

**TOWN OF WESTWOOD**  
COMMONWEALTH of MASSACHUSETTS

Trevor W. Laubenstein, Chairman  
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(781) 320-1366

**PLANNING BOARD**

**APPLICATION FOR APPROVAL OF PRELIMINARY SUBDIVISION PLAN  
Pursuant to Rules and Regulations Governing the Subdivision of Land  
in the Town of Westwood, Massachusetts**

**IMPORTANT INSTRUCTIONS AND INFORMATION FOR APPLICANTS**

All applications for Planning Board review will be acted upon and all information must be complete and correct to the best of the Applicant's knowledge. Incomplete applications may cause delays and may be the basis for a denial of the application. If you have any questions regarding the Board's procedure, please contact the Town Planner at (781) 251-2581 or the Planning & Land Use Specialist at (781) 320-1366.

Your application submission must contain a minimum of nine (9) complete packets. Each packet shall include a copy of all required submission items, including a fully executed application form, engineering plans, reports, and all required supplemental information. The Zoning Bylaw, Zoning Map, and all of the Planning Board's Rules and Regulations are available on the Planning Board's section of the Town's web site ([www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us)). One complete application packet must be filed in the Office of the Town Clerk, and all remaining packets must be stamped by the Town Clerk's office prior to filing with the Planning Department.

If you intend to request one or more waivers of the application requirements, a written request for each specific waiver must be included in the application submission packet. In such case, the application will not be deemed complete until all requested waivers are granted by the Planning Board, or until all application requirements are fully satisfied.

The filing fee for a Preliminary Subdivision Plan Application equals \$500.00, plus (i) \$50.00 for each proposed lot within the subdivision, and (ii) \$1.00 per linear foot of proposed ways within the subdivision. The filing fee should be submitted to the Planning Department along with the fee calculation sheet.

A Project Review Fee may be required to pay for professional review services, pursuant to Section 3.3.5 of the Subdivision Rules and Regulations and will be determined by the Planning Board prior to the close of the second continuation of the public hearing.

## CHECKLIST FOR APPLICANTS

- Application Filing Fee:** Check payable to the *Town of Westwood* submitted to the Planning Office. See the Board's Subdivision Rules and Regulations for the current fees.
- Detailed Calculation of Fees** to the Planning Office at 50 Carby Street
- 9 Copies of the complete submittal package and one electronic PDF of the following (See Section 3.2.4 of the Subdivision Rules and Regulations):**
  - Application Form (original signature form to Planning Office)
  - Plans: (6 sets of reduced plans - 11" x 17" and 3 full size plans - 24" x 36")
  - Narrative Request for any/all waivers
- The Applicant is responsible for filing with the Town Clerk, Board of Health, Sewer Commission, Fire Chief, and Dedham-Westwood Water District.**

Upon the submission of a completed application, Planning staff will obtain the certified abutters list and will distribute the public meeting notice to the newspaper, Parties of Interest and Town Clerk. The Planning Board's meeting schedule and corresponding filing deadlines are available on the Planning Board webpage. Applicants of Projects that may require peer review are encouraged to apply early.

To the Planning Board:

The undersigned herewith submits the accompanying Preliminary Plan of property located in the Town of Westwood for approval as a Preliminary Subdivision Plan pursuant to the requirements of the Subdivision Control Law and the Planning Board's Rules and Regulations Governing the Subdivision of Land in the Town of Westwood.

1. Name of Proposed Subdivision: \_\_\_\_\_

2. Name, Email & Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

3. Name(s) and Address(es) of Record Owner(s): \_\_\_\_\_  
\_\_\_\_\_

4. Name and Address of Engineer or Surveyor: \_\_\_\_\_  
\_\_\_\_\_

5. Title of Plan: \_\_\_\_\_

6. Date of Plan: \_\_\_\_\_

7. Owner's Title Reference: Deed of \_\_\_\_\_  
dated \_\_\_\_\_, recorded at the Norfolk County Registry of Deeds in Book \_\_\_\_\_, Page  
\_\_\_\_\_, or registered at the Norfolk Registry District of the Land Court as Document  
No. \_\_\_\_\_ and noted on Certificate of Title No. \_\_\_\_\_, in Registration  
Book \_\_\_\_\_, Page \_\_\_\_\_.

8. Zoning District: \_\_\_\_\_

9. Approximate Acreage in Subdivision: \_\_\_\_\_

10. Total Number of Lots: \_\_\_\_\_

11. Total Length of Roadways: \_\_\_\_\_

12. Assessor's Map and Parcel Number: \_\_\_\_\_

Executed under seal the day and year first above written.

\_\_\_\_\_  
Signature & Printed Name of Applicant Date

\_\_\_\_\_  
Signature & Printed Name of Record Property Owner Date  
(if other than Applicant)

\_\_\_\_\_  
Signature & Printed Name of Record Property Owner Date  
(if other than Applicant)

**Town of Westwood**  
**2018 Planning Board Meeting Schedule and Filing Deadlines**

Application Filing Deadline	Meeting Date
<b>Thursdays 4:30 PM</b>	<b>Tuesdays 7:00 PM, 50 Carby Street</b> (may move to other locations if needed)
12/7/2017	1/9/2018
12/28/2017	1/30/2018
1/11/2018	2/13/2018
1/25/2018	2/27/2018
2/8/2018	3/13/2018
2/15/2018	3/20/18 (Tentative, only if needed)
3/8/2018	4/10/2018
3/22/2018	Monday, 4/23/2018
4/12/2018	5/15/2018
4/26/2018	5/29/2018
5/10/2018	6/12/2018
5/24/2018	6/26/2018
6/14/2018	7/17/2018
6/28/2018	7/31/2018
7/19/2018	8/21/2018
8/2/2018	9/4/2018
8/23/2018	9/25/2018
9/6/2018	10/9/2018
9/20/2018	10/23/2018
10/4/2018	Monday, 11/5/2018
10/25/2018	11/27/2018
Tues. 11/8/2018	12/11/2018

Meeting dates, locations and times are subject to change. Please check the final agenda with the Planning Division, the Town Clerk, or on the Town's website on the homepage (scroll down to the meeting calendar) at <http://www.townhall.westwood.ma.us>

The above filing deadlines apply to applications requiring a public hearing and legal advertisement in the newspaper. ANR plans or other items not requiring a public hearing should be submitted 5-10 business days in advance of the meeting. Please contact the Town Planner to get on a meeting agenda.

*While we strive to advertise all items for the meeting date listed, incomplete applications, complex projects that require additional review time such as those needing peer review, and depending on the number of applications received, certain applications may be heard at a subsequent meeting.*

**Contacts:**

Town Planner, Abby McCabe - (781) 251-2581 or [amccabe@townhall.westwood.ma.us](mailto:amccabe@townhall.westwood.ma.us)  
 Land Use Specialist, Janice Barba - (781) 320-1366 or [jbarba@townhall.westwood.ma.us](mailto:jbarba@townhall.westwood.ma.us)

**Planning Division: Carby Street Municipal Office Building**

50 Carby Street, Westwood, MA 02090

Hours: Monday - Thursdays 8:30 AM - 4:30 PM, Fridays 8:30 AM - 1:00 PM