

City of Waltham
BOARD OF SURVEY AND PLANNING
SUBMITTAL PROCEDURE

*Before accepting any submissions, the following must be complied with:

1. Documents should first be stamped by City Clerk and then submitted Board of Survey and Planning. (fee may be required)
2. Sets of Plans as described:
 - a. One Plan to be on mylar 24" x 36" (plus 2 copies 24" x 36") with ¾ border, plan drawn to a scale of 40 or 20 feet to an inch. Title in lower right corner. North Arrow in upper left corner, pointing towards top of sheet. Street numbers (if existing) shown inside the building.
 - b. Twelve (12) copies of plan half size 12" x 18".
 - All structures with dimensions and all offsets.
 - All streets with width and whether "public" or "private".
 - All easements, streams, brooks, rivers, etc. must be shown.
 - All grants, waivers, and restrictions must be shown with the responsible authority.
 - Flood Plain Zone for the lot (if in two or more zones, show the zone line(s) mathematically on the plan).
3. Copy of Deed(s) and Registry Plan(s).
4. Abutters list certified by the Assessor's Office. (fee may be required) *
5. Mailing labels for abutters (2 sets). *
6. Check for submission-see price list below:

*Fee for advertising in newspaper	To be paid by petitioner
*Existing land plan, sewer, water, drain, curb cut, etc.	\$150.00
*Preliminary Definitive Subdivision Plan	\$500.00
*Definitive Subdivision (with Preliminary Plan)	\$1000.00
*Definitive Subdivision (without Prelim. Plan)	\$2000.00
plus for each residential lot	\$100.00
plus for each non-residential lot	\$250.00
7. Special Permit Fee not referred by City Council. \$750.00
8. a) Board of Survey and Planning Decision Form (hard copy and in Word Doc.).
b) draft Covenant for Definitive Subdivisions.
9. Legal Ad (hard copy and in Word Doc.)
 - Note: See Land Rules and Regulations of the Board of Survey and Planning
 - Note: Legal Ad or Abutters List is not required for Preliminary Subdivision Plans
10. Electronic copy of entire petition and plans.

****Submittal procedure revised 09-05-2023****