



## Department of Planning and Community Development

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

### Braintree Planning Board

#### Application Packet – Preliminary and Definitive Subdivision Plan

#### Rules and Regulations Governing the Subdivision of Land Sections IV and V and MGL Chapter 41

The Applicant should review the material included in this packet, consult the Zoning Bylaw, the Rules and Regulations Governing the Subdivision of Land, dated November 1, 2002 and address any questions regarding the submission requirements to the Department Staff prior to submittal. The Department Staff also highly recommends all Applicants meet with a member of the Staff prior to submission of the Application. For Definitive Subdivision Applications the Applicant shall be informed that the Department Staff writes the legal notice and submits it to the The Patriot Ledger. However, the Applicant is responsible for the cost of the publication of the public hearing notice which appears twice in The Patriot Ledger before the public hearing. The Patriot Ledger bills the Applicant directly for this cost.

*NOTE: No Legal Notice publication in the Newspaper is required for a Preliminary Subdivision Applications.*

**Please be advised the Department Staff requests that all Applications be filed before 3:00P.M.**

#### **PRELIMINARY PLAN APPLICATION – Submission Requirements**

Please consult the Rules and Regulations Governing the Subdivision of Land for more information regarding the content of the submission materials.

No. of Copies	Type of Document
2	Original Applications, with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Preliminary Subdivision Plans
9	Copies of a Narrative Outlining Potential Waivers from the <u>Rules and Regulations Governing the Subdivision of Land</u> upon submission of a Definitive Subdivision Application.
1	Receipt for Proof of Filing with the Board of Health
3	Sets of Drainage Calculations
1	Check in the Amount of \$300.00

**DEFINITIVE PLAN APPLICATION – Submission Requirements**

Please consult the Rules and Regulations Governing the Subdivision of Land for more information regarding the content of the submission materials.

<b>No. of Copies</b>	<b>Type of Document</b>
2	Original Applications, with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Definitive Subdivision Plans
9	Copies of a Narrative Outlining All Waivers Requested from the <u>Rules and Regulations Governing the Subdivision of Land</u> , including the justification for each.
3	Sets of Drainage Calculations and any other Applicable Reports (Floodplain Analysis, Geotechnical, Traffic etc.)
1	Receipt for Proof of Filing with the Board of Health
1	Certified List of Direct Abutters. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
1	Check in the Amount of \$400.00 plus an additional \$400.00 for each proposed buildable lot.

**AMENDMENT TO DEFINITIVE PLAN APPLICATION – Submission Requirements**

Please consult the Rules and Regulations Governing the Subdivision of Land for more information regarding the content of the submission materials.

The Applicant shall request in writing to appear before the Planning Board at a scheduled meeting to present the proposed Amendment to the Definitive Plan informally. If the Planning Board determines by a majority vote that the proposed changes are significant, a Public Hearing will be required for the Amendment.

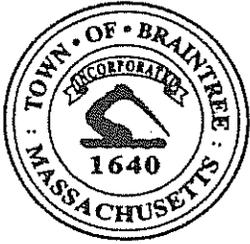
<b>No. of Copies</b>	<b>Type of Document</b>
2	Original Applications, with Original Signatures
9	Copies of the Original Application
9	Sets of Full Size Definitive Subdivision Plans (That clearly depicts the proposed Amendments)
9	Copies of a Narrative Outlining the proposed Amendments including a justification on why they being requested. This Narrative shall also include any additional or modified Waivers requested from the <u>Rules and Regulations Governing the Subdivision of Land</u> .
3	Sets of Drainage Calculations and any other Applicable Reports (Floodplain Analysis, Geotechnical, Traffic etc.)
1	Receipt for Proof of Filing with the Board of Health
1	Certified List of Direct Abutters. This list shall have been certified by the Braintree Assessors' Office within sixty days of submittal of an Application to the Planning Board.
2	Sets of envelopes addressed to the certified abutters that include postage with no return address. Upon submittal the envelopes shall be in the order in which they appear on the Certified List of Abutters.
1	Check in the Amount of \$350.00 plus an additional \$30.00 for each existing buildable lot and \$400.00 for any proposed new buildable lot.

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**Braintree Planning Board**

**Application for Preliminary Subdivision Plan**

**Rules and Regulations Governing the Subdivision of Land Section IV - MGL Chapter 41 Section 81-S**

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Floodplain Designation \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_ Total Lot Size \_\_\_\_\_

Plan Title \_\_\_\_\_

The title to land is derived from deed dated \_\_\_\_\_ and recorded at the Norfolk Registry of Deeds in

Book \_\_\_\_\_ Page \_\_\_\_\_ or on Land Court on Certificate # \_\_\_\_\_ Book \_\_\_\_\_

Page \_\_\_\_\_.

The subject land has the following covenants, easements or conditions of record (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject land is free of encumbrances except for the following (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE PAGE TO FOLLOW**

**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Owner's Information (If different than the Applicant)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** If you are the Applicant and not the Property Owner of the Property in which the project is proposed and the Property Owner has not signed the two (2) Original Applications you must provide with this Application two (2) originals of written Authorization from the Property Owner stating that you as the Applicant, Engineer or Attorney has permission to represent the Property Owner for the Application that is being submitted.

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**Application for Preliminary Subdivision Plan**

**Rules and Regulations Governing the Subdivision of Land Section IV - MGL Chapter 41 Section 81-S**

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Floodplain Designation \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_ Total Lot Size \_\_\_\_\_

Plan Title \_\_\_\_\_

The title to land is derived from deed dated \_\_\_\_\_ and recorded at the Norfolk Registry of Deeds in  
Book \_\_\_\_\_ Page \_\_\_\_\_ or on Land Court on Certificate # \_\_\_\_\_ Book \_\_\_\_\_  
Page \_\_\_\_\_.

