

APPLICATION PACKAGE

APPROVAL-NOT-REQUIRED PLAN

In order for an application to be considered “COMPLETE” all of the following items must be submitted:

1. Filing fee (\$150.00) for up to one new lot + \$50.00 per lot for each additional
2. Completed “Form A” application
3. Three (3) paper copies and one (1) mylar of the plans
4. Letter of authorization if applicant is other than owner
5. Evidence of filing with Town Clerk
(To be provided by the CPC office at the time of submittal.)
6. A brief letter of explanation
7. Complete certified list of abutters
(Obtainable from North Reading Assessing Office)

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

FORM A

**APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED
NOT TO REQUIRE APPROVAL**

Date of Filing

Received By

Date

To the Community Planning Commission:

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

PRINT LEGIBLY OR TYPE

Name of Owner:

Address:

Name of Applicant:

Address:

Name of Surveyor: _____ Registration No.:

Address:

Deed of Property Recorded in _____ Registry

Book Number: _____ Page Number:

North Reading Assessor's; Map Number: _____ Parcels:

Location and Description of Property:

Reason Plan does Not Constitute a Subdivision (See: Town of North Reading, Subdivision Rules and Regulations):

Signature of Applicant or Agent: _____ **Print**

Name of Applicant or Agent: _____ **Address:**

Signature of Owner if Not the Applicant: _____ **Print**

Name of Owner if Not the Applicant: _____ **Address:**

MEMORANDUM

TO: Applicants
FROM: North Reading Community Planning Commission
SUBJECT: Guidelines for Processing Applications

The Community Planning Commission wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations for large scale developments to simple boundary changes. Therefore, not all Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in the Planning Office before the Community Planning Commission board meeting. All applications MUST be submitted to the Planning Office FIFTEEN (15) DAYS prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Administrator will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your Application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Office, Town Hall.