

**TOWN OF SANDWICH**  
THE OLDEST TOWN ON CAPE COD



**PLANNING BOARD**  
100 Route 6A, Sandwich, MA 02563  
Phone: 508-833-8001  
Fax: 508-833-8006  
E-mail: [planning@sandwichmass.org](mailto:planning@sandwichmass.org)

**Form C**  
**APPLICATION FOR APPROVAL OF DEFINITIVE PLAN**

To the Planning Board of the Town of Sandwich:  
The undersigned herewith submits the accompanying Definitive Plan of a proposed Subdivision, entitled: \_\_\_\_\_ dated \_\_\_\_\_, Located in the Town of Sandwich, under the requirements of the Subdivision Control Law and the Rules and Regulation of Sandwich Planning Board.

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_
2. Name of Engineer and/or Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Name of Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Property Owner(s): \_\_\_\_\_

Deed of property recorded in Barnstable County Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_

or under Certificate of Title No. \_\_\_\_\_ Registered in Land Registry District, Book Registered in Land Registry District, Book \_\_\_\_\_ Page \_\_\_\_\_.

Subject Property: Map \_\_\_\_\_ Parcel \_\_\_\_\_. (Found on tax bill) Zoning District: \_\_\_\_\_

Registry of Deeds title reference: Book \_\_\_\_\_, Page \_\_\_\_\_, or Certificate Of Title Number \_\_\_\_\_ & Land Court Lot # \_\_\_\_\_ & Plan # \_\_\_\_\_.  
(Call Barnstable County Registry at (508) 362-7733).

Date subject lot was created in its present form (Call Barnstable County Registry at (508) 362-7733). \_\_\_\_\_

Property Address: \_\_\_\_\_  
Property Access: \_\_\_\_\_

**Please read packet before submitting application.**

**PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS**

Please refer to Section 3 Subdivision Rules and Regulations, which can be found on the Town's website under Planning and Development.

**Abutters Notice**

The laws governing Definitive Plans specify that "parties in interest" (also referred to as **abutters**) are entitled to receive **notice of the public hearing** for a definitive plan application and the **decision** on that application. The statute defines "parties in interest" as the person requesting the definitive plan for the property that is the subject of the definitive plan application; abutters, that is all property owners whose property directly abuts the property that is the subject of the definitive plan application; owners of land directly opposite on any street; abutters to abutters within three hundred feet of the property line of the petitioner and the Planning Boards of all abutting towns be sent notice as well. For Sandwich the abutting towns are Bourne, Barnstable, Falmouth and Mashpee. The Assessing department is familiar with these requirements.

The list of abutters must be certified by the Assessing Department. The Assessing Department is required to certify these lists in ten (10) days from the date they are received at the Assessing Department. The Assessing Department processes abutter's list certification requests in the order in which they are received. The Assessing Department will contact the person requesting certification when the list has been certified or if there are errors that require a revised abutter's certification request to be submitted to the Assessing Department. There is a fee for certifying abutter's lists. The phone number for the Assessing Department is 508-888-0157. You may also view instructions on the Town website at [www.sandwichmass.org](http://www.sandwichmass.org). Click on the Maps tab.

The original copy of the abutters list certified by the Assessing Department must be submitted with the Definitive Plan application materials. The certified abutters list is then used by the applicant **to address the envelopes necessary for the required abutters notice** for the public hearing and for the decision.

***Addresses for the Planning Boards of the four abutting towns:***

Town of Bourne	Planning Board	24 Perry Avenue, Buzzards Bay, MA 02532
Town of Barnstable	Planning Board	367 Main Street, Hyannis, MA 02601
Town of Falmouth	Planning Board	59 Town Hall Square, Falmouth, MA 02540
Town of Mashpee	Planning Board	16 Great Neck Road North, Mashpee, MA 02649

**Public Hearing Notice – 1<sup>st</sup> Mailing**

The public hearing notice is mailed to each abutter and the four abutting towns **by certified mail with return receipt requested. Remember to include an envelope for the applicant and/or property owner(s). Please be sure that the envelopes are complete with the following information:**

- a. Each envelope must be legibly addressed; the return address must also be placed on the upper left hand corner of the envelope:  
Planning & Development Office  
100 Route 6A

Sandwich MA 02563;

- b. Each envelope must have enough postage on it to mail one sheet of paper by certified mail return receipt requested;
- c. Each envelope must have the certified mail slips filled out;
- d. Each envelope must have the return receipt cards completely filled out. On the return receipt cards:
  1. The addressee is the person or organization to whom the public hearing notice is being sent.
  2. The service type is Certified Mail.
  3. The article number is the number on the Certified Mail slip.
  4. The return receipt cards must show the sender's address as:  
Planning & Development Office  
100 Route 6A  
Sandwich, MA 02563;
- e. Place certified slip and green return receipt card inside each envelope and submit along with your completed application.

### **Decision – 2<sup>nd</sup> Mailing**

After the Board makes their decision the law requires that this decision must also be noticed to the abutters by regular first class mail. However, the applicant and property owner(s) must be notified by **Certified Return Receipt** (please see the above "Public Hearing Notice" section for these envelope procedures).

For the **decision** envelopes:

- a. Each envelope must be legibly addressed to the abutter or abutting town's Planning Board; the return address placed on the upper left hand corner of the envelope is:  
Planning & Development Office  
100 Route 6A  
Sandwich MA 02563;
- b. Each envelope must have a first class stamp affixed to it.
- c. Submit these envelopes along with your completed application.

The Planning & Development Office will mail the public hearing notices and the decisions to the abutters, Towns, applicant and/or property owner(s).

If you are being represented by an attorney/consultant, make sure you include envelopes for both the public hearing notice & decision to be mailed to your attorney/consultant as well.

### **Advertising**

The laws governing Definitive Plans require that a public hearing be advertised in a newspaper of general circulation. The advertisement must appear two times with the first time being not less than fourteen (14) days before the public hearing. The advertisement must state the nature of the applicant's request, along with the date, time and place where the public hearing is to be held.

The applicant is responsible for the cost of the required advertising. The Town of Sandwich has contracted with Falmouth Publishing for the advertisement of public hearing notices. Falmouth Publishing publishes the Sandwich Enterprise once a week on Fridays. A check made out to **Falmouth Publishing Co., Inc.** (please refer to the Fee Schedule for amount) is required at the time of application submittal.

### **Next Steps**

If the Definitive Plan is granted, the law requires that a 20 day appeal period must elapse from the date of that Town Clerk stamp before the decision is final. On the 21<sup>st</sup> day you may obtain a copy of the decision from the Town Clerk, which will bear a notice that no appeals have been filed. The decision is then eligible to be recorded at the Registry of Deeds. (*Mandatory condition of all special permits and variance grants.*)

Please contact the Town Clerk's Office at 508-888-0340 for further information regarding the appeal period and the time that your decision will be ready for you. A copy of the recorded Definitive Plan Decision must be provided to the Planning Board.

If you have any questions, please contact the Planning & Development Office at (508) 833-8001 or e-mail us at [planning@sandwichmass.org](mailto:planning@sandwichmass.org).

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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.