department acknowledging receipt.

TO: Director, DPW _____

Town Engineer, DPW _____

Water & Sewer Department, DPW _____

Water Treatment Department_____

Fire Chief _____

Conservation Administrator_____

Inspector of Buildings _____

Health Administrator _____

School Department _____

Police Department _____

FROM: Applicant _____

Date: _____

Re: _____ Preliminary Plan
_____ Definitive Subdivision
_____ Modification to a Subdivision
_____ Special Permit
_____ Site Plan Review

Address of Development: _____

A Public Hearing has been scheduled for the following date: _____

Please provide your written comments to the Planning Department by the following date: _____

(The Wednesday before the scheduled public hearing and/or scheduled Planning Board meeting).

Failure to provide written comments by this date will constitute your approval of this plan.

Thank you.

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Outside consultant review fees.

PROJECT REVIEW FEES

Preliminary plan, modification of a Preliminary Plan, Modification of a Definitive Plan, or Modification of a Special Permit shall require the following initial Project Review Fee:

Project Size	Fee
2-15 lots/units	$4,000
16-20 lots/units	$6,000
21-25 lots/units	$10,000
More than 25 lots/units	$12,000

Definitive Plan shall require the following initial Project Review Fee:

Project Size	Fee
2-15 lots/units	$4,000
16-20 lots/units	$6,000
21-25 lots/units	$10,000
More than 25 lots/units	$12,000

Special Permit shall require the following initial Project Review Fees:

Project Size	Fee
Less than 10,000 square feet	$2,000
10,000-30,000 square feet	$3,000
30,000-50,000 square feet	$4,000
More than 50,000 square feet	$5,000

Depending on the complexity of issues presented, additional fees may be required.

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