**APPLICATION FOR Approval of Scenic Road Plan**

**\*\*APPLICATION FILING INSTRUCTIONS\*\***

1. **Form S-1. Application.** 1 original hard copy and 1 digital copy.

Note: If the Application is signed by a trustee of a trust, an officer of a corporation or limited liability corporation, or a partner of a partnership, then a proper affidavit or certificate signed under oath and notarized shall be provided to support each signature.

2. **Form S-2. Public Hearing Authorization.** 1 original hard copy and 1 digital copy.

The Planning Board will prepare and submit the legal notice to the newspaper for the public hearing required under Scenic Road Bylaw §82-6. **The Applicant is responsible for the advertisement fees and will be directly billed.** The public hearing notice will not be published, and the public hearing will not go forward until the Applicant provides payment.

3. **Form S-3. Certified Abutters List.** 1 original hard copy and 1 digital copy.

Submit the certified abutters list with the Application together stamped envelopes that are addressed to all abutters, using the certified Abutter’s List. The Planning Office will mail the abutter notices.

4. **Form S-4. Tax Sign-Off.** 1 original hard copy and 1 digital copy.

Submit the Tax Sign-Off Form signed by the Town Treasurer-Collector with the Application.

5. **Plan Showing the Work.** 3 hard copies and 1 digital copy.

Submit a Plan showing the proposed work that has been prepared, dated, signed and stamped by a professional licensed in Massachusetts.

6. **Photos.** 1 original hard copy and 1 digital copy.

Provide photos with the Application that show existing conditions and scope of the proposed work from at least two different vantage points. The photos shall depict the area of disturbance and any tree flagging required under Scenic Road Bylaw §82-2.

7. **Evidence.**  Submit all evidence necessary.

Submit all evidence necessary to establish that the Plan warrants approval under the Scenic Road Bylaw. Note: The Planning Board may require additional submittals under Scenic Road Bylaw §82-6(A)(4).

**Town of Norwell – County of Plymouth**

*Office of Planning Board*

Planning Department

Norwell Town Offices, Room 112

345 Main Street

Norwell, Massachusetts 02061

Phone: (781) 659-8021

Fax: (781) 659-7795

[www.townofnorwell.net](http://www.townofnorwell.net)

**Form S-1**

**APPLICATION FOR Approval of SCenic Road Plan**

To Planning Board:

1. Name of Applicant(s):

 Address:

 Town, State, Zip:

 Telephone:

 E-mail Address:

1. Name of Owner(s):

 (If different)

Address:

 Town, State, Zip:

 Telephone:

 E-mail Address:

1. Name of Engineer:

 Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

 Town, State, Zip:

 Telephone:

E-mail Address:

1. Name of Surveyor:

 Registration #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address

 Town, State, Zip:

 Telephone:

 E-mail Address:

1. Location of Property

 (Street Address):

1. Assessor References: Map(s)\_\_\_\_\_\_\_\_ Block(s)\_\_\_\_\_\_\_\_ Lot(s)\_\_\_\_\_\_\_\_
2. Registry References: Plan: Plan Book \_\_\_\_\_\_\_- Page

 (For Recorded Land)

 Deed: Book \_\_\_\_\_\_ \_\_\_\_\_ Page

 Land Court References: Plan: Certificate of Title

(For Registered Land)

 Plan: Certificate of Title

1. Please provide a statement of the purposes for the proposed work, including the specific changes to trees and stonewalls within the right-of-way.
2. Please provide an explanation of any compensatory actions proposed.

The undersigned Applicant(s) submit(s) the accompanying Scenic Road Plan, submitted herewith, which is entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is for the property described above (“Plan”), for approval under the Scenic Road Bylaw, in the belief that the Plan conforms to the Scenic Road Bylaw as set forth below.

I/We the undersigned hereby certify that the facts asserted in the Application and supporting materials are true and accurate to the best of my/our knowledge after having made a good faith investigation of the facts. I/We hereby further certify that all of the Owners of record of the land shown on the Plan have assented to this Application and have signed the Application below.

SIGNED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

 Signature of Applicant/Owner

 (Print Name: )

 Signature of Applicant/Owner

(Print Name: )

I / We hereby certify that I/we are the Owners of record of the subject property shown on the Plan and that I / We hereby assent to this Application.

SIGNED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

 Signature of Owner

 (Print Name: )

 Signature of Owner

 (Print Name:

*Office of the Planning Board & Town Planner*

Norwell Town Offices, Room 112

345 Main Street

Norwell, Massachusetts 02061

(781) 659-8021

**Form S-2**

**public hearing notice authorization**

Town of Norwell Scenic Road General Bylaw §6.8.b, states

Notice. The Planning Board shall, as required by statute, give notice of its public hearing by

twice advertising in a newspaper of general circulation in the area, with the first publication

of the notice to be at least fourteen days prior to the hearing and the last at least seven days

prior to the hearing. Copies of the notice shall be sent to the Board of Selectmen, the Tree

Warden/Highway Department, the Conservation Commission and the Historical Commission

before the public hearing commences.

The Applicant shall be responsible for the costs associated with the notice to be advertised in the newspaper.

**Note To Applicant**: Please print the requested information below, including your billing contact information, which must include a phone number. The undersigned hereby acknowledges and understands that the advertising costs associated with the legal notice shall be billed directly to and paid by the Applicant.

  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Billing Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**P.O. Box or Street Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Town / State / Zip Code**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email**

**Town of Norwell**

*Office of the Planning Board & Town Planner*

Norwell Town Offices, Room 112

345 Main Street

Norwell, Massachusetts 02061

(781) 659-8021

**Form S-3**

**Assessor’s certified list of Abutters - SRP**

To the Town Assessor:

The undersigned is an Applicant for work requiring a Scenic Road Hearing and hereby submits the attached Scenic Road Plan (Exhibit A), which shows the subject land, and the attached list of names and addresses of all the Owners of land abutting the property requiring the Scenic Road Hearing, including Owners separated from the subject land by a way, based upon the most recent tax list (Exhibit B).

Location of Property: Block: \_\_\_\_\_\_\_\_\_\_ Lot: \_\_\_\_\_\_\_\_\_\_ Map: \_\_\_\_\_\_\_\_\_\_

The undersigned hereby requests a certification from the Town Assessor that the list of Owners set forth in Exhibit B is accurate and shows all owners of land abutting the property requiring the Scenic Road Hearing, including owners separated from the subject property by a way, based upon the most recent tax list.

Witness our hand(s) and seal(s) on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Signature of Owner(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant Printed Name of Owner(s)

To the Planning Board:

This is to certify that, based upon the most recent tax list, the names and address set forth in Exhibit B which I have initialed accurately includes the names and addresses of all Owners of land abutting the property that requires the Scenic Road Hearing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Assessor

(This Form will **NOT** be complete without attaching the required Scenic Road Plan (Exhibit A), the list of abutters (Exhibit B), and the signature of the Town Assessor or Board of Assessors certifying the list of abutters).

**Form S-4**

**TOWN OF NORWELL**

**TREASURER/COLLECTOR’S OFFICE**

**345 MAIN STREET**

**NORWELL, MA 02061**

**(781) 659-8070**

**fax (781) 659-7795**

**REQUEST FOR MUNICIPAL LIEN CERTIFICATE**

NO FEE: REQUEST NEEDED FOR PLANNING APPLICATION

(Residential and Commercial)

Property Location:

Assessed Owner:

Current Owner:

Assessor’s Map: Lot:

Refinance or sale: Closing Date:

Return to: **PLANNING DEPARTMENT**