



FORM A  
APPLICATION FOR ENDORSEMENT  
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

To the Planning Board of the Town of Sandwich,  
The undersigned, believing that the accompanying plan of property in the Town of Sandwich does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that the Planning Board approval under the subdivision control law is not required.

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_
  
2. Name of Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Property Owner(s): \_\_\_\_\_
  
3. Name of Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_
  
4. Deed of property recorded in Barnstable County Registry of Deeds,  
Book \_\_\_\_\_ Page \_\_\_\_\_ Or Certificate of Title # \_\_\_\_\_  
Subject Property: Map \_\_\_\_\_, Parcel \_\_\_\_\_. (Found on tax bill) Zoning District: \_\_\_\_\_  
Frontage dimension of subject property (Call Assessor's at (508) 888-0157): \_\_\_\_\_  
\_\_\_\_\_  
Date subject lot was created in its present form (Call Barnstable County Registry at (508) 362-7733) \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Access: \_\_\_\_\_
  
5. Reason why plan is believed not to require approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 3

### PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS

#### 3.A PLAN BELIEVED NOT TO REQUIRE APPROVAL Under the subdivision control law

(As defined under M.G.L. Chapter 41, Section 81-P):

- 3.A.1** Any person wishing to record a Plan of Land, who believes that his plan does not require approval under the Subdivision Control Law shall do the following:
- a. The applicant shall file, by delivery or registered mail, a notice (Form A) application with the Town Clerk. Proof of said filing shall be given to the Planning Board prior to their taking action.
  - b. At a regularly scheduled Planning Board meeting, the applicant shall submit the original drawing of the plan suitable for recording at the Barnstable County Registry of Deeds or Land Court, four (4) prints and a Form A application to the Planning Board.
  - c. The applicant shall furnish the application fee (refer to Fee Schedule) at the time each Form A is submitted to the Planning Board payable to the Town of Sandwich.
  - d. At the time the application is filed, the applicant shall furnish a pdf and CAD file of the plan as per the Planning Board's electronic filing requirements dated December 2011.
- 3.A.2** The plan shall contain sufficient evidence necessary to enable the Board to determine that the plan does not require approval under the Subdivision Control Law. Such information on the plan shall include, but is not necessarily limited to, the following:
- a. Assessors' map number, lot number and zoning district(s), including overlay district, if applicable.
  - b. Names of all owners abutting the land as established from the most recent tax list.
  - c. All existing buildings within one hundred feet (100') of any newly created boundaries, including setbacks, side and rear yard designations.
  - d. Names of all ways that abut the Applicant's land.
  - e. Locus plan at a scale sufficient to identify the location of the lot, surrounding area and adjacent ways.
  - f. If a new lot is being created, the plan submitted shall show the remaining area and street frontage of the lot the new parcel was created from.
  - g. The plan shall show adequate access to each lot over the frontage or across the front lot line. Access to each lot shown on the plan shall be gained from the frontage of said lot.
  - h. A statement shall be put on the plan, by the surveyor under the space provided for Planning Board signatures and date, that **"the above endorsement does not**

**constitute compliance with the Protective Zoning By-laws of the Town of Sandwich."**

- i. Sufficient topographic delineation, including existing streams and bodies of water shall be shown on the plan or a separate plan to allow the Board to determine if the lot(s) have adequate access.
- j. A title block including:
  - 1. The applicant's name and address.
  - 2. Name, signature and seal of a Massachusetts Professional Land Surveyor.
  - 3. Plan date, revised dates.
  - 4. Plan scale.
  - 5. Seven spaces for the signatures of the Planning Board and the date of the endorsement under the caption "**Approval Under the Subdivision Control Law Not Required.**"
- k. The plan shall be at a scale of 1"=40'. Plan sheets shall not exceed 24" x 36". The plan shall show a north arrow .
- l. Whenever applicable, a statement that lots shown on the plan are part of a subdivision and are subject to terms and conditions of its approval plus a reference to the subdivision name, approval date, and the recorded book and page numbers.
- m. The plan shall show the location of public or private wells and septic systems on all abutting properties.

**3.A.3** If the Planning Board determines that the plan does not require approval, it shall, within twenty-one (21) days of submission to the Town Clerk without a public hearing, endorse the plan. The Planning Board shall notify the Town Clerk of its action.

**3.A.4** If the Planning Board determines that the plan does require approval under the Subdivision Control Law, it shall state so in writing to the Town Clerk within twenty-one (21) days of submission to the Town Clerk. The Planning Board shall notify the Town Clerk of its action.



December 2011

### Electronic Filing

The Planning Board requests that all applicants for Form A and Form C endorsement file a digital copy in addition to the filing requirements contained in Section 3 of the Subdivision Rules & Regulations. Please refer to the current version of the MassGIS Standard for Digital Plan Submission to Municipalities for specifications. The MassGIS standard, a sample file, and reference mark data are available at the Office of the Town Engineer.

Form A – For Approval Not Required plans, a digital copy should be submitted along with the Form A and paper copies when the plan is presented to the Planning Board for endorsement. The digital plan should meet MassGIS Level II standards.

Form C – For Definitive Subdivision plans a digital copy should be submitted at the time of endorsement for an approved definitive plan and upon delivery of the As-Builts. The digital plan should meet MassGIS Level III standards.

These submissions should be on a Compact Disc (CD) that is clearly labeled for filing purposes.

Thank you for your attention to this filing requirement.