



**TOWN OF SUTTON, MASSACHUSETTS
FORM A
Application for Endorsement of Plan Believed Not to Require Approval**

An application fee in the amount of \$100.00 per lot, including reconfigured residue land, made out to "Town of Sutton", must be attached to this form. Please submit at least two (2) copies of this application and three (3) copies of the plan.

To the Planning Board:

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

Date of Submission: _____ (tbd by Town staff)

1. Name of Land Owner: _____
Address: _____
Phone: _____ Email: _____
2. Name of Applicant: _____
Address: _____
Phone: _____ Email: _____
3. Name of Registered Land Surveyor: _____
Address: _____
Phone: _____ Email: _____
4. Address of Property: _____ Lot Area: _____ Frontage: _____
Deed Recorded at Worcester District Registry of Deeds at Book: _____ Page: _____
Assessors Map: _____ Parcel: _____
5. Type of plan:

<input type="checkbox"/> Boundary Survey (81X)	<input type="checkbox"/> Conveyance	<input type="checkbox"/> Land Swap
<input type="checkbox"/> Standard Lot(s) - # _____	<input type="checkbox"/> Retreat Lot(s)	<input type="checkbox"/> Other: _____
6. Owner's Signature: _____ Print Name: _____
Applicant's Signature: _____ Print Name: _____

Note: The plan to be filed with this application must be prepared in conformance with the requirements of the Registry of Deeds.

**Sutton Planning Board
Approval Not Required Checklist**

Location:

Requirements:

- ☐ All taxes paid

Filing

- ☐ Filled in completely
☐ Signed by applicant and owner (if different)
☐ Fee Submitted - \$100 per lot changed or created:
☐ Original mylar plan ☐ Three copies ☐ pdf via email

Plan Contents

- ☐ Title ☐ North point ☐ Date: ☐ Scale
- ☐ Locus plan showing relationship of proposed lot(s) to surrounding ways and parcels. (Please do not "zoom out" too far from parcel)
- ☐ Signature block for Members of the Board
- ☐ Name and address of owner of record for property:
- ☐ Current abutter's names, including those directly across a way
- ☐ Name, address and stamp of Registered Professional Land Surveyor who prepared plan
- ☐ Assessor Map/Lot ☐ Deed Book and Page
- ☐ Frontage of proposed lots, reconfigured lots, any remaining adjoining land owned in whole or in part by the applicant shall be shown
- Please note frontage cannot be "illusory" you must be able to actually get from the roadway on which the lot has frontage to where building will occur without unreasonable alterations or machinations. IE: 100' long bridge, mountain goat and sherpa, etc.
 - Abutting non-conforming lots in the same ownership/financial interest are considered merged under the Doctrine of Merger and cannot be divided unless the resulting new lots are conforming to the current standards.
- ☐ Sufficient data to determine: Width & Condition (to indicate safe and Adequate access), and Status lot frontage

Provide for each lot or parcel and/or remainder thereof:

- ☐ Zoning classification and requirements, including overlay districts
- ☐ Lot line dimensions, bearings and distances
- ☐ Total area in square feet and acres of all lots shown

☐ Width as determined by the Zoning Bylaw – Show this on plan dotted line with measurement – for retreat lot show minimum lot width with dotted line wherever it exists.(has to be at least 50')

☐ Flood plains and zones & wetlands and resource areas pursuant to the Wetlands Protection Act and Riverway Protection Act from the frontage of the lot and encompassing a contiguous area until the upland requirement is met – Indicate when wetlands were flagged and by whom.

☐ Uplands determination as defined by the Zoning Bylaw (60% of required lot area must be contiguous upland that can be accessed from the legal frontage of the lot)

☐ Regularity factor as defined by the Zoning Bylaw
($16 \times \text{Area in s.f.} / \text{Perimeter in s.f.}^2 : 16A/P^2$)

☐ Location and description of all existing buildings and structures, septic systems and wells.

☐ Location and description of all easements and/or encumbrances, including their square footage. These areas may not be included in required lot area.

☐ All parcels considered non-buildable shall be appropriately indicated

General Notes: