TOWN OF ORANGE

SUBDIVISION PLAN APPROVAL FLOW CHART

Date Done:

PRELIMINARY PLAN

Preliminary Plan and filing fee filed with Town Clerk and forwarded to the Planning Board; copy also forwarded to Board of Health, pursuant to Town Subdivision Rules and Regulations and MGL Ch. 41, §81S

Reviewing boards must notify Town Clerk and applicant of approval with or without modifications OR disapproval and the reasons therefore within 45 days of filing date

Definitive Plan must be submitted within 7 months to preserve zoning and subdivision exemptions; approval of Preliminary Plan does not guarantee approval of Definitive Plan, pursuant to Town Subdivision Rules and Regulations and MGL Ch. 41, §81K-§81GG

Town Clerk's office hours:
8:00 a.m. to 4:00 p.m. Monday through Thursday
8:00 a.m. to 1:00 p.m. Friday

Planning Board meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. in Town Hall

FEES AND OTHER EXPENSES: *checks or money orders should be made payable to the Town of Orange, no cash*

Subdivision Plan fees:
Preliminary Plan–$60 + $80/lot
Definitive Plan –$170 + $100/lot
Certified Mail fee - varies by # of abutters
Legal Posting fee - set by newspaper
Consultant Review fee: Determined by expert consultant(s) and deposited in advance by applicant

CONTACTS:

Orange Armory 135 East Main St., Orange
Building Inspector 978-544-1105
Board of Health 978-544-1107

Town Hall 6 Prospect St., Orange
Administrative Assistant 978-544-1100 x106
Town Clerk 978-575-1100 x101
Board of Assessors 978-575-1100 x108

Registry of Deeds: 413-772-0239
Franklin County Courthouse, 425 Main St., Greenfield

DEFINITIVE PLAN

Date Done:

Definitive Plan, Form C, and filing fee filed with Town Clerk and forwarded to the Planning Board; copy also forwarded to Board of Health

Board of Health shall issue a written report to the Planning Board and applicant of approval, modifications, or disapproval within 45 days

After receipt of Board of Health report or lapse of 45 days, Planning Board legally posts notice of Public Hearing and mails it to abutters at least 14 days in advance

Planning Board holds Public Hearing which may be continued on the written request of the applicant that must be filed with Town Clerk

Planning Board must issue and file a decision on Definitive Plan with the Town Clerk and send notice to the applicant within 135 days (or within 90 days if a Preliminary Plan was submitted), unless continued by applicant

Within 20 days of filing decision, applicant or aggrieved persons may file appeal in appropriate court with notice to Town Clerk and posting of bond

Performance guarantee must be provided by applicant and detailed scope of work agreed upon prior to endorsement by Planning Board and after 20-day appeal expired

Planning Board endorses plan and returns to applicant after Town Clerk certifies no appeal was made or granted

Applicant must file plan with Registry of Deeds within 6 months of endorsement