

GENERAL PROCESS FOR THE SUBDIVISION OF LAND

This outline is intended to serve as a guide and does not take the place of the Rules and Regulations Governing the Subdivision of Land, Zoning Ordinances, Subdivision Control Law or any statutes in Massachusetts General Law.

Step 1. *File Preliminary Subdivision Plan*

ACTION: Planning Board and Board of Health will review the plan. Planning Board deliberations take place at a regularly scheduled meeting.

TIME: Decision made within 45 days of plan submission.

OUTCOME: Written decision provided to applicant and Town Clerk

Step 2. *File Definitive Subdivision Plan*

ACTION: Multidepartment review of plans before an advertised and noticed public hearing by Planning Board (14 days prior notice and abutter mailing required). Application must be filed within 7 months of preliminary to preserve zoning and subdivision exemptions.

TIME: Planning Board decision within 90 days of plan submission (if preliminary plan was filed)

Planning Board decision within 135 days of plan submission (if no preliminary plan)

OUTCOME: Planning Board written denial, approval or approval with conditions filed with the Town Clerk.

Step 3. *Appeal Period*

ACTION: Required waiting period after decision is filed with the Town Clerk.

TIME: 20 days from date the Planning Board decision is filed with the Town Clerk.

OUTCOME: If no appeal is filed with the Town Clerk, documents are certified by the Town Clerk and released for endorsement by the Planning Board.

Step 4. *Performance Guarantee*

ACTION: Applicant provides a method of securing performance

TIME: After Planning Board approval, following appeal period and before endorsement of plans.

OUTCOME: Planning Board approves/accepts the performance guarantee and endorses plans.

***Note – should there be references to MGL here?**

Step 5. *Road Layout*

ACTION: Provide road layout at 1" = 100' to Town Engineer.

TIME: Before recording plans at the Registry of Deeds.

OUTCOME: Town maps updated with new configuration.

Step 6. *Record Plans and Decisions*

ACTION: Record endorsed plans, decision and covenant (if applicable) at the Norfolk Registry of Deeds.

TIME: Within 30 days following endorsement of plans.

OUTCOME: Provide proof of recording to the Planning Board within 10 days.

Step 7. *Plan Distribution*

ACTION: Planning Board distribution of street layout to applicable departments and organizations.

TIME: Within 10 days following receipt of proof of recording from the Applicant.

OUTCOME: Plans used to update town maps, inform emergency services, postal service and utility companies.

Step 8. *Establish Erosion and Site Controls*

ACTION: Establish limitations of work, site control and BMP's for erosion

TIME: Prior to any clearing or grubbing

OUTCOME: Installation of staking, fencing, silt socks, catch basin sediment bags, stabilized construction entrance

Step 9. *Construction*

ACTION: After plans are recorded and after site controls established, construction can begin

TIME: Within the limits established by the Planning Board decision.

OUTCOME: Installation of utilities, stormwater management, road(s) and sidewalk(s).

Step 10. *Inspections*

ACTION: Progress inspected by the Town Engineer (or designee) throughout the course of construction

TIME: Various

OUTCOME: Inspection form(s) documented and dated for each stage.

Step 11. *Request Lot Release*

ACTION: Once utilities, stormwater and sidewalks are installed and inspected, provide a partial as-built and request the release of lots.

TIME: Various

OUTCOME: Planning Board endorses a lot release allowing building permits to be granted.

*NOTE – discuss lot release when performance has been guaranteed by a COVENANT

Step 12. *Final Certificate of Completion*

ACTION: Final inspections and sign-offs are provided to the Planning Board for review.

TIME: Within the time frame specified by the original decision (or extension if granted)

OUTCOME: Final certificate of completion and release of performance guarantee or listing of items not sufficiently completed and retention of the performance guarantee. The

owner(s) remain responsible for repair, maintenance, plowing and sweeping.