



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## **FORM B**

### **PROCEDURE FOR SUBMITTING APPLICATION FOR PRELIMINARY SUBDIVISION PLANS**

*A Preliminary Plan may be submitted for any proposed residential subdivision and shall be submitted for any nonresidential subdivision. These Preliminary Plans shall be filed with both the Planning Board and the Board of Health. The submission of such a Preliminary Plan will enable the subdivider, the Board, other municipal agencies and owners of abutting property to identify and discuss any problem areas in the proposed subdivision. Review of, and comments on, a Preliminary Plan are strictly advisory and do not commit the Board to approve a Definitive Plan.*

**A completed application consisting of each of the requirements of §2.4 of the Subdivision of Land Regulations will be filed as follows:**

- **ten (10) packets to be filed with the Town Clerk;**
- **a complete copy, including all plans and attachments, submitted to the Board of Health; AND**
- **a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).**

**Additional material, electronic and paper, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week.**

The following information and requirements must be filed with all applications for Preliminary Subdivision Plans consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

☐ **1 – Official Application Form – Original and Nine (9) Copies**

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

☐ **2 – Required Plan(s) and Other Information including Checklist (Ten (10) Copies)**

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Subdivision of Land Regulations. The application shall include each of the requirements of §2.4 as listed in the attached Checklist which is to be submitted as part of the official application.

☐ **3 – Certified Abutters List – Original and Nine (9) Copies**

A Certified Abutters List shall be obtained by the Applicant from the Truro Assessors Office and filed as part of the complete application. A copy of the “Certified Abutters List Request Form” is included in this packet.

☐ **4 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$275.00**. The filing fee is non-refundable.

**Note:** *Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner's association.*

**ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED**

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date.
- Either you or your agent/representative shall appear before the Board at the scheduled meeting. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit ten (10) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).

**Please do not include a copy of these instructions with the application**



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## **FORM B**

### **APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN**

To the Planning Board of the Town of Truro, MA

Date \_\_\_\_\_

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled \_\_\_\_\_

by \_\_\_\_\_ dated \_\_\_\_\_ and described as follows:

Located: \_\_\_\_\_ Assessor's Map(s) and Parcel(s): \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Total Acreage of Tract: \_\_\_\_\_

Said applicant hereby submits said plan as a *Preliminary* subdivision plan in accordance with the Rules and Regulations of the Truro Planning Board and makes application to the Board for approval of said plan.

The undersigned's title to said land is derived under deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Barnstable Registry of Deeds Book and Page \_\_\_\_\_ or Land Court Certificate of Title No. \_\_\_\_\_ registered in Barnstable County.

Applicant:

\_\_\_\_\_  
(Printed Name of Applicant)

\_\_\_\_\_  
(Signature of Applicant)

Applicant's Telephone Number(s) \_\_\_\_\_

Applicant's Legal Mailing Address \_\_\_\_\_

Owner's Signature if not the applicant  
or applicant's authorization if not the owner:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Owner's Legal Mailing Address \_\_\_\_\_

Surveyor Name/Address \_\_\_\_\_  
(or person responsible for preparation of the plan)

**File ten (10) copies each of this form and applicable plan(s) with the Town Clerk; and a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov)**

## 2.4 - PRELIMINARY SUBDIVISION PLAN REVIEW CHECKLIST - Applicant

<b>Address:</b> _____		<b>Applicant Name:</b> _____		<b>Date:</b> _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
<b><u>2.4.2 Submission Requirements for Preliminary Plans</u></b>					
A submission of a Preliminary Plan shall include the following supporting documentation:					
a.	A properly executed application for Subdivision Preliminary Plan Review. (Form B)				
b.	A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.				
c.	Twelve (12) copies of the plan showing:				
c.1	the subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";				
c.2	the names of the record owner and the applicant and the name of the designer, engineer or surveyor;				
c.3	the names of all abutters, as determined from the most recent local tax list;				
c.4	the existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;				
c.5	the proposed system of drainage, including, adjacent existing natural waterways, in a general manner;				
c.6	the approximate boundary lines of proposed lots, with approximate areas and dimensions;				
c.7	the names, approximate location and widths of adjacent streets; and				
c.8	the topography of the land in a general manner.				



# TOWN OF TRURO

## Assessors Office Certified Abutters List Request Form

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

NAME OF AGENT (if any): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT: HOME/CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_  
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ EXT. \_\_\_\_\_  
(if condominium)

### ABUTTERS LIST NEEDED FOR:

**FEE: \$15.00 per checked item**

(please check all applicable)

(Fee must accompany the application unless other arrangements are made)

___ Board of Health <sup>5</sup>	Planning Board (PB)	Zoning Board of Appeals (ZBA)
___ Cape Cod Commission	___ Special Permit <sup>1</sup>	___ Special Permit <sup>1</sup>
___ Conservation Commission <sup>4</sup>	___ Site Plan <sup>2</sup>	___ Variance <sup>1</sup>
___ Licensing	___ Preliminary Subdivision <sup>3</sup>	
Type: _____	___ Definitive Subdivision <sup>3</sup>	
___ Other _____		

(Fee: Inquire with Assessors)

(Please Specify)

**Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.**

### THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: \_\_\_\_\_ Date completed: \_\_\_\_\_

List completed by: \_\_\_\_\_ Date paid: \_\_\_\_\_ Cash/Check \_\_\_\_\_

<sup>1</sup>Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

<sup>2</sup>Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

<sup>3</sup>Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. Note: For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

<sup>4</sup>All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. Note: Responsibility of applicant to notify abutters and produce evidence as required.

<sup>5</sup>Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. Note: Responsibility of applicant to notify abutters and produce evidence as required.