



## LITTLETON PLANNING BOARD

**ANR Procedures: Time Limit: Decision within 21 Days of Complete Application**

Adopted Sep. 26, 2013

Littleton Town Offices  
37 Shattuck Street  
Room 303  
Littleton, MA 01460

### Required of Applicant:

1. Submit 3 copies of form A with landowners' signature
2. Mylar
3. Fees: \$100.00 plus \$100.00 per each lot or parcel created or revised
4. 3 copies of plan
5. Electronic file or 11" by 17" plan copy

### Office: Verify materials:

1. Application form has all landowner signatures
2. Plans have basic information: Approval block with signature lines
3. Engineer Stamp
4. Title, date
5. Lot Shape calculations
6. Reduced frontage note, if applicable: "Endorsement of this Plan by the Town of Littleton Planning Board does not constitute or imply approval or acknowledgement that any Lots or Parcels shown hereon are buildable for any particular use or purpose nor are in compliance with applicable Zoning Bylaws, Wetlands Regulations, Title 5 or other local, State or Federal ordinances, laws or regulations."
7. Locus

### Office: Schedule for upcoming meeting, within 21 days of complete application

#### Planning Board:

1. Verify area, frontage, access
2. Vote whether plan is approved or denied
3. If approved, endorse the mylar
4. If denied, provide detailed determinations for written decision

### Office: After Planning Board Vote:

1. Draft and file Decision with Town Clerk
2. Return endorsed mylar to engineer or owner
3. Notify owner/applicant of decision
4. File copies:
  - a. Town Clerk
  - b. Assessors
  - c. Planning Board files
5. Add decision to Planning Board Votes and update list of current year votes