

SECTION 2: SUBMISSION AND APPROVAL OF PLANS

2.1 Submission of Plans

All information required by the Rules and Regulations must be included in the filing of all applications relative thereto. Incomplete applications can cause delay and may lead the Board to deny approval.

2.2 Plans Believed Not to Require Approval (ANR)

The following provisions apply to all plans for which "Approval Not Required" endorsement is sought.

2.2.1 Filing Procedure

- a. Any persons seeking endorsement of a plan as "Approval Not Required" shall submit such plan, either by certified mail or by hand delivery, to the Truro Town Clerk, PO Box 2030, 24 Town Hall Road, Truro, Massachusetts, 02666.
- b. The applicant shall also file, by certified mail or hand delivery, a notice with the Town Clerk. This notice shall state the date of submission and include a description sufficient for the identification of the land to which the plan relates.
- c. A nonrefundable filing fee consistent with Appendix I to be paid when the application is submitted.

2.2.2 Submission Requirements for Approval Not Required (ANR) Plans

Any person may submit a plan seeking endorsement that the plan does not require approval under the Subdivision Control Law by providing the Board with the following:

- a. A properly executed application for Approval Not Required Endorsement (Form A).
- b. Twelve (12) paper prints of the plan. Said plan shall be prepared in such a manner as to meet the Registry of Deeds and/or Land Court requirements for recording, and shall contain the following information:
 1. The boundaries, area, frontage and dimensions of the lot or lots for which ANR endorsement is sought.
 2. The date of the plan, scale, north arrow and assessor's map and parcel number of all land shown on the plan and directly abutting the land shown on the plan.
 3. The name(s) of the owner(s) of record of the lots shown on the plan and of the applicant, together with the name, address seal and signature of the land surveyor who prepared the plan.
 4. Relevant zoning classification data.
 5. A locus plan containing sufficient information to locate the land, and showing streets bounding or providing access to the property.
 6. The name(s) of the way(s) on which the lots front, information as to ownership of the way(s) and the physical condition of the way(s) including actual width, surface type and condition.
 7. The location and dimension of any natural features which might affect the use of the frontage for access.
 8. The location, including setbacks to all lot lines, of all buildings and other structures on the proposed ANR lots shown on the plan.
 9. The location of any wetland on the land shown on the plan or within one hundred
 10. (100) feet of its boundaries.
 11. The location of all bounds and easements on the proposed ANR lots shown on the

commit the Board to approve a Definitive Plan.

2.4.1 Filing Procedure

- a. Any person may file a Preliminary Plan, either by certified mail or by hand delivery, with the Truro Town Clerk, P.O. Box 2030, 24 Town Hall Road, Truro, Massachusetts, 02666.
- b. The applicant shall also file, by certified mail or hand delivery, a notice with the Town Clerk. This notice shall state the date of submission for such determination and include a copy of the application and a description sufficient for the identification of the land to which the plan relates.
- c. A nonrefundable filing fee consistent with Appendix 1 to be paid when the application is submitted.

2.4.2 Submission Requirements for Preliminary Plans

A submission of a Preliminary Plan shall include the following supporting documentation:

- a. A properly executed application for Subdivision Preliminary Plan Review. (Form B)
- b. A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.
- c. Twelve (12) copies of the plan showing:
 1. the subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";
 2. the names of the record owner and the applicant and the name of the designer, engineer or surveyor;
 3. the names of all abutters, as determined from the most recent local tax list;
 4. the existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;
 5. the proposed system of drainage, including, adjacent existing natural waterways, in a general manner;
 6. the approximate boundary lines of proposed lots, with approximate areas and dimensions;
 7. the names, approximate location and widths of adjacent streets; and
 8. the topography of the land in a general manner.

2.4.3 Notification of Abutters

The Board will notify all abutters by first class mail, postage prepaid, dated at least seven days prior to the meeting at which such Preliminary Plan will be presented.

2.4.4 Action on Preliminary Plans

Within forty-five days after submission to the Board of a preliminary plan, it shall notify the applicant and the Town Clerk, by certified mail, either that the plan has been approved, or that the plan has been approved with modifications suggested by the Board or agreed upon by the person submitting the plan, or that the plan has been disapproved, and in the case of disapproval, the Board shall state in detail its reasons therefore.

The approval of the Preliminary Plan does not entitle that plan to be recorded, but it may facilitate the approval of a Definitive Subdivision Plan.

2.4.5 Protection from subsequent changes in Zoning Bylaws

The Zoning Bylaw in effect at the time of the submission of a Preliminary Plan shall govern any Definitive Plan derived from such Preliminary Plan, provided that the Definitive Plan is duly submitted within seven months from the date of submission of the Preliminary Plan and said Definitive Plan is ultimately approved. This zoning freeze currently extends eight (8) years from the date of the endorsement of the Definitive Plan.

2.5 Definitive Subdivision Plans

A Definitive Plan shall be prepared in conformance with the requirements of the Registry of Deeds and Land Court and shall be prepared by a Registered Land Surveyor.

2.5.1 Filing Procedure

- a. An applicant shall submit a Definitive Plan, a notice stating the date of submission, a copy of the application and a description sufficient for the identification of the land to which the plan relates, by either certified mail or hand delivery, to the Truro Town Clerk, P.O. Box 2030, 24 Town Hall Road, Truro, Massachusetts 02666. The applicant shall also file a copy with the Board of Health. The Board will distribute copies of the proposed plan(s) to the Conservation Commission, Building Commissioner, Police Chief, Fire Chief, Highways Superintendent, Board of Selectman and other Town boards for review and comment within 14 days.
- b. A nonrefundable filing fee consistent with Appendix 1 to be paid when the application is submitted.

