
Section 2. **PLANS WHICH DO NOT REQUIRE APPROVAL UNDER
SUBDIVISION CONTROL LAW**

Sub-Section 2.1 **SUBMISSION PROCEDURE**

2.1 Plans believed not to require approval under the Subdivision Control Law, Section 81-P as amended, when submitted for Planning Board endorsement to that effect, shall include the original ink tracing, acceptable for recording in the Norfolk Registry of Deeds, and three full size copies, and shall be accompanied by an application in duplicate on forms provided by the Planning Board, filled out and signed by the applicant. Such plans shall be submitted to the Planning Board at least four days prior to the date of the next regular Planning Board Meeting. A copy of the application form, on which the receipt of a plan has been acknowledged, may be used by the applicant as a notice to the Town Clerk of the submission of such plan, as required by Section 81-T of the Subdivision Control Law. Applications to the Planning Board for approval not requiring endorsement shall be accompanied by a filing fee of \$50.00 per plan plus \$25.00 for each new building lot created.

Sub-Section 2.2 INFORMATION TO BE SHOWN

2.2 A plan believed not to require approval under the Subdivision Control Law must show all information required to satisfy the Planning Board that such plan does not constitute a subdivision as defined in Section 81-L of the Subdivision Control Law. Such information shall include, but shall not necessarily be limited to, the delineation and description in their entirety of any lots, the boundaries of which are to be changed or are to be shown without change; any zone or district boundaries established by the Town of Needham Zoning By-Law which may pass through or affect lots; any land areas subject to the Wetlands Protection Act and the Inland Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (including any area defined as buffer area under said statutes); any land area located in a Flood Plain District; any water bodies; the location of any structures on the lots or abutting their boundaries; and the status of any way shown on such plan.

2.2.1 Plans submitted under this section of these Rules and Regulations shall measure not less than eight and one-half inches (8-1/2") by eleven inches (11") and not more than twenty-four inches (24") by thirty-six (36") and shall contain the following information:

A title, including the names and addresses of owners, developers, and engineers; scale; north point; date; dates of revisions or additions, if any; the imprint of the seal of a registered land surveyor; and the statement, "Approval under the Subdivision Control Law not required", followed by provisions for the signatures of five members of the Planning Board and the date of endorsement.

Sub-Section 2.3 ACTION BY THE BOARD

2.3 Within twenty-one (21) days of the date of submission of a plan believed not to require approval under the Subdivision Control Law, the Planning Board may endorse such a plan as not requiring approval or may notify the applicant and

the Town Clerk that in the Planning Board's opinion the plan shows a subdivision and that said plan cannot be endorsed as requested. The failure of the Planning Board to take either of the above actions within twenty-one days after the submission of the plan believed not to require approval under the Subdivision Control Law shall be deemed a determination that such approval is not required and an endorsement on such plan shall be made by the Planning Board or a certificate issued by the Town Clerk to that effect and the plan returned to the applicant. The endorsement of a plan as not requiring approval under the Subdivision Control Law does not imply that the lots of land shown on such plan are correctly represented, are building lots or comply with the area requirements of the Zoning By-Laws of the Town of Needham.

Sub-Section 2.4 EXPLANATORY NOTES

2.4 The Planning Board may include in its endorsement of a plan a statement that such endorsement applies only to certain lots shown on such plan or may state the reasons approval is not required, where in the opinion of the Planning Board a plan without such explanatory statement would not qualify for the endorsement "Approval Under the Subdivision Control Law Not Required".

Sub-Section 2.5 DISPOSITION OF PLANS

2.5 One copy of the signed plan shall be retained by the Planning Board for its files, one copy shall be transmitted to the Town Engineer and one copy shall be transmitted to the Building Inspector. The original ink tracing shall be returned to the applicant for recording in the Norfolk Registry of Deeds or for registration with the Land Court.
