

## PLANNING BOARD ONLINE PORTAL INSTRUCTIONS

### ALL PLANNING BOARD APPLICATIONS

#### **To begin:**

1. Click on “Licenses & Permits” on the Town of Middleton homepage.
2. Click on “Online Permitting Portal”
3. Click on “Apply for a Permit” under “Board of Appeals/Planning Department”
4. If you are a new user, register by clicking “Register Now”
5. If you are already registered, enter your user name and password and click “Login”
6. Click on “Project Type” and choose the type of Planning Board application you are filing.

#### **After application is submitted:**

1. TO SAVE APPLICATION BEFORE SUBMITTING: Click “save for later”, then “My Account” at top of page, then “My pending application”.
2. TO VIEW COPY OF SUBMITTED APPLICATION: Click “My Account” at top of page, then “View my Requests”.

### APPROVAL NOT REQUIRED

1. Click on “Project Type” and select “Planning Board – Approval Not Required Plan”.
2. Click on “Sub Type” and select “Endorsement of Plan Approval Not Required”.
3. Under “Project Description” enter address and year.
4. Enter address, parcel #, and property owner (or enter address # and first word of address name and click on “Find Address.” The next information will self-populate if address is found in system.
5. Check the appropriate box indicating why the proposed plan does not constitute a Subdivision within the meaning of the Subdivision Control Law.
6. Enter Deed, Title, Map and Lot number as indicated.
7. Enter the number of new lots that will be created and describe the proposed plan (fee is based on the # of new lots created by the plan).
8. Click for PDF of blank ANR application and print out.
9. Upload PDF copy of completed ANR application and plan.

*Five paper plans and applications and required fee must be delivered to the planning board office at 195 No. Main Street within 2 days of filing application online.*

*Additionally, a mylar copy of the plan must be brought to the Planning Board meeting for their endorsement.*

10. Enter Owner, Applicant, Surveyor and Representative information as indicated.
11. Click “Submit”

*By clicking submit you are authorizing your application to be filed with the Planning Board and also the Town Clerk per M.G.L. Chapter 41, Section 81-T.*

## **DEFINITIVE PLAN**

1. Click on “Project Type” and select “Planning Board – Definitive Plan”.
2. Click on “Sub Type” and select “Approval of a Definitive Plan”.
3. Under “Project Description” enter Name of Subdivision.
4. Enter address, parcel #, and property owner (or enter address # and first word of address name and click on “Find Address.” The next information will self-populate if address is found in system).
5. Enter the number of building lots shown on definitive plan (Fee is calculated as \$2,000 plus \$500 per lot shown on previously approved preliminary plan and/or \$1,000 per lot not shown on a previously approved preliminary plan).
6. Check if a Preliminary plan for the address was acted upon by the planning board within the prior 2 year period.
7. If a Preliminary Plan was acted upon within the prior 2 year period, enter the number of building lots shown on the plan.
8. Click for PDF of blank Definitive Plan application and print out.
9. Upload PDF copy of completed Definitive Plan application, plan, and supporting documents using “Select File” button.

*See Planning Board’s Subdivision Rules & Regulations (Section 250 of Town Code) for all requirements.*

10. Upload PDF copy of Assessors Certified Abutters List.

*It is the responsibility of the applicant to apply to the Board of Assessors for a certified list of abutters for the subject parcel. The Board of Assessors may take up to 10 days to provide a certified list of abutters. Applications will not be deemed complete without the required copy of the abutter’s list.*

11. Review all information entered before clicking “Submit”.

*By clicking submit you are authorizing that your application be filed with the Planning Board and also the Town Clerk per M.G.L. Chapter 41, Section 81-T.*

## **PRELIMINARY PLAN**

1. Click on “Project Type” and select “Planning Board – Preliminary Plan”.
2. Click on “Sub Type” and select “Approval of a Preliminary Plan”.
3. Under “Project Description” enter address and year.
4. Enter address, parcel #, and property owner (or enter address # and first word of address name and click on “Find Address.” The next information will self-populate if address is found in system).
5. Click for PDF of blank Preliminary Plan application and print out.
6. Upload PDF copy of completed Preliminary Plan application, plan, and any supporting documents using “Select File” button.
7. Enter number of building lots in Preliminary Plan.

*See Planning Board’s Subdivision Rules & Regulations (Section 250 of Town Code) for all requirements. Five full sets of application, including plans and any supporting documents, and check made out to the Town of Middleton for the required fee must be delivered to the planning board office at 195 No. Main Street within 2 days of filing application online.*

8. Click "Submit"

*By clicking "submit", you will file your application with the Planning Board and also provide notification to the Board of Health and Town Clerk per M.G.L. Chapter 41, Section 81-S.*

**SPECIAL PERMIT**

1. Click on "Project Type" and select "Planning Board – Special Permit".
2. Click on "Sub Type" and select the type of Special Permit needed.
3. Under "Project Description" enter address and year.
4. Enter address, parcel #, and property owner (or enter address # and first word of address name and click on "Find Address." The next information will self-populate if address is found in system).
5. Enter a description of the project and how the specified criteria are being met.
6. Enter under which section(s) of Zoning Bylaw relief is sought.
7. Enter billing information.
8. Under Submittal Documents, provide the required documents by clicking "Select file" and upload.
9. TO SAVE APPLICATION BEFORE OFFICIALLY SUBMITTING: Click "save for later", then "My Account" at top of page, then "My pending application".
10. TO VIEW COPY OF SUBMITTED APPLICATION: Click "My Account" at top of page, then "View my Requests".
11. Click "Submit".
12. Submittal will be complete when the applicant delivers the following number of collated paper copies of the executed Special Permit application, including all plans and supporting documents, and check made out to the Town of Middleton for the required fee to the Planning office (195 No. Main St.):

<b>Multi-family Projects:</b>	<b>Six (6) copies.</b>
<b>Residential Projects:</b>	<b>Two (2) copies.</b>

After application is received, the Planning office will bring it to be filed with the Town Clerk's office. A Town Clerk stamped copy of the application will be uploaded to the online portal by the Planning office.