2.5.2 Submission Requirements for Definitive Plans

- a. General – The following documentation shall be submitted along with a Definitive Plan to the Planning Board:
 1. A properly executed application for Definitive Subdivision Plan Review. (Form C).
 2. A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.
 3. Twelve (12) paper prints of the plan.
 4. Twelve (12) copies of all plans, profiles and cross-sections, showing proposed design and location of streets, drainage and utilities.
 5. Two (2) copies of the subdivision plan prepared at a scale of 1 inch= 100' feet. The plan shall include the lot numbers and lot areas in acres and square footage. Distances and bearing need not be shown.
 6. Two (2) copies of drainage calculations based on a fifty (50) year storm, stamped and signed by an engineer, along with a topographic plan delineating contributing areas.
 7. A list of requested waivers from these Rules and Regulations consistent with §1.5, if applicable, and a narrative explanation detailing the reasons for such waivers and the bases for finding that such waivers are in the public interest.
(Amended 03/07/2018)
 8. A digital copy of the subdivision application and accompanying plans in PDF format. This digital copy shall be sent to the Planning Department within 1 business day of the paper filing at the Town Clerk's Office. In addition, the Board and/or its consultants may require submission of the plans and other relevant documents in CAD or other formats.
(Amended 03/07/2018)

- Twelve (12) copies of the definitive open space development plans.

All plan requirements and procedures for definitive plans shall apply equally to definitive open space development subdivision plans. In addition, definitive cluster plans must include open space and applicable area calculations. See Section 80.1 of the Zoning Bylaws for other requirements. The required public hearing cannot be scheduled until an application is submitted.

Failure to file a complete application with the Board will be grounds for denial of Board approval.

2.2 - APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT REVIEW CHECKLIST - Applicant

Address : _____ Applicant Name : _____ Date : _____				
No.	Requirement	Included	Not Included	Explanation, if needed
2.2.2 Submission Requirements				
Any person may submit a plan seeking endorsement that the plan does not require approval under the Subdivision Control Law by providing the Board with the following:				
a.	A properly executed application for Approval Not Required Endorsement (Form A).			
b.	Twelve (12) paper prints of the plan. Said plan shall be prepared in such a manner as to meet the Registry of Deeds and/or Land Court requirements for recording and shall contain the following information:			
b.1	The boundaries, area, frontage and dimensions of the lot or lots for which ANR endorsement is sought.			
b.2	The date of the plan, scale, north arrow and assessor's map and parcel number of all land shown on the plan and directly abutting the land shown on the plan.			
b.3	The name(s) of the owner(s) of record of the lots shown on the plan and of the applicant, together with the name, address seal and signature of the land surveyor who prepared the plan.			
b.4	Relevant zoning classification data.			
b.5	A locus plan containing sufficient information to locate the land and showing streets bounding or providing access to the property.			
b.6	The name(s) of the way(s) on which the lots front, information as to ownership of the way(s) and the physical condition of the way(s) including actual width, surface type and condition.			
b.7	The location and dimension of any natural features which might affect the use of the frontage for access.			
b.8	The location, including setbacks to all lot lines, of all buildings and other structures on the proposed ANR lots shown on the plan.			
b.9	The location of any wetland on the land shown on the plan or within one hundred (100) feet of its boundaries.			
b.10	The location of all bounds and easements on the proposed ANR lots shown on the plan.			

2.4 - PRELIMINARY SUBDIVISION PLAN REVIEW CHECKLIST - Applicant

Address : _____ Applicant Name : _____ Date : _____				
No.	Requirement	Included	Not Included	Explanation, if needed
2.4.2 Submission Requirements for Preliminary Plans				
A submission of a Preliminary Plan shall include the following supporting documentation:				
a.	A properly executed application for Subdivision Preliminary Plan Review. (Form B)			
b.	A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.			
c.	Twelve (12) copies of the plan showing:			
c.1	the subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";			
c.2	the names of the record owner and the applicant and the name of the designer, engineer or surveyor;			
c.3	the names of all abutters, as determined from the most recent local tax list;			
c.4	the existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;			
c.5	the proposed system of drainage, including, adjacent existing natural waterways, in a general manner;			
c.6	the approximate boundary lines of proposed lots, with approximate areas and dimensions;			
c.7	the names, approximate location and widths of adjacent streets; and			
c.8	the topography of the land in a general manner.			

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____ Applicant Name: _____ Date: _____				
No.	Requirement	Included	Not Included	Explanation, if needed
2.5.2 Submission Requirements for Definitive Plans				
a.	General - The following documentation shall be submitted along with a Definitive Plan; to the Planning Board:			
a.1	A properly executed application for Definitive Subdivision Plan Review. (Form C).			
a.2	A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.			
a.3	Twelve (12) paper prints of the plan.			
a.4	Twelve (12) copies of all plans, profiles and cross-sections, showing proposed design and location of streets, drainage and utilities.			
a.5	Two (2) copies of the subdivision plan prepared at a scale of 1 inch = 100' feet. The plan shall include the lot numbers and lot areas in acres and square footage. Distances and bearing need not be shown.			
a.6	Two (2) copies of drainage calculations based on a fifty (50) year storm, stamped and signed by an engineer, along with a topographic plan delineating contributing areas.			
a.7	A list of requested waivers from these Rules and Regulations consistent with §1.5, if applicable, and a narrative explanation detailing the reasons for such waivers and the bases for finding that such waivers are in the public interest.			
a.8	A digital copy of the subdivision application and accompanying plans in PDF format. This digital copy shall be sent to the Planning Department within 1 business day of the paper filing at the Town Clerk's Office. In addition, the Board and/or its consultants may require submission of the plans and other relevant documents in CAD or other formats.			