



Instructions for Approval of Preliminary Subdivision Plan Application

Town Of East Longmeadow
Planning & Community Development

[M.G.L. c. 41, §81S](#) mandates that a Preliminary Subdivision Plan for a non-residential subdivision be submitted to the Planning Board for approval. Although it is strongly suggested the same for a residential subdivision, it is not mandatory. The submission of such a Preliminary Plan will enable the subdivider, the Board and other municipal agencies to discuss and clarify the problems of such subdivision before a Definitive Subdivision Plan is prepared.

A Complete Application Must Include the Following Required Documents:

- Form B: Application for Approval of Preliminary Subdivision Plan (7 paper copies)
- [Request for Waiver\(s\) \(Form W\)](#), if applicable (7 paper copies of each Form W)
- [Property Deed\(s\) and Owner Authorization Letter](#), if applicant is not the property owner (1 copy)
- [Certified Abutters List](#) signed and stamped by the Assessor's Office (1 copy)
 - Stamped envelopes equaling the number of abutters, plus 6 (number varies)
- [Tax Collector Affidavit](#) signed by the Collector's Office (1 copy)
- Subdivision Plans
 - Proposed Subdivision Plans 24x36 (1 digital copy and 3 paper copies)
 - Proposed Subdivision Plans 11x17 (7 paper copies)
- Payment for the \$400 filing fee

To file a request for Approval of Preliminary Subdivision Plan, Applicant will:

1. Complete Form B: Application for Approval of Preliminary Subdivision Plan and compile all required documents.
 - a. Complete the [Request for Waiver\(s\) \(Form W\)](#), as needed
 - b. If the applicant is not the property owner, obtain an [Owner Authorization Letter](#) from the property owner indicating they allow the applicant to file this request for Preliminary Subdivision Plan approval. Accompany this letter with a copy of the property deed (obtained online from the [Hampden County Registry of Deeds](#).)
 - c. Complete the [Request for Certified Abutters List](#) and file it with the Assessor's Office. Allow 10 business days for the Assessor's Office to email you a mailing list of all properties within 300 ft. of the subject parcel.
 - d. Bring stamped envelopes, equaling the total number of abutters plus six (6)
 - e. File the [Tax Collector Affidavit](#) with the Collector's Office.
2. Review the [East Longmeadow Subdivision Rules & Regulations Section IV, 4.3](#) to ensure Preliminary Subdivision Plans are complete
3. Once all application materials are complete, bring the appropriate number of copies and a check payable to the Town of East Longmeadow in the amount of \$400 to the Planning Department.
Note: *Filing fees are non-refundable; payment for filings fees will not be accepted until the Planning Department has received completed application materials.*
4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Planning Board.
Note: *Attendance is required at the public hearing.*

Before the public hearing:

1. The Planning Department will send legal notice of the public hearing, to be advertised twice in The Reminder newspaper in accordance with MGL Chapter 40A §11.
Note: This notice is at the expense of the applicant. The Reminder will mail an invoice directly to the applicant's address provided on the application.
2. The Planning Department will mail notice of the public hearing to the mailing list generated by the Certified Abutters List using the stamped envelopes provided by the applicant
3. The Planning Department will circulate the application to various applicable department heads. The department heads will send any comments, questions, or concerns to the Planning Board for their review during the public hearing.

Note: It is the applicant's responsibility to contact the Town Engineer to complete any necessary paperwork the Department of Public Works may have.

During the public hearing:

1. The Planning Board will ask the applicant to provide information on their application for Preliminary Subdivision Approval.
2. The Planning Board will vote whether to allow any waivers requested.
3. The Planning Board will provide any recommendations, comments, and/or concerns they would like the applicant to address when applying for Definitive Subdivision Approval.

Note: Approval of Preliminary Subdivision Plans does not release the applicant of the responsibility to file a request for Definitive Subdivision Approval.

After the public hearing:

1. The Planning Department will create a formal written decision based on the approval/denial issued by the Planning Board, which will be filed with the Clerk's Office.
2. In accordance with MGL Chapter 40A §15, there will be a twenty (20) day appeal period in which any person aggrieved with the Planning Board's decision may file an appeal.
3. Following the twenty (20) day appeal period, barring any appeals, the Clerk's Office will mail the applicant a copy of the Certified Decision. The Certified Decision must be recorded at the Hampden County Registry of Deeds.
4. Once recorded, Applicant must call or email the Planning Department with the Book & Page number.



Application for Approval of Preliminary Subdivision Plan

Town Of East Longmeadow
Planning & Community Development

OFFICE ONLY

Case: _____

1) GENERAL INFORMATION			<i>Check if applicant is property owner</i> <input type="checkbox"/>	
a. Subdivision Name				
b. Applicant Name ¹		c. Applicant Phone		
d. Applicant Email				
e. Mailing Address				
f. Owner Name		g. Owner Phone		
h. Owner Email				
i. Mailing Address				
2) PLANS INFORMATION				
a. Plan Title				
b. Plan Preparer		c. Date		
d. The following plans/documents are submitted in support of this application:				
<i>Copies</i>	<i>Drawing Num.</i>	<i>Description</i>		
3) PROPERTY INFORMATION				
a. Land Description	Assessor's Parcel ID(s):			
b. Nearest Intersecting Street				
c. Direction/Distance therefrom				
d. Present Use(s) of Premises				
e. Description, use & character of abutting property				
f. Check and attach Form W if application includes any request(s) for waiver of any of the submittal or technical requirements of the East Longmeadow Subdivision Regulations				<input type="checkbox"/>
g. Check if all or part of the property is taxed or has been taxed within the last five years, on the basis of forest or agricultural use under Massachusetts General Laws Chapter 61 or Chapter 61A				<input type="checkbox"/>

¹ if applicant is not property owner, attach [Owner Authorization Letter](#) and any agreements between owner & applicant

4) REQUIRED SUPPLEMENTAL DOCUMENTATION
a. Request for Waiver (Form W) for any waiver of requirements being requested
b. Property Deed(s) and Owner Authorization Letter – if applicant is not property owner
c. Subdivision Plans <ul style="list-style-type: none"> • Proposed Subdivision Plans 24x36 (1 digital copy and 3 paper copies) • Proposed Subdivision Plans 11x17 (7 paper copies)

The undersigned, being the applicant as defined under [Massachusetts General Laws Chapter 41, Section 81L](#), hereby submits the plan(s) described within this application as a **PRELIMINARY PLAN** in accordance with the [Subdivision Rules and Regulations of the East Longmeadow Planning Board](#) and makes application to the Board for approval of said plan. By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s).

Signature of Applicant		Date	
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