

**SECTION IV      PROCEDURES FOR SUBMISSION AND  
ENDORSEMENT OF NON-SUBDIVISION PLANS**

**4.0      GENERAL**

Any person who wishes to cause to be recorded in the Hampden County Registry of Deeds, or to be filed with the Land Registry Office of Hampden County a plan of land in the Town of West Springfield who believes that his plan does not require approval under the Subdivision Control Law, may submit his plan as hereinafter provided, to the Planning Board for such determination.

**4.1      FILING PROCEDURES**

Any person who submits a Non-Subdivision Plan to the Planning Board for endorsement shall file with the Board the following:

- 4.11 One (1) Mylar drawing of his plan conforming to Registry of Deeds standards and three (3) contact prints thereof, dark line on white background, as described in Section 4.2 below. The reproducible drawing will be returned to the applicant after Board action. It is strongly suggested that the applicant submit a copy of the plan in digital format in accordance with the standards outlined in the Appendix;
- 4.12 One (1) original and two (2) copies of a completed application Form A with appropriate evidence detailing how the plan qualifies as not requiring approval under the Subdivision Control Law;
- 4.13 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling and Town review;
- 4.14 One (1) original and one (1) copy of Form E - Designer's Certificate;
- 4.15 One (1) original and one (1) copy of Form F - Statement of Interest;
- 4.16 A receipt of submission from the Town Clerk's office. Receipt by the Planning Board of all filing requirements as outlined above at one of its

regularly scheduled meetings shall constitute the effective date of Submission of the Non-Subdivision Plan.

#### 4.2 CONTENTS

The non-subdivision plans shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn with waterproof ink upon Mylar not larger than twenty-four by thirty-six inches (24" X 36") and at a scale of not more than one inch equals eighty feet (1" = 80'). If multiple sheets are used, they shall be accompanied by an index sheet showing the entire proposal and listing all attached sheets.

The non-subdivision plans shall contain the following:

- 4.21 Address of property, true North arrow, date, scale, legend and title "Subdivision Approval Not Required";
- 4.22 A Locus Map;
- 4.23 The names and addresses of the owners of record, the names and addresses of the applicants, the name(s), official seal(s), and signature(s) of the registered Civil Engineer and/or Land Surveyor;
- 4.24 The names of all abutters as they appear in the most recent tax list;
- 4.25 Location, names, lines and widths of all public and private streets, ways and easements within and abutting the land in question;
- 4.26 Zoning districts of all areas shown on the plan including all overlay districts;
- 4.27 The original boundaries of the entire tract(s) as well as the new lines, boundaries, areas and dimensions of all lots, parcels, sites or divisions, designated numerically and in sequence, into which the land is to be divided;
- 4.28 The location of all existing structures lying within the affected tract(s) of land;
- 4.29 Location of all monuments and pins properly identified as to whether existing or proposed;

- 4.30 Provisions for adequate access to the existing and proposed lots;
- 4.31 Suitable space to record the action of the Planning Board and the signature of the members.
- 4.32 A written statement indicating that NO REPRESENTATIONS ARE MADE BY THE WEST SPRINGFIELD PLANNING BOARD REGARDING COMPLIANCE TO ZONING NOR THE SUITABILITY OF THE LAND FOR DEVELOPMENT.

#### **4.4 SPATIAL REFERENCE**

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: [www.west-springfield.ma.us/gis/maps.htm](http://www.west-springfield.ma.us/gis/maps.htm)

#### **4.5 ENDORSEMENT**

- 4.51 If the Planning Board determines that the plan does not require subdivision approval, it shall forthwith, without a public hearing, and within twenty-one (21) days of complete submission, endorse on the plan "APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED" or words of similar import with the appropriate name(s) of Planning Board members signed thereto. Said plan shall be returned to the applicant and the Board shall notify the Town Clerk of its actions.
- 4.52 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.

- 4.53 If the Planning Board determines that in its opinion the plan requires approval under the Subdivision Control Law, it shall within twenty-one (21) days of complete submission, give written notice of its decision to the Town Clerk and applicant and return the plan to the applicant.
- 4.54 If the Board fails to act upon an application and plan submitted under this section within twenty-one (21) days after its complete submission, it shall be deemed to have been determined that approval under the Subdivision Control Law is not required.
- 4.55 The person submitting the plan may appeal the decision of the Board in accordance with Section 81-BB of M.G.L. Chapter 41.
- 4.56 Endorsement of the plan by the Planning Board does not imply that the lots as shown on the plan are in compliance with zoning or that the land is suitable for development purposes.