



TOWN OF COHASSET

Planning Board

41 Highland Avenue
Cohasset, MA 02025

Tel: (781)-383-3517 FAX: (781) 383-1561

FORM –A (APPROVAL NOT REQUIRED) PROCEDURES

1. Submit the mylar as well as **8 copies** of the mylar and **8 copies** of the application to the Town Clerk's Office to date stamp them in "RECEIVED".
2. The Town Clerk will keep one copy of the above for her files.
3. Then, bring the date stamped copies of the above to the Planning Board Office.
4. Submit the application fee, application and copies of the plan to the Planning Board secretary.
5. The Planning Board secretary will schedule a date and time for the Board's review of the Form – A. The Board generally meets on the first and third Wednesday of the month.
6. There should be a representative present at the Planning Board meeting should the Board have any questions.
7. If the plan is approved, the mylar will be signed at the meeting and returned to the applicant for filing in the Norfolk County Registry of Deeds, at Dedham, Mass.
8. If the applicant would like a signed copy of the plans for his/her own records, make an extra copy and bring it to the meeting.



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FORM A - APPLICATION (ANR)

Date: _____

To: Town Clerk

The undersigned, believing that the accompanying plan of property in the Town of Cohasset does not constitute a subdivision within the meaning of the Sub-division Control Law, has submitted said plan for determination and endorsement that Planning Board's approval under the Subdivision Control Law not required.

The undersigned believes that the division of land shown on this plan is not a subdivision for the following reason:

1) Name of Record Owner: _____
Address & Phone #: _____
Cell Phone #: _____ FAX #: _____

2) Name of Applicant: _____
Address & Phone #: _____
Cell Phone #: _____ FAX #: _____

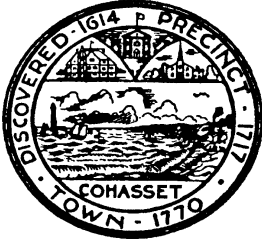
3) Zoning Classification: _____

4) Assessors Map # _____ Plot: _____

5) Deed of Property Recorded in Norfolk County Registry:
Book: _____ Page: _____

6) Location and description of property sufficient for identification:

Signature of Applicant



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Excerpt from Zoning Bylaws Pertaining to Requirements for a Form-A

PLANS BELIEVED NOT TO REQUIRE APPROVAL

A. SUBMISSION PROCEDURES & FEES:

1. Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court, a plan of land, and who believes that the plan does not require approval under the Subdivision Control Law may submit the plan to the Board as permitted by Section 81-P, Chapter 41, of the General Laws and in accordance with these rules and regulations.
2. Said person shall file with the Planning Board an approved application form (attached), with an original and six (6) prints of the plan. Such application shall be accompanied by evidence intended to show that said plan does not require approval under the Subdivision Control Law. Said person, in accordance with Chapter 41, Section 81-T, General Laws, shall give written notice by delivery or registered mail, to the Town Clerk stating the date of submission of the plan to the Planning Board. If such notice is given by delivery, the Town Clerk shall, if required, give written receipt thereof to the person who delivered such notice.
3. All engineering and legal fees and expenses of the Board incurred by the Board in connection with reviewing a proposed plan or monitoring a particular subdivision whether or not approval under the Subdivision Control Law is required shall be reimbursed by the applicant who will deliver to and maintain with the Town Treasurer a deposit sufficient at all times to cover these costs in accordance with the fee schedule of the Board, as shown in Appendix A.
4. A submission shall not be deemed complete unless and until the applicant has provided deposits for engineering, legal and the Board's expenses -- if the Board has not waived the deposit requirement in writing.

B. CONTENTS OF PLANS BELIEVED NOT TO REQUIRE APPROVAL

Any plans submitted under this section shall be of minimum dimensions of nine inches (9") by twelve inches (12") and of maximum dimensions of twenty-four inches (24") by thirty-six (36") or such other sizes as may be specified by the Registry of Deeds or by Land Court. All plans shall contain the following:

1. Title block, containing the following information:
 - a - Name of owner on record.
 - b - Title, date of plan and scale.
 - c - Name and address of registered land surveyor.
 - d - The statement "Approval not Required Under the Subdivision Control Law" and sufficient space thereunder for the date and signatures of all members of the Board.
 - e - Date of survey and/or source of information.
 - f - A space for dating and describing revisions.
2. North point.
3. Existing and proposed boundary lines, including dimensions and areas of all lots shown.
4. Existing and proposed streets, byways and easements.
5. Location of all existing buildings, structures and bounds. In instances where a new lot line is being created, the Planning Board may require field verification of building setbacks from existing or new property lines.
6. Lots and/or house numbers.
7. Names of all abutters as they appear on the most recent tax list.
8. Zoning classification(s) and location of any zoning district boundaries that may lie within the locus of the plan.
9. Identify any areas(s) within the locus which lie(s) within a Flood Plain and Watershed Protection District.

10. Notice of any decisions of the Zoning Board of Appeals including but not limited to variances and exceptions regarding the land or any building thereon.
11. A locus map at 800 feet to the inch.
12. Any other information necessary for the Board's determination.

C. APPROVAL PROCESS

The Planning Board may refer any plans so submitted to other town agencies or its consultants.

If the Board determines that the plan does not require approval, it shall forthwith, without a public hearing, endorse on the plan under the words "Approval Not Required Under the Subdivision Control Law" or words of similar import. In general, the position of the Planning Board is that any way in existence when the Subdivision Control Law became effective is insufficient, unsuitable, and inadequate to provide for the needs of vehicular traffic to the extent that it falls short of the Minimum Common Driveway Standards of the Cohasset Planning Board.

The Planning Board may add to such endorsement a statement as to the reason approval is not required or such other statement as may be deemed appropriate by the Planing Board.

Such endorsement shall not be deemed to constitute any determination of compliance with the requirements of the Zoning Bylaw. Following endorsement, said plan shall be returned to the applicant, and the Planning Board shall notify the Town Clerk in writing of its action.

If the board determines that the plan does require approval under the Subdivision Control Law, it shall, within twenty-one (21) days of the submission of the plan, give written notice of its determination to the Town Clerk and the applicant, and return the plan without endorsement. The applicant may submit the plan for approval as provided by law and by these rules and regulations, or may appeal from the determination of the Board in the manner provided in Section 81-BB of Chapter 41, of the General Laws.

If the Planning Board fails to act upon a plan submitted under this section or fails to notify the Town Clerk and the person submitting the plan of its action within twenty-one (21) days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and the Board shall forthwith make such endorsement on said plan, or on the failure of the Board to do so forthwith, the Town Clerk shall issue a certificate to the same effect.

END OF SECTION II