



**FORM C**

**APPLICATION FOR APPROVAL OF DEFINITIVE PLAN**

Date \_\_\_\_\_

To the Planning Board: The undersigned herewith submits the accompanying Definitive Plan of property located in Mashpee, Massachusetts, for approval as a subdivision as allowed under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Mashpee.

Name of Subdivider \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner, if different \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

*Attach copies of (a) most recent recorded deed and (b) tax bill or Assessors' certification.*

Engineer or Surveyor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Deed of property recorded in Barnstable County Registry Book \_\_\_\_\_ Page \_\_\_\_\_

or Land Court Certificate of Title No. \_\_\_\_\_

Location and description of property

Mashpee Assessors Map(s) and Block(s) \_\_\_\_\_

Signature of Owner or Authorized Representative \_\_\_\_\_

*Attach written authorization signed by owner.*

*A list of names and addresses of the abutters of this subdivision, as appearing on the most recent tax list, is attached.*



*Town of Mashpee*

*16 Great Neck Road North  
Mashpee, Massachusetts 02649*

## **MASHPEE PLANNING BOARD**

### **NOTICE OF DECISION**

You are hereby notified that the Mashpee Planning Board has filed its decision with the Town Clerk, at the Town Hall, Mashpee, on the petition of \_\_\_\_\_ for approval of a definitive subdivision plan.

The petition has been granted with conditions as follows:

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Plans may be viewed at the office of the Town Clerk. Within 20 days from the date hereon, an appeal may be taken from this decision in Superior Court.

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Town Clerk, Date



# Town of Mashpee

16 Great Neck Road North  
Mashpee, Massachusetts 02649

## DEFINITIVE PLAN CHECKLIST

Applicant: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

- \_\_\_\_\_ Application Form C (in triplicate).
- \_\_\_\_\_ Submission of Required Planning Board Fees (see fee schedule):
  - Filing fee: \$20 per lot, minimum \$200
  - Review fee: \$300 + 15 per lot
  - Inspection fee: \$250 + \$.50 / linear feet of roadway
  - Re-Inspection fee: \$100 per inspection
- \_\_\_\_\_ Copies of a) most recent recorded deed and b) tax bill or Assessor's certification.
- \_\_\_\_\_ Submission of Covenant form/documentation.
- \_\_\_\_\_ Form N: Notice of Filing of Plan to Town Clerk.
- \_\_\_\_\_ Original drawing of Definitive Plan plus 6 copies, dark line on white background with perimeter dimensions of 24"x36."
- \_\_\_\_\_ Road profiles (3 copies drawn on plan/profile paper with perimeter dimensions of 24"x36").
- \_\_\_\_\_ Water Quality Report (3 copies) for subdivisions of 6 lots or more.
- \_\_\_\_\_ List of all abutters within 300 feet from Mashpee Assessors, including 2 sets of mailing labels (check the abutters list to ensure all correctly identified parcels have been selected).
- \_\_\_\_\_ Written proof of submittal to Board of Health.
- \_\_\_\_\_ Minimum frontage.
- \_\_\_\_\_ Minimum lot area.
- \_\_\_\_\_ Name of owner, applicant (if different from owner), and engineer or surveyor.
- \_\_\_\_\_ Signature and seal of Registered Civil Engineer or Registered Land Surveyor.
- \_\_\_\_\_ North point, date, scale, legend.
- \_\_\_\_\_ Zoning district(s) in which the subject property lies.
- \_\_\_\_\_ Assessors reference, Map and Block numbers.
- \_\_\_\_\_ Names and addresses of all abutters as determined from the most recent tax list.
- \_\_\_\_\_ Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision. (Lines must be indicated by bearings referred to the Massachusetts Coordinate System where control points on that system are available within 1000 feet of locus.)
- \_\_\_\_\_ Proposed names of new streets, names of existing streets labeled public or private.
- \_\_\_\_\_ Lot numbers, dimensions, and area, (registered land must use a numbering system approved by the Land Court).
- \_\_\_\_\_ Proposed street (postal) numbers for each lot in accordance with the street number plans of the Town of Mashpee.
- \_\_\_\_\_ Length and direction of streets, the length and radii, tangents, and angles of all curves, together with the width of streets and ways.
- \_\_\_\_\_ Location of all permanent monuments properly identified as to whether existing or proposed.

- \_\_\_\_\_ Proposed layout of storm drainage, water supply, and sewer systems, their appurtenances and all easements thereto.
- \_\_\_\_\_ Location of all swamp, marsh, low land and other low lying areas, and where the subdivision is adjacent to or affected by tidewater, it shall show 2 foot contours with mean high water in such area.
- \_\_\_\_\_ Title block in the lower right-hand corner of the drawing with subdivision name and title "Definitive Subdivision Plan."
- \_\_\_\_\_ 3/4 inch border.
- \_\_\_\_\_ 3 1/2 inch square reserved for use by the Registry of Deeds.
- \_\_\_\_\_ Area reserved for Planning Board's endorsement of approval under the subdivision control law.
- \_\_\_\_\_ Certification by plan preparer that the rules and regulations of the Registers of Deeds have been conformed to in preparing the plan.
- \_\_\_\_\_ If applicable, lettering in a location adjacent to the Board's approval as follows:

"This plan subject to covenant dated \_\_\_\_\_ and attached hereto."

