



For Office Use Only:

Application #: _____ Received by Planning Dept: _____
Reference #: _____ Filed with Town Clerk: _____
Fee Paid: \$ _____

Town Clerk

APPLICANT INFORMATION:

Applicant: _____
Address: _____

Telephone: _____
Fax: _____
Email: _____

ATTORNEY/DESIGNER/CONSULTANT:

Address: _____

Telephone: _____
Fax: _____
Email: _____

PROPOSAL:

Number of Existing Parcels/Lots: _____
Number of Proposed Parcels/Lots: _____
Frontage (in feet) of proposed parcels/lots: _____

PROPERTY INFORMATION:

Property Address/Description:

PROPERTY OWNER:

(if different from applicant)
Address: _____

Telephone: _____
Email: _____

DEED OF PROPERTY RECORDED IN:

Hampshire Cty. Reg. of Deeds Mass. Land Court
Book: _____ Page: _____
Map/Parcel: _____
Zoning District: _____

File this completed form with the original, reproducible Mylar plan and three (3) paper prints of the plan, and the application fee of \$100/two lots +\$25 per each additional lot with the Planning Department in Town Hall.

Signature of applicant(s) (if other than owner)

Signature of property owner(s)

This Section for Town Hall Office Use Only:

Application #: _____

Reference #: _____

Town Engineer:

Reviewed: _____

Date: _____

Comments:

Endorsement Signed by Planning Board: _____ (date)

Reproducible returned to applicant: _____ (date)

Town Clerk/Building Commissioner/Town Engineer/Assessor notified of endorsement: _____ (date)

CHECKLIST OF FILING REQUIREMENTS:

- This completed **application form**, submitted to the Planning Department. A copy will be submitted to the Town Clerk.
- Application fee:** \$100/two lots + \$25 each additional lot
- Original, reproducible Mylar **Plan** and four (4) paper prints of the Plan.
- Plans show:
 1. Lengths of all arcs, radii, internal angles, points of curvature and tangent bearings pertaining to roadway alignment.
 2. Exact locations and widths of all easements for right-of-ways provided for public services or utilities, and any limitations of such easements.
 3. All lot numbers and lines, with accurate dimensions in feet and hundredths, and with bearings or angles related to street and easement lines including all property pins, monuments and bounds.
 4. All buildings owned by subject landowner(s) within 100' of any newly created property lines.
- Plans include a statement that the Planning Board's endorsement is not a determination that the lots shown are buildable lots.
- The plan must have survey-quality (accurate to a hundredth of an inch) control points no greater than 500ft apart on each sheet tied into the Massachusetts Mainland State Plane Coordinate System, NAD 1983 datum and NAVD 1988 (based on M.S.L.), units in feet, using control points provided by the Town on the Web GIS at www.amherstma.gov. Choose the property viewer, then the property of interest. Under the maps tab, choose Control Points. This will provide the 3 closest control points. The plan must note the coordinates (northing, easting and elevation) of the tie-in points, the datum, and the source and location of monuments used for data.

ATTENTION!



HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS

Do **NOT** cut down, remove, or alter any existing **TREE, SHRUB, or STONE WALL** near a street until you have confirmed that they are *entirely* on private property!

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or

- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve FINES up to **\$500**, PLUS the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer
Public Works Dept.
586 South Pleasant Street
Amherst, MA 01002
(413) 259-3050
skeelsj@amherstma.gov

FOR PUBLIC SHADE TREE INFO:

Alan Snow, Tree Warden
Public Works Dept.
586 South Pleasant Street
Amherst, MA 01002
(413) 259-3211
treewarden@amherstma.gov

FOR SCENIC ROADS INFO:

Amherst Planning Dept.
Town Hall, 4 Boltwood Ave.
Amherst, MA 01002
(413) 259-3040
planning@amherstma.gov

