



# Town of Ludlow

## Office of the Planning Board

ludlow.ma.us/planning  
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5624, ext. 1280 / Fax: (413) 583-5603

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## **Information Sheet**

### Definitive Subdivision Approval

#### **What is the purpose of Definitive Subdivision Approval?**

A Definitive Subdivision Plan is the final official plan of a subdivision submitted to the Planning Board for approval.

#### **Does this require a public hearing?**

Yes.

#### **How long can I expect this to take?**

From the time of submission, the Planning Board has up to 45 days to hold a public hearing on the plan. The amount of time the Planning Board has to act on the Definitive Plan also starts from the time of submittal, but is dependent on whether a Preliminary Plan was approved within the seven months prior to submission. Without an approved Preliminary Plan, the Planning Board has 135 days to act; with an approved Preliminary Plan, the Planning Board has 90 days. There is also a 20 day appeal period that starts when the Planning Board's decision is filed.

#### **What is required on this Definitive Subdivision Plan?**

The full list of required contents is available in the Subdivision Rules & Regulations. (II.B.2)

#### **What do I have to submit and where?**

You must bring two complete application forms to the Town Clerk's office to be stamped in. The Clerk's office will retain one copy. The other copy of the application must be brought to the Planning Board office along with (II.B.1 & Definitive Plan Checklist Form):

1. the fee in force at the time of filing;
2. a copy of the deed for the property;
3. nine sets of prints;
4. a locus plan;
5. a plan showing overall development showing all easements and the purpose of each;
6. a list of abutters (acquired from the Assessors' office);
7. storm drainage study calculations;
8. a copy of the sanitary discharge application, where applicable;
9. an estimated cost of the subdivision;
10. traffic study if 16 lots or more;
11. a written request for any waivers from the standard rules and regulations;
12. a signed and dated copy of the Definitive Plan Checklist Form.

### **What else do I need to know?**

Approval of a Preliminary Plan does not constitute or imply approval of the subdivision. (II.A.3)

Although any waivers you are requesting must be submitted on a separate sheet at the time of application, if/once the waivers are approved, they must be printed on the plan prior to signing. (II.B.2.y)

After all comments from the hearing have been incorporated into the plan and updated copies reviewed by the Planning Board, you must provide the following to the Planning Board (II.B.6):

- ^ two sets of mylars;
- ^ Designer's Certificate form;
- ^ Dedication of Public Areas form;
- ^ easements;
- ^ quit claim deed;
- ^ Development Agreement.

One set of signed mylars will be returned to you for recording at the Registry of Deeds. Definitive Subdivision plans **MUST** be filed at the Registry of Deeds within six months.

Before the Planning Board can endorse the Definitive Plan, you must provide a performance guarantee that complies with II.B.5.

If you wish to have any additional signed copies of the Definitive Plan returned to you, they must be provided in addition to the number of required copies.

**Approval of the Definitive Plan does not constitute acceptance of public ways.**

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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## Master Application

Date submitted to Planning Board: \_\_\_ / \_\_\_ / \_\_\_\_\_

Location of Property: (address) \_\_\_\_\_, Assessors' Map \_\_\_, Parcel \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): \_\_\_\_\_

### Type Of Application (Check All That Apply):

\* denotes supplemental application sheet required

#### Site Plan Control:

- Change of Occupancy
- Site Sketch
- Site Plan Approval

#### Subdivision Control:

- ANR \*3
- Preliminary Subdivision Plan \*3
- Definitive Subdivision Plan \*3
- Waiver of Frontage \*4

#### Special Permitting:

- Special Permit
- Home Occupation \*1
- Home Professional Office
- Accessory Apartment \*2
- Comprehensive Plan (MRD)

#### Other:

- Zone Change \*5

**Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.**

### Contact Information:

#### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.**

Contact Person (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Property Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Building Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Detailed Description of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All applications require a completed certificate of ownership / authority.  
Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: \_\_\_\_\_  
Special Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Fee Amount Received: \_\_\_\_\_  
Supporting Documents? YES / NO  
Verified By: \_\_\_\_\_



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## Application Supplement 3 - Subdivision

Deed of Property recorded \_\_\_\_\_ Registry, Book \_\_\_\_\_, Page \_\_\_\_\_

Number of Lots: \_\_\_\_\_

This application is for:

- ANR Endorsement
- Preliminary Approval
- Definitive Approval
- Definitive Approval with the benefit of an approved Preliminary Plan

If this application is for preliminary or definitive approval, please indicate the type of applicant:

Individual,  Partnership,  Corporation

### Additional Contact Information:

#### Land Surveyor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

#### Engineer (if any):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

File one complete application, including master application, with the Planning Board and one copy with the Town Clerk in accordance with the requirements of the Subdivision Rules and Regulations.

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#### For Office Use Only:

Application #: \_\_\_\_\_



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### FORM A

### DESIGNER'S CERTIFICATE

I hereby certify that the accompanying Plan entitled \_\_\_\_\_

\_\_\_\_\_

dated \_\_\_\_\_, 20\_\_\_\_, is correct; that it is a subdivision of (part of or all  
of) the lands conveyed by \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

by deed dated \_\_\_\_\_, 20\_\_\_\_, and recorded in \_\_\_\_\_

County Registry Book \_\_\_\_\_, Page \_\_\_\_\_, and that Parcel monuments are set as indicated  
on the Plan.

I further certify that (none, some, or all) of the Parcel is within the Aircraft Flight Overlay District.

Date \_\_\_\_\_

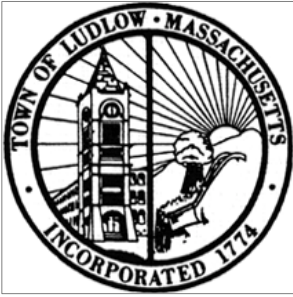
\_\_\_\_\_  
Designer

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Subdivider

\_\_\_\_\_  
\_\_\_\_\_



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## Certification of Ownership / Authority

**If the applicant is not the owner (such as a tenant)**

The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: \_\_\_\_\_

For individual applicant:	For corporation/LLC:
_____ Signature	_____ Name of Entity  By: _____ Signature  Title: _____

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: \_\_\_\_\_

For individual owner:	For corporation/LLC:
_____ Signature	_____ Name of Entity  By: _____ Signature  Title: _____

