

SECTION 4:00
PROCEDURE FOR SUBMISSION AND ENDORSEMENT OF NON-SUBDIVISION
PLANS (PLANS BELIEVED NOT TO REQUIRE APPROVAL)

4:01 General.

A division of land which is not a subdivision under the above definition does not require Planning Board approval under the Subdivision Control Law. 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 his plan does not require approval under the Subdivision Control Law, must submit a mylar original and three prints of his plan with application Form A (see Appendix B) to the Planning Board, accompanied by the necessary evidence to show that the plan does not require approval, including but not limited to, frontage, square footage, and structure(s) on the effected parcels. The filing fee, as calculated in Section 11:00, must be included with the application. Said person shall file, by delivery or registered mail, a notice with the Town Clerk stating the date of submission, accompanied by a copy of said application form. If the notice is given by deliver, the Town Clerk shall, if requested, give a written receipt therefore.

If the Planning Board determines by majority vote that the plan does not require approval it shall, without a public hearing and without unnecessary delay, endorse on the plan the words "Approval under the Subdivision Control Law not required" and shall forthwith notify the Town Clerk of its action. The Board may from time to time, in its discretion, authorize its chairman or other representative to endorse "Approval Not Required" plans on which a quorum of the Board has voted.

The Planning Board may add to such endorsement a statement of the reason approval is not required. The plan will be returned to the applicant, and the Planning Board shall notify the Town Clerk of its action.

If the Planning Board determines that the plan does require approval under the Subdivision Control Law, it will so inform the applicant and return the original of the plan. The Planning Board will also notify the Town Clerk of its action.

If the Planning Board fails to act upon a plan submitted for "Approval not required" endorsement within twenty-one

(21) days after its submission, or if the Board fails to notify the Town Clerk of its action on the plan within the said twenty-one days, the Board shall be deemed to have determined that approval under the Subdivision Control Law is not required and the Town Clerk shall issue a certificate to the same effect.