



**CITY OF METHUEN  
COMMUNITY DEVELOPMENT BOARD  
FORM A  
APPLICATION FOR ENDORSEMENT OF PLAN  
BELIEVED NOT TO REQUIRE APPROVAL**

**City Clerk Time Stamp:**

*File the original mylar, the completed forms and five (5) copies of the plan with the Methuen Community Development Board in accordance with the requirements of section 2.2. Once endorsed by the Community Development Board the applicant must record the plan at North Essex Registry of Deeds. Copies of the recorded plan must be delivered to the Department of Economic & Community Development, Building Commissioner, City Clerk and Assessor's office. In order to obtain a Building Permit, the applicant must provide proof of recorded copies of the plan to the Building Commissioner and the Assessor's office. A Building Permit will not be issued without proof of recording.*

Department Signature:	Action Taken:
Title:	Date:

**To the Methuen Community Development Board:**

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

1. Name of Applicant: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

2. Name of Owner: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

3. Name of Engineer of Surveyor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

4. Deed of Property recorded in \_\_\_\_\_

Registry, Book: \_\_\_\_\_ Page: \_\_\_\_\_

5. Give Statement as to Why Plan Does Not Require Approval under the Subdivision Control Law:

\_\_\_\_\_

6. Locations and Description of Property including the Assessor's Parcel ID and the zoning district of all affected parcels:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**FORM A FEES:**

*Lot line Adjustment: \$ 50.00*

*Perimeter Plan: \$ 50.00*

*Creating (1) new lot: \$ 100.00*

*Creating 2-3 new lots: \$ 100.00 + \$ 50.00 per lot*

*Creating 4+ new lots: \$ 150.00 + \$ 100.00 per lot*

Signature of Land Owner: \_\_\_\_\_

**Authorization form must be completed if the applicant is not the owner**