

(On applicant's letterhead, if available)

Date: _____

Springfield Planning Board
70 Tapley Street
Springfield, MA 01104

The undersigned, believing that the accompanying plan of his property in the City of Springfield does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that the Planning Board approval under the Subdivision Control Law is not required.

1. Name of Applicant: _____

Address: _____

2. Name of Engineer or Surveyor: _____

Address: _____

3. Deed of Property recorded in _____ Registry of Deeds,

Book _____ Page _____

4. Address of Property: _____

Street and Parcel Number(s): _____

5. Was land, shown on plan submitted, part of an abutting parcel of land?

If so, identify such abutting parcel and ownership:

**I hereby certify that I am the owner or
that I am acting on behalf of the owner.**

Owner/Agent: _____

Address: _____

Application fee is \$75.00 (check made payable to the City of Springfield). Submit two (2) plans drawn as specified in Section V.A.2 of the Subdivision Regulations and two (2) paper copies. In addition the applicant shall furnish a digital copy of the plan. The digital copy shall be in AutoCad.dxf format. Other digital formats, such as those compatible with E.S.R.I's ArcInfo software, are acceptable subject to approval. The Planning Board encourages the coordinate system to be Mass Stateplane Feet and the plans projection to be NAD 83.

Relevant Section of the Subdivision Regulations of the Springfield Planning Board

Section V - Submission of Plans

A. Non-Subdivision Plans

1. Submission

- a. By delivery at a meeting of said Board, or
- b. By certified mail in care of the City Clerk which shall, in either case, be accompanied by
 - (1) A completed Form A, and
 - (2) A check in the amount of seventy-five dollars (\$75.00), made out to the City of Springfield.

2. Plan and Contents

Non-subdivision plans submitted to the Planning Board shall

- a. Be drawn by a registered surveyor;
- b. On Mylar film, at a scale adequate to ensure readability and clarity, and shall show
- c. Items (a), (b), (c) and (g) of paragraph B of Section IV of these regulations as are appropriate.
- d. Plan sizes shall be 8-1/2" x 11", 17" x 22" or 22" x 34", with a one-quarter (1/4) inch border.
 - (1) Plans drawn for Land Court submission shall conform to size standards of the Land Court.

3. Endorsed Plans

Mylar copy of the non-subdivision plans shall remain in the possession of the Planning Board. Therefore,

- a. In the case of plans to be submitted to the Land Court, the original and a cloth or Mylar film reproducible shall be submitted to the Planning Board. When endorsed, the original shall be returned to the applicant.
- b. In all other cases the applicant may submit two (2) tracings, as above. If only one (1) tracing is submitted, four (4) copies shall be furnished the applicant following endorsement of the plan.