



Instructions for Approval of Definitive 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 C: Application for Approval of Definitive 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 paper copy)
 - Stamped envelopes equaling the number of abutters, plus 6 (number varies)
- [Tax Collector Affidavit](#) signed by the Collector's Office (1 paper copy)
- Subdivision Plans
 - Original reproducible mylar plans (1 mylar copy)
 - Two overlays shall be prepared on acetate the same scale as the Definitive Plan; these overlays shall illustrate the following features: (1 digital and 1 acetate copy)
 - Overlay #1 - One hundred-year floodplains, wetlands, aquifer recharge areas;
 - Overlay #2 - Soils (including soil types), slopes greater than 12%;
 - Proposed Subdivision Plans 24x36 (1 digital copy and 3 paper copies)
 - Proposed Subdivision Plans 11x17 (7 paper copies)
- Plan(s) and profile(s) of every proposed street, including deed restrictions, easements and rights of way (1 digital copy and 7 paper copies of each)
- Payment for the \$250 plus \$25 per acre filing fee

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

1. Complete Form C: Application for Approval of Definitive 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 Definitive 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 V](#) to ensure Definitive 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 \$250 (plus \$25 per acre) 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 Definitive 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.

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.
5. If Subdivision Approval was granted, the Applicant will supply the Planning Department with a mylar copy of final approved subdivision plans to be endorsed by the Planning Board and recorded at the Registry by the Applicant
6. The Department of Public Works will prepare a Bond Estimate for required public infrastructure. Before beginning road construction, the Applicant will submit either a Covenant in Lieu of a Bond, or a Bond that covers the full estimated cost of the infrastructure.
7. All ongoing subdivisions must be regularly inspected by the Town of East Longmeadow and the Applicant must remain in contact with the Town in accordance with the Subdivision Regulations.



Application for Approval of Definitive Subdivision Plan

Town Of East Longmeadow
Planning & Community Development

OFFICE ONLY

SD-P: _____

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) SUBDIVISION PLANS INFORMATION					
a. Plan Title					
b. Plan Preparer				c. Date	
d. Estimated Cost of Infrastructure			e. Number of Lots		
f. 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 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

