



# TOWN OF UPTON, MASSACHUSETTS

## Planning Board

### Subdivision Application Materials Checklist

For the full list of submission requirements please see Section III of the Subdivision Rules and Regulations. For confirmation on the number of application copies and associated fees, the Land Use and Inspectional Services (LU&IS) department is available to answer any questions.

### Plan Believed Not to Require Approval (ANR) Application Materials Checklist

1. **Application** (Subdivision Rules and Regulations Form A)
2. **Filing Fee** (Subdivision Rules and Regulations Appendix)
  - a. **\$100/lot**
  - b. **\$50/parcel**
3. **File, by delivery or registered mail, a notice with the Town Clerk** stating the date of submission for such determination accompanied by a copy of said application and describing the land to which the plan relates sufficiently for identification. If the notice is given by delivery, the Town Clerk shall, if requested, give a written receipt therefore.
4. **Three (3) Plot Plan paper copies as well as a digital copy.**
  - a. All plot plans submitted for 81-P [ANR/Form A] endorsement shall contain the information listed in the Subdivision Rules and Regulations Ch 2 Section B titled "Plan Believed Not to Require Approval".

### Preliminary Plan, Conventional Subdivision

The applicant shall file by hand delivery or registered mail a notice with the Town Clerk stating the date of submission to the Planning Board for approval of a Preliminary Plan and accompanied by a copy of the completed application Form B and Form D.

5. **Six (6) copies of the Preliminary Plan** in accordance with Section III A.1.2 "Contents" of the Subdivision Rules and Regulations.
6. **Form B** (Application)
7. **Form D** (Designer Certificate)
8. **Filing Fee**
  - a. **\$1,500 + \$50/lot**
9. **Engineer Review fee**
  - a. **\$1,000 + \$200/lot**



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## Planning Board

### **Preliminary Plan, Open Space Subdivision**

The applicant shall file by hand delivery or registered mail a notice with the Town Clerk stating the date of submission to the Planning Board for approval of an Open Space Preliminary Plan and accompanied by a copy of the completed application, Form B and a Designer Certificate, Form D.

1. **Six (6) copies of the Preliminary Plan** in accordance with Section III A.2.2 “Contents” of the Subdivision Rules and Regulations.
2. **Form B** (Application)
3. **Form D** (Designer Certificate)
4. **Filing Fee**
  - a. \$1,500 + \$50/lot
5. **Engineer Review fee**
  - a. \$1,000 + \$200/lot

### **Definitive Subdivision Plan**

A definitive plan must be submitted within seven (7) months after submission of the preliminary plan and must be evolved from it to retain exemptions from zoning changes and amendments to the Subdivision Rules and Regulations. The applicant shall file by hand delivery or registered mail a notice with the Town Clerk stating the date of submission for such approval and accompanied by a copy of the completed application Forms C and D.

1. **Twelve (12) copies of an original drawing of the Definitive Plan** in accordance with Section III B.2 “Contents” of the Subdivision Rules and Regulations.
2. **Form C and Form D**
3. **Filing Fee**
  - a. With Form B
    - i. \$2,500 + \$150/lot
  - b. Without Form B
    - i. \$4,000 + \$200/lot
4. **Engineer Review Fee**
  - a. With Form B
    - i. \$1,000 + \$250/lot
  - b. Without Form B
    - i. \$1,000 + \$450/lot