The subject land has the following covenants, easements or conditions of record (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject land is free of encumbrances except for the following (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE PAGE TO FOLLOW**

**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Owner's Information (If different than the Applicant)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Application for Definitive Subdivision Plan and Amendment to a Definitive Subdivision Plan  
Rules and Regulations Governing the Subdivision of Land Section V - MGL Chapter 41 Section 81-U**

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Floodplain Designation \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_ Total Lot Size \_\_\_\_\_

Plan Title \_\_\_\_\_

The title to land is derived from deed dated \_\_\_\_\_ and recorded at the Norfolk Registry of Deeds in

Book \_\_\_\_\_ Page \_\_\_\_\_ or on Land Court on Certificate # \_\_\_\_\_ Book \_\_\_\_\_

Page \_\_\_\_\_

**Preliminary Subdivision Plan (Please Check One)**

None \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

The subject land has the following covenants, easements or conditions of record (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject land is free of encumbrances except for the following (Please list all, including recording information)

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**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Owner's Information (If different than the Applicant)**

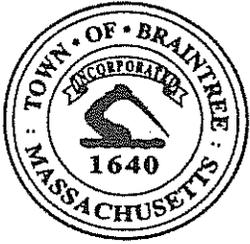
Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Application for Definitive Subdivision Plan and Amendment to a Definitive Subdivision Plan  
Rules and Regulations Governing the Subdivision of Land Section V - MGL Chapter 41 Section 81-U**

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Location of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

Assessors' Plan(s) \_\_\_\_\_ Plot(s) \_\_\_\_\_ Lot Size \_\_\_\_\_

Floodplain Designation \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_ Total Lot Size \_\_\_\_\_

Plan Title \_\_\_\_\_

The title to land is derived from deed dated \_\_\_\_\_ and recorded at the Norfolk Registry of Deeds in

Book \_\_\_\_\_ Page \_\_\_\_\_ or on Land Court on Certificate # \_\_\_\_\_ Book \_\_\_\_\_

Page \_\_\_\_\_

**Preliminary Subdivision Plan (Please Check One)**

None \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

The subject land has the following covenants, easements or conditions of record (Please list all, including recording information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject land is free of encumbrances except for the following (Please list all, including recording information)

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**Engineer's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Attorney's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

**Applicant's Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Owner's Information (If different than the Applicant)**

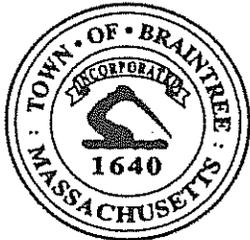
Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** If you are the Applicant and not the Property Owner of the Property in which the project is proposed and the Property Owner has not signed the two (2) Original Applications you must provide with this Application two (2) originals of written Authorization from the Property Owner stating that you as the Applicant, Engineer or Attorney have permission to represent the Property Owner for the Application that is being submitted.



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**Braintree Planning Board**

**Proof of Filing with the Board of Health**

**Preliminary Subdivision, Definitive Subdivision Plan or  
Amendment to a Definitive Subdivision Plan**

**Rules and Regulations Governing the Subdivision of Land Sections IV and V and MGL Chapter 41**

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Property Address \_\_\_\_\_

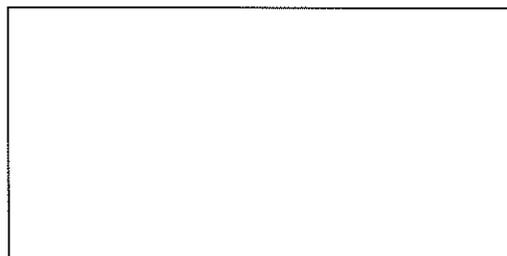
Plan Title \_\_\_\_\_

Application \_\_\_\_\_ Preliminary Subdivision Plan  
\_\_\_\_\_ Definitive Subdivision Plan  
\_\_\_\_\_ Amendment to a Definitive Subdivision Plan

*The above noted applicant has filed an application with the Board of Health as required pursuant to MGL Chapter 41 and Rules and Regulations Governing the Subdivision of Land Section IV and V*

\_\_\_\_\_  
*Representative of the Board of Health*

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



*Board of Health Stamp*

Department of Planning and Community Development

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Joseph C. Sullivan  
Mayor

Instructions for Preparing List of Abutters

**Definitive Subdivision Plan or Amendment to a Definitive Subdivision Plan  
Rules and Regulations Governing the Subdivision of Land Section V and MGL Chapter 41**

**Consult** Assessors' Plans at the Engineering Department or on the second level foyer area at 90 Pond Street.

**Prepare** a complete list of abutters, including address of abutting property, its Assessors' Plan and Plot Number, name and address of owner. You must include all direct abutters and those properties directly across the street. If you are unsure if someone is to be included on the list The Planning Staff suggests you include them.

**Submit** this list to the Tax Assessors' Office for certification.

**Please Note:** That the Assessors' Staff has ten days to process your request. Their certification attests only to the accuracy of the names and addresses as they appear on your abutters' list and not to the completeness of the list.

Date \_\_\_\_\_

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Address of Property \_\_\_\_\_

Assessors' Plan \_\_\_\_\_

Plot \_\_\_\_\_

*This list is being submitted in support of:*

\_\_\_\_\_ **Definitive Subdivision Plan**

\_\_\_\_\_ **Amendment to a Definitive Subdivision Plan**





