

FORM A

APPLICATION FOR A DETERMINATION OF PLANNING BOARD JURISDICTION

Submit two completed application forms for signature of Planning Board member, one to be retained by the Board and the other to be filed with the City Clerk in accordance with the requirements of Section III of the Revised Rules and Regulations Governing the Subdivision of Land in Melrose, Massachusetts, Adopted March 24, 1958, by the Planning Board. Separate paragraphs are used to indicate alternative provisions. (The applicant(s) should select and complete the paragraphs pertinent to his case).

Please give location and description of lot(s), _____, 19____
area, and depth. Explain what is being done and purpose to which
property will be put: _____

To the Planning Board of the City of Melrose:

The undersigned owner(s) of the property herein described wishes to record the accompanying plan and requests a determination by said Board that approval by it is not required under Subdivision Control Law. 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 frontage required by the Melrose Zoning Ordinance, and is on _____ which is a Private/ Public Way.
(Circle One)

Approved under subdivision plan entitled _____

2. The division of land shown on the accompanying plan is not a subdivision for the following reasons: _____

3. The division of land shown on the accompanying plan is not a subdivision because _____ buildings were standing on the land on November 5, 1917 when the Subdivision Control Law went into effect through the acceptance by the City of the statute authorizing boards of survey, and one of such buildings remains

standing on each of the proposed lots shown on said plan. The location of such buildings is shown _____ and evidence of their existence prior to said date is submitted herewith as follows: _____

4. The division has the same validity as an approved subdivision because it is in accordance with a plan registered or confirmed by the Land Court prior to February 1, 1952, namely, on _____, 19____. Evidence of such registration or confirmation is submitted herewith as follows: _____

5. Is each lot served by city sewers? Yes _____ No _____

6. Deed of property is recorded in Southern Middlesex Registry Book _____ Page _____ Cert. _____

[If more than one owner, all must sign, and if someone other than owner presents application, authority (such as power of attorney) must be shown.]

Signature of Owner

Address

Signature of Engineer
or Surveyor

Signature of Owner

Address

Address

Accepted this _____ day of _____, 19____, as
duly submitted under the Rules and Regulations of the Planning Board.

MELROSE PLANNING BOARD

By _____

NOTE: This application is not deemed to have been submitted until signed above by a member of the Planning Board.

Planned signed by _____ under date of _____
19____.

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Please give location and description of lot(s), including frontage, area, and depth. Explain what is being done and purpose to which property will be put: _____

To the Planning Board of the City of Melrose:

The undersigned owner(s) of the property herein described wishes to record the accompanying plan and requests a determination by said Board that approval by it is not required under Subdivision Control Law. The undersigned believes that such approval is not required for the following reasons:

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Signature of Owner

Address

Signature of Engineer
or Surveyor

Signature of Owner

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Address

Accepted this _____ day of _____, 19____, as duly submitted under the Rules and Regulations of the Planning Board.

MELROSE PLANNING BOARD

By _____

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Planned signed by _____ under date of _____
19____.

SECTION III. PROCEDURE FOR SUBMISSION OF PLANS BELIEVED NOT TO
REQUIRE APPROVAL

A. How Submitted

1. Any person who wishes to cause to be recorded a plan of land in the Registry of Deeds or to be filed with the Land Court and who believes that his plan does not require approval under the subdivision Control Law, may submit it to the Planning Board at the Planning Board Office prior to noon on the Thursday before a Regular Meeting of said Board. Should someone other than the owner(s) of the land in question make such application, or submit the same to said Board, authority to do so (such as Power of Attorney) must be shown.
2. Applicant should submit an original plan on reproducible mylar and ~~black~~^{hairteak (13)} black and white prints to the Board. Contents of the plan are specified below. The applicant must also submit two copies of Form A properly filled out stating date of submission and giving the answers requested and a filing fee in the amount of \$50 plus \$25 per new lot created. (Form A may be obtained from the Planning Board Office). Date of submission means the next Regular Meeting following the date submitted. The twenty-one (21) day period begins from such Meeting date. The Board will deliver duplicate Form A to the City Clerk when signed.

B. Determination

Within twenty-one (21) days after the submission of the plan to the Board as stated above, the applicant will be informed of its determination either by endorsing the plan or, if the Board fails to take action, applicants will be referred to the provisions of the General Laws, Chapter 41, Section 81P, as amended from time to time. The mylar plan goes to the applicant. The black and white copy is retained for the Planning Board's files. The second black and white copy is transmitted to the Building Commissioner. A third black and white copy is transmitted to the Assessor's office.

C. Contents

The plan shall contain the following information:

1. Title, boundaries, north point, date and scale.
2. Name and address of record owner(s) and engineer or surveyor.
3. Names of all abutters as they appear in the most recent tax list if needed for clarification.

4. Existing lines of streets, ways, lots, easements and public or common areas.
5. Sufficient data to determine location, ways, direction and length of every street and way, lot line and boundary line, and to establish these lines on the ground, with areas of lots and lot numbers.
6. Location of all permanent bounds properly identified as to whether existing or proposed.
7. The entire area in which the division takes place including all lots affected by an increase or decrease. This means that the new parcels and the lots they are to be a part of must be drawn on plan. (If change of lot lines involve different owners all must sign Form A.)
 - a. If a parcel (or parcels) of land be separated from a larger lot, to be conveyed to another person or for the applicant, and such parcel does not have sufficient frontage on a street or way, as required, such parcel must be shown on the plan as being part of adjacent lot having such frontage. The parcel so conveyed or separated should be properly numbered showing area and lot line measurements, with the following notation printed on the plan:
"Lot _____ is not a building lot, and is to become a part of Lot _____."
 - b. If an area or parcel lies in two different zoning districts, notation on the plan should read:

"The signature of an authorized member of the Planning Board does not indicate any change in zoning requirement of said parcel."
 - c. The following should be endorsed on all plans:

"Endorsement of the above plan is not a determination of compliance with the Melrose Zoning Ordinance." (This does not apply to plans for Schedule of betterment assessments by the City.)
8. Location of all buildings or structures must be shown including those underground, whether publicly or privately owned.
9. The Board does not have a stamp to affix on plan for the following legend; it must be printed on said plans:

"Planning Board Approval Not Required

Melrose Planning Board

By _____
Date _____

If land is in more than one municipality, include a similar legend for each.

10. In cases where registered and non-registered land exists in a plan for one building lot acceptable under requirements, the following notation should be made before plan is endorsed:--

Providing Lot_____ and Lot_____ are considered as one lot and held in common ownership.

11. When part of land is in adjoining town or city, approval will indicate that only the Melrose portion has been approved or endorsed; other portion in next town or city should be approved by it.

Revised April 1974

Revised November 23, 1992