

Town of Milton Planning Board

ANR Checklist

Please use this checklist to ensure that your Endorsement of Plan Believed Not to Require Approval under the Subdivision Control Law application (Form A) and accompanying plan are filed properly. Incomplete submissions may be rejected. A copy of the form and the plan may be filed with the Town Clerk. In the case that a submitted plan is determined to be incomplete, it may be denied.

If the plan is determined not to require approval under the Subdivision Control Law it shall be endorsed by the Planning Board, most likely at their next scheduled meeting, without a public hearing (MGL c.41, s. 81-P). In any event, the Planning Board may take up to 21 days from the time the plan was submitted to the Town Clerk to respond.

Each lot created should have the minimum required frontage and area or bear a notation that it is not a buildable lot.

If you have any questions please contact the Planning Director at 617-898-4847.

The Plan

The plan shall be prepared by a Registered Professional Engineer and Registered Landscape Surveyor and show the following:

- ☐ Name of owner(s) and applicant(s)
- ☐ Date, north arrow, locus map, and scale (1 inch equals 40 feet preferred)
- ☐ Zoning district(s) noted
- ☐ Deed reference(s) and/or land court certificate number(s) noted
- ☐ Signature block
- ☐ Location of all existing structures on affected lot(s)
- ☐ Direct abutters noted by name and parcel number
- ☐ Delineation and area of each lot (square feet and/or acres)
- ☐ Notation: "No determination of wetlands has been made or intended by Planning Board endorsement." (Or similar language as may be required by the Board.)
- ☐ Notation in the event of zoning noncompliance: "Planning Board endorsement does not reflect compliance with applicable zoning requirements." (Or similar language as may be required by the Board.)

Filing Procedure

- ☐ Complete Form A.
- ☐ Submit fee (\$500 plus \$500 per new buildable lot), completed Form A, the Mylar plan, and six (6) paper copies to the Planning Board.
- ☐ Submit a copy of Form A and Plan with Town Clerk (date/time stamp).