

Waltham Subdivision Process Summary Sheet

1. Landowner contacts Zoning Administrator (ZA) indicating intent to subdivide
2. ZA reviews Subdivision Process Summary Sheet with landowner, provides applicant with a copy of sketch plan requirements (attached) and advises landowner of sketch plan meeting requirements
3. Sketch Plan Requirements – applicant submits an initial sketch plan to Zoning Administrator at least 15 days prior to a regularly scheduled Development Review Board (DRB) meeting. (see pages 50-51 of subdivision regulations)
4. ZA reviews sketch plan and advises landowner if any additional information is required and advises the landowner of the next DRB meeting
5. ZA notifies DRB Chairperson of the need to review the sketch plan at the next regularly scheduled meeting.
6. Sketch Plan Meeting – an informal public meeting with the applicant to: determine if the project meets the requirements of the Subdivision Regulations, determine if the proposed subdivision is a **Major or Minor Subdivision**, and identify any additional information required of the landowner to proceed to a Plat Hearing.
7. Within 45 days of the sketch plan meeting the DRB will provide a written decision informing applicant of their decision classifying the proposed subdivision as either a Minor or Major Subdivision (see section 1023 on pg 51)
8. Plat Hearing Requirements – within 6 months of the decision classifying the subdivision, the applicant must complete a Subdivision Application, provide a written description of the proposal, an original and two copies of a survey plat including a surveyor's PDF file of the plat if possible) containing all information required in Section 1032 of the Subdivision Regulations on pages 52-53 of the regulations unless waived for a minor subdivision, and pay the required application fee. Since this is a public hearing and must be properly warned by the ZA, the application materials must be received **at least 25 days prior to the next regularly scheduled Development Review Board meeting** as per Section 1033 of the regulations on page 53 to allow ZA to post a notice of the hearing date in the local newspaper. The applicant must also notify all adjacent landowners of the hearing date and document such notification as per section 1034 on page 53-54 of the regulations.
9. ZA submits notice to local paper and posts notice as required in Section 1034
10. ZA provides copies of Application to DRB members at Plat Hearing - applicant or its agent must attend the hearing. (See Section 1035 on pages 54 and 55 of the regulations to learn the procedures for the hearing.) Applicant must provide proof that notification requirements have been met.
11. Plat decision – DRB has 45 days from the close of the hearing to notify the applicant in writing of their decision regarding denial or approval and conditions thereof. This will be the final required step for a **Minor Subdivision** (subject to appeals as per Section 399) of the Subdivision Regulations) **but only a preliminary step for a Major Subdivision.**

12. **Major Subdivision** Final Plat Hearing requirements – the applicant will provide all material required in Section 1041 on page 55 of the subdivision regulations
13. The DRB will hold a Final Plat public hearing within 60 days of receiving **all** materials required in Section 1041. The hearing will comply with the notification requirements in subsections 1, 2 and 4 of Section 1034 of the subdivision regulations.
14. Final Plat Decision – in compliance with section 1046 on page 56 of the subdivision regulations, within 45 days of the close of the hearing, the DRB will issue a written decision to the applicant and all interested parties who participated in the hearing. The written decision regarding denial or approval is the final step in the decision process for a major subdivision, but is subject to appeals as per section 390 of the Subdivision Regulations)
15. Following approval of the final plat for **both Minor and Major subdivisions**, the applicant shall deliver a Mylar of the final plat within 90 days and assure that the final plat is executed and recorded in the land records within 180 days from the date of approval as required in Section 1060 on page 56 - 57 of the subdivision regulations.
16. ZA assures compliance with all conditions of the approved subdivision and issues permits as required for improvements.

Summary of Sketch Plan Requirements

(ZA to review with Applicant when first contact is made and prior to the 15 day deadline as shown below)

1. Applicant shall submit one original and two copies of a sketch plan drawing at least 15 days prior to the regular meeting of the Development Review Board
2. The following information shall be included with the sketch plan:
 - a. Tax map parcel number and name and address of parcel owner
 - b. Name and address of Applicant and professional advisors
 - c. A general plat map depicting the subdivision and important features including existing development or roads, planned infrastructure and roads, significant natural areas or other areas of interest or concerns and drawn at a scale sufficient to depict the entire parcel subject to the subdivision and to allow the Development review Board to locate the parcel within the municipality and to view it in the context of the land surrounding the parcel - **note it is not necessary to hire a surveyor at this stage of the process, it is okay to provide a pencil sketch drawn using a ruler to get the scale reasonably accurate**
 - d. A description of proposed easements and /or covenants encumbering the property to be subdivided
 - e. A statement by the Applicant concerning the use of any adjoining property owned or controlled by the landowner or by the Applicant if different from the owner