- \_\_\_\_\_ Certification block for Mashpee Town Clerk for twenty day appeal period following plan approval.
- \_\_\_\_\_ If the plan is submitted under the cluster development exception of the Mashpee Zoning Bylaws, the formula for determining the total number of lots allowed must be shown as follows:

Total Area: \_\_\_\_\_

Less: Water bodies and wetlands as defined under MGL C. 131, Section 40 \_\_\_\_\_

Area of existing and proposed Streets, roadway rights-of-way or easements of 20 feet or more in width \_\_\_\_\_

Overhead utility rights-of-way or easements 20 feet or more in width \_\_\_\_\_

Total area excluded: \_\_\_\_\_

Allowable Area: \_\_\_\_\_

Lot Area Required: \_\_\_\_\_

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

- \_\_\_\_\_ Locus map at a scale of 1 inch = 2000 feet.
- \_\_\_\_\_ Existing and proposed contours at 2 foot intervals.
- \_\_\_\_\_ Digital submission of plans on diskette(s) or CD.

## **COMMENTS**



**FORM N**

**NOTICE OF APPLICATION FILING WITH THE MASHPEE PLANNING BOARD**

To the Mashpee Town Clerk:

This is to notify you that on \_\_\_\_\_, 20\_\_\_\_\_ an application for

\_\_\_\_ endorsement of a plan believed not to require approval

\_\_\_\_ approval of preliminary plan

\_\_\_\_ approval of definitive plan

was submitted to the Mashpee Planning Board at its public meeting by

\_\_\_\_\_, \_\_\_\_\_.  
Applicant name Applicant address

The land to which the application relates appears on the current Mashpee Assessors Maps  
as \_\_\_\_\_

and is generally described as located

\_\_\_\_\_

This notice must be submitted to the Town Clerk by delivery or by registered or certified mail, postage prepaid, along with a copy of the application and submitted plans.

Received by Planning Board on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
for Mashpee Planning Board



**FORM D  
COVENANT**

The undersigned \_\_\_\_\_ of \_\_\_\_\_  
County, Massachusetts, hereinafter called the "Covenantor," having submitted to the Mashpee Planning  
Board a definitive plan of a subdivision, entitled \_\_\_\_\_  
dated \_\_\_\_\_ made by \_\_\_\_\_, does hereby covenant and  
agree with said Planning Board and the successors in office of said Board, pursuant to G.L. (Ter. Ed.) C. 41,  
Sec. 81U, as amended, that:

1. The covenantor is the owner of record of the premises shown on said plan;
2. This covenant shall run with the land and be binding upon the executors, administrators, heirs,  
assigns of the covenantor, and their successors in title to the premises shown on said plan;
3. The construction of ways and the installation of municipal services shall be provided to serve any lot  
in accordance with the applicable Rules and Regulations of said Board before such lot may be built  
upon or conveyed, other than by mortgage deed; provided that a mortgagee who acquires title to the  
mortgaged premises by foreclosure or otherwise and any succeeding owner of the mortgaged premises  
or part thereof may sell any such lot, subject only to that portion of this covenant which provides that  
no lot so sold shall be built upon until such ways and services have been provided to serve such lot;
4. Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of  
the entire parcel of land shown on the subdivision plan or of all lots not previously released by the  
Planning Board without first providing such ways and services;
5. This covenant shall take effect upon the approval of said plan;
6. Reference to this covenant shall be entered upon such plan and this covenant shall be recorded when  
said plan is recorded.

The undersigned \_\_\_\_\_  
wife, husband of the covenantor hereby agree that such interest as I, we, may have in said premises shall be  
subject to the provisions of this covenant and insofar as is necessary release all rights of tenancy by the  
courtesy, dower, homestead and other interest therein.

EXECUTED as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

COMMONWEALTH OF MASSACHUSETTS  
County of Barnstable

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally  
appeared \_\_\_\_\_, proved to me through satisfactory evidence of  
identification, which were \_\_\_\_\_, to be the person whose name is signed on  
the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated  
purpose.

\_\_\_\_\_  
Notary Public, Commonwealth of Massachusetts

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

## Definitive Subdivision Plan

Usually done by an Engineer. Comes back and needs public hearing. Need to write PHN and notify the following:

- People within 300 feet
- Newspaper, Mashpee Enterprise – give PHN to Terrie and Christine upstairs
- Adjacent towns' planning boards (address' below)
- Cape Cod Commission (address' below)
- Cape Cod Commission, 3225 Main Street, P.O. Box 226, Barnstable, MA 02630
- Town of Falmouth, Planning Board, 59 Town Hall Square, Falmouth, MA 02540
- Town of Bourne, Planning Board, 24 Perry Ave., Buzzards Bay, MA 02532
- Town of Sandwich, Planning Board, 16 Jan Sebastian Drive, Sandwich, MA 02563
- Town of Barnstable, Planning Board, 200 Main Street, Hyannis, MA 02601
- Phil DiMartino, Comm. of MA, Dept. of Housing and Community Dev., 100 Cambridge St., Boston, MA 02202

This plan does not meet requirements for an ANR.

### Form Requirements:

- Application form
- Covenant if Subdivision
- Approval from Tax Collector
- Address from Clay
- Letter from owner authorizing power if not present
- Decision form

5 copies including Mylar –

1. Building Dept.
2. Assessors Dept.
3. Charlie Rowley
4. Two for Planning

- Any Public Hearing on proposed **Zoning amendments** does **NOT** need abutters notice but gets posted and published in The Mashpee Enterprise.
- **Definitive Subdivisions, Special Permits and Road Namings DO NEED** abutters notice.
- All property owners within 300 feet of **Definitive Subdivisions and Special Permit** projects, as certified by the Assessors, get notice, along with posting and publication twice (with the first notice at least 14 days before the hearing) in The Mashpee Enterprise.
- **Road Namings:** all people on road get notice, based on Assessors' certified list, along with posting and publication twice (with the first notice at least 14 days before the hearing) in The Mashpee Enterprise.
- There is **NO** public hearing and thus no notice requirement for **Preliminary Subdivision plans** or **Approval-Not-Required (ANR) Plans**.