



# Town of Ludlow

## Office of the Planning Board

[ludlow.ma.us/planning](http://ludlow.ma.us/planning)

488 Chapin Street, Ludlow, MA 01056

Phone: (413) 583-5600 ext. 7

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## **Information Sheet**

### Preliminary Subdivision Approval

#### **What is the purpose of Preliminary Subdivision Approval?**

A Preliminary Subdivision Plan creates a less formal dialogue between the Town and a developer looking to build a residential subdivision. Approval of a Preliminary Plan causes a seven-month Zoning freeze on the parcel for the purpose of a Definitive Plan as well as shortens the time the Planning Board has for action on a Definitive Plan. Currently, having an approved Preliminary Plan also lowers the fee for Definitive Approval. This process is optional for residential subdivisions and mandatory for non-residential subdivisions. (II.A.1)

#### **How long can I expect this to take?**

From the time of submission, the Planning Board has up to 45 days to act on the plan and to file a decision to approve, disapprove, or approve with modifications. (II.A.3)

#### **What is required on this Definitive Subdivision Plan?**

The full list of required contents is available in the Subdivision Rules & Regulations. (II.A.2)

#### **What do I have to submit and where?**

You must bring two complete application forms to the Town Clerk's office to be stamped in. The Clerk's office will retain one copy. The other copy of the application must be brought to the Planning Board office along with the fee in force at the time of filing, and nine sets of prints of the plan with a preferable scale on one inch equals 100 feet (II.A.3) Any waivers you are requesting must be submitted on a separate sheet as well; if/once the waivers are approved, they must be printed on the plan prior to signing. (II.A.2.14)

#### **What else do I need to know?**

One copy of the plan will be returned to you. If you wish to have any additional signed copies of the Preliminary Plan returned to you, they must be provided in addition to the number of required copies. Preliminary Subdivision plans are **NOT** filed at the Registry of Deeds. Approval of a Preliminary Plan does not constitute or imply approval of the subdivision. (II.A.3)

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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## **Master Application**

Date submitted to Planning Board: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Location of Property: (address) \_\_\_\_\_, Assessors' Map \_\_, Parcel \_\_\_\_

Zoning of Property: \_\_\_\_\_

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): \_\_\_\_\_

### **Type Of Application (Check All That Apply):**

\* denotes supplemental application sheet required

#### Site Plan Control:

- ☐ Change of Occupancy
- ☐ Site Sketch
- ☐ Site Plan Approval

#### Subdivision Control:

- ☐ ANR \*3
- ☐ Preliminary Subdivision Plan \*3
- ☐ Definitive Subdivision Plan \*3
- ☐ Waiver of Frontage \*4

#### Special Permitting:

- ☐ Special Permit
- ☐ Home Occupation \*1
- ☐ Home Professional Office
- ☐ Accessory Apartment \*2
- ☐ Comprehensive Plan (MRD)

#### Other:

- ☐ Zone Change \*5

**Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.**

### **Contact Information:**

#### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.**

Contact Person (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Property Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Building Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Detailed Description of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All applications require a completed certificate of ownership / authority.**

**Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: \_\_\_\_\_  
Special Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Fee Amount Received: \_\_\_\_\_  
Supporting Documents? YES / NO  
Verified By: \_\_\_\_\_



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## **Application Supplement 3 - Subdivision**

Deed of Property recorded \_\_\_\_\_ Registry, Book \_\_\_\_\_, Page \_\_\_\_\_

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

This application is for:

- ☐ ANR Endorsement
- ☐ Preliminary Approval
- ☐ Definitive Approval
- ☐ Definitive Approval with the benefit of an approved Preliminary Plan

If this application is for preliminary or definitive approval, please indicate the type of applicant:

☐ Individual, ☐ Partnership, ☐ Corporation

### **Additional Contact Information:**

#### Land Surveyor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

#### Engineer (if any):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

File one complete application, including master application, with the Planning Board and one copy with the Town Clerk in accordance with the requirements of the Subdivision Rules and Regulations.

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For Office Use Only:

Application #: \_\_\_\_\_

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### FORM A

#### DESIGNER'S CERTIFICATE

I hereby certify that the accompanying Plan entitled \_\_\_\_\_

\_\_\_\_\_

dated \_\_\_\_\_, 20\_\_\_\_, is correct; that it is a subdivision of (part of or all

of) the lands conveyed by \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

\_\_\_\_\_

by deed dated \_\_\_\_\_, 20\_\_\_\_, and recorded in \_\_\_\_\_

County Registry Book \_\_\_\_\_, Page \_\_\_\_\_, and that Parcel monuments are set as indicated on the Plan.

I further certify that (none, some, or all) of the Parcel is within the Aircraft Flight Overlay District.

Date - \_\_\_\_\_

\_\_\_\_\_  
Designer

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Subdivider

\_\_\_\_\_

\_\_\_\_\_



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## Certification of Ownership / Authority

### **If the applicant is not the owner (such as a tenant)**

The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: \_\_\_\_\_

|  |   |
|--|---|
| For individual applicant:  | For corporation/LLC:  |
| <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div><br>Signature | <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div><br>Name of Entity<br><br>By: <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div><br>Signature<br><br>Title: <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> |

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: \_\_\_\_\_

|  |   |
|--|---|
| For individual owner:  | For corporation/LLC:  |
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Signature | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Name of Entity<br><br>By: <div style="border-bottom: 1px solid black; width: 80%; display: inline-block;"></div><br>Signature<br><br>Title: <div style="border-bottom: 1px solid black; width: 80%; display: inline-block;"></div> |



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### Certification of Ownership / Authority

### If the applicant is the owner

The undersigned represents that the undersigned is the owner of the property which is the subject of this application and has the authority to seek the permit or approval being requested in this application. The undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: \_\_\_\_\_

|  |   |
|--|---|
| For individual owner:  | For corporation/LLC:  |
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Signature | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Name of Entity<br><br>By: <div style="border-bottom: 1px solid black; width: 80%; display: inline-block;"></div><br>Signature<br><br>Title: <div style="border-bottom: 1px solid black; width: 80%; display: inline-block;"></div> |