



**PLANNING DEPARTMENT**  
Community Development Division

**Procedure and Requirements for Filing an Application for a Preliminary Subdivision**

The following information must be submitted thirty (30) days prior to the first public hearing. Our deadlines and meeting dates are posted on the bulletin board in the Community Development Office and Town Hall for completing a filing. All filings must be completed by the date listed prior to 12:00 noon. Any filings brought in after 12:00 noon on the deadline line date listed **will not be accepted – no exceptions are made to this rule.** The information herein is an abstract of more specific requirements listed in the Subdivision Regulations and is not meant to supersede them.

**Step 1: Pick up application package:** Petitioner picks up a, Form B.

**Step 2: Application Form:** Petitioner completes three copies of the application form. All information as required shall be completed.

**Step 3: Plan Preparation:** Petitioner submits all of the required plan and written information as cited in Section 4 of the Rules and Regulations and an electronic PDF version of all submission material. **Failure to provide this documentation will result in your application not being complete or accepted by the Planning Department.**

**Step 4: Plan Referral:** The petitioner delivers **one copy of their plans and application** to the following departments: Director, Department of Public Works, Town Engineer, DPW, Fire Department, Conservation Department, Building Department, Health Department, School Department, Water & Sewer Department, Water Treatment Department, and Police Department. **Each department must give you their signature on the form provided (Form L) and enclosed herein. When all signatures are received, you then supply this original form with the application, which acknowledges all departments receiving copies of your proposal, to the Planning Department. Failure to provide this acknowledgement will result in your application not being complete or accepted by the Planning Department. We suggest you begin this process at least 48 (forty-eight) hours prior to filing with the Planning Department.**

**Step 5: Submit Application:** Petitioner submits (3) typewritten applications, time-stamped by the Town Clerk. File one (1) complete application with the Town Clerk and two (2) complete applications with the Planning Department including two (2) copies of the plan 1" = 40' no larger than 24"x36" and 3 copies of the plan 11"x17" prepared by a Registered Professional Engineer in the Commonwealth of Massachusetts and filing and project review fees (see attached form).

**Step 6: Mail Application to Outside Consultant:** The petitioner mails a copy of the plan and application to the outside consultant for review. Please contact the Planning Department for more information.

**Step 7: Submit Filing Fees:** The petitioner submits two separate checks for application filing fee and project review fee as described in enclosed listing of fees. You must also complete the outside consultant form.

**Step 8: Scheduling of Meeting:** The Planning Office schedules the applicant for a meeting date.

**Step 9: Public Meeting before the Planning Board:** The petitioner should appear in his/her behalf, or be represented by an agent, engineer or attorney.

**Step 10: Decision:** Once a decision has been rendered by the Planning Board on this proposal, the Planning Board's decision will be sent to the applicant, their engineer and abutters.



**PLANNING DEPARTMENT**  
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**Form B - APPLICATION FOR PRELIMINARY SUBDIVISION APPROVAL**

**DATE:**

(Stamp three (3) forms with the Town Clerk. File one (1) form with the Town Clerk and two (2) forms with the Planning Department)

To the Planning Board:

The undersigned, being an applicant under Chapter 41, 81-S, MGL, for approval of a proposed subdivision plan, hereby submits a Preliminary Plan and makes application for approval to the North Andover Planning Board.

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

2. Name of Subdivision: \_\_\_\_\_

3. Location and Description of Property [include Assessor's Map & Lot and Zoning Districts]  
\_\_\_\_\_

4. Address of Property Being Affected: \_\_\_\_\_

Zoning District: \_\_\_\_\_  
Assessors: Map #: \_\_\_\_\_ Lot # \_\_\_\_\_

5. Deed Reference: Book \_\_\_\_\_, Page \_\_\_\_\_ and \_\_\_\_\_  
Certificate of Title No. \_\_\_\_\_

6. Name of Surveyor/Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_

7. Signature of Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_

Received: Town of North Andover Town Clerk (date stamp):

Signature of Town Official receiving this application:

Form L

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SIGNATURE REQUEST FOR PLAN REFERRAL ACKNOWLEDGEMENT

Departmental referral Form L with signature of department acknowledging receipt.

TO: Director, DPW \_\_\_\_\_

Town Engineer, DPW \_\_\_\_\_

Water & Sewer Department, DPW \_\_\_\_\_

Water Treatment Department \_\_\_\_\_

Fire Chief \_\_\_\_\_

Conservation Administrator \_\_\_\_\_

Inspector of Buildings \_\_\_\_\_

Health Administrator \_\_\_\_\_

School Department \_\_\_\_\_

Police Department \_\_\_\_\_

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

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

Re: \_\_\_\_\_ Preliminary Plan  
 \_\_\_\_\_ Definitive Subdivision  
 \_\_\_\_\_ Modification to a Subdivision  
 \_\_\_\_\_ Special Permit  
 \_\_\_\_\_ Site Plan Review

Address of Development: \_\_\_\_\_

A Public Hearing has been scheduled for the following date: \_\_\_\_\_.

Please provide your written comments to the Planning Department by the following date: \_\_\_\_\_.

(The Wednesday before the scheduled public hearing and/or scheduled Planning Board meeting).

Failure to provide written comments by this date will constitute your approval of this plan.

Thank you.