

PROCEDURE FOR SUBDIVIDING LAND IN THE TOWN OF SALEM

The Subdivision Regulations of the Planning & Zoning Commission (PZC) provide information needed to subdivide land in the Town of Salem. Included are procedures to be followed, documents needed, and standards to be followed in preparing the subdivision plan. Copies of the Regulations are available for a modest cost in the Town Office Building. The following summarizes the steps to be taken in obtaining subdivision approval.

1. Call the Town Offices and arrange a meeting with the Town Planner to discuss your proposal. Bring to the meeting a sketch map of your property showing major site features, such as wetlands, rock outcrops, and slope conditions, proposed features such as roads, ponds, and lot lines, and information on the sizes and number of proposed lots.
2. Retain the services of a licensed land surveyor or professional engineer. All plans submitted with a subdivision application must be certified by the professional who prepared them. In addition, all plans for construction related to the subdivision must be prepared and sealed by a professional engineer. Sections 5 and 6 of the Subdivision Regulations should be followed in preparing the plans.
3. Submit five (5) full-size copies of your subdivision plan, and, though not required, one 11" x 17" copy of the plan is requested, to the Clerk of the Planning & Zoning Commission at the Town Office Building, along with three (3) copies of the completed application form and the required fee.
4. Obtain from the Town Office Building a sign, and post it in accordance with Section 4.3 of the Subdivision Regulations.
5. You or your agent should arrange to have the Town Sanitarian witness soil tests on your property relating to the feasibility of on-site sewage disposal. Before approving the application, a written report from the Sanitarian must be received by the PZC and test pit/perc data must be included on the plan.
6. If the property contains a wetland or watercourse, you must submit your plan to the Salem Inland Wetlands and Conservation Commission (IWCC) **no later than the day it is submitted to the PZC**. The PZC must consider the comments from the IWCC before taking action on the subdivision application.
7. The PZC may decide to hold a public hearing on your application. In certain cases, it is required to do so. After the hearing, a vote on the application will be taken, and you will be notified of the decision.
8. If your subdivision application is approved, you must produce the bond for public improvements, if any, and provide one (1) mylar and three (3) paper copies of the approved plan to be signed by the PZC Chairman or Secretary. The signed mylar and one paper copy will be returned to you, the mylar to be filed with the Town Clerk as prescribed in Section 3.1 of the Subdivision Regulations, and the paper copy for your records. Only after the plan and any applicable deeds/easements have been filed with the Town Clerk (NOTE: mylars may not be filed prior to filing of applicable deeds/easements) are you permitted to offer properties for sale.

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THIS IS A GENERAL SUMMARY OF THE PROCEDURES. YOU ARE URGED TO OBTAIN AND READ A COPY OF THE SUBDIVISION AND ZONING REGULATIONS FOR MORE COMPLETE INSTRUCTIONS. IT IS THE APPLICANT'S RESPONSIBILITY TO SHOW COMPLIANCE WITH THE ZONING AND SUBDIVISION REGULATIONS.