

\*\*Name and contact phone # of person making this request: (Please print.)

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



Application Fee: \$50.00

Notary Fee: \$10.00

Amt. enclosed: \$ \_\_\_\_\_ Ck #: \_\_\_\_\_

## Request for Lot Release from Subdivision Order of Conditions

Please complete this form and submit to the Hanover Conservation Office. Send completed application to Sandra MacFarlane, Conservation Office via:

- Mail- 550 Hanover St., Ste. #11, Hanover, MA 02339
- E-mail: [sandra.macfarlane@hanover-ma.gov](mailto:sandra.macfarlane@hanover-ma.gov)

There is a fee of \$50.00 for all Release Letters to be paid upon submission of this completed request form. Review of this request will begin upon receipt of payment.

### **Name and Address of Letter Recipient:**

To whom will the Release Letter be addressed: (Bank, Mortgage Lender, Attorney, etc.?)

Provide Name, mailing address, and e-mail (if available): \_\_\_\_\_

\_\_\_\_\_

### **Subdivision Project Information:**

A separate sheet is attached w/ additional information.

1. Current Subdivision Name: \_\_\_\_\_

2. DEP File No. for the Subdivision: **SE 31-**\_\_\_\_\_ Town By-Law No.: **BL** - \_\_\_\_\_

3. Assessor's Reference for Subdivision: **Map/Lot** \_\_\_\_\_

Date OOC for subdivision was issued: \_\_\_\_\_

Plymouth County Registry of Deeds info: **Bk:**\_\_\_\_\_ **Pg:**\_\_\_\_\_ **Bk:**\_\_\_\_\_ **Pg:**\_\_\_\_\_

### **Individual Lot Information:**

1. Street address of the Lot requested for release: # \_\_\_\_\_

2. Assessor's Reference of the lot for release: Map \_\_\_\_\_ Lot \_\_\_\_\_

3. Builder's Lot Number (if available): # \_\_\_\_\_

4. Current Property Owner's Name, Address, e-mail: \_\_\_\_\_

\_\_\_\_\_

Please be aware that if the property owner is not the person making this request, **written permission from the property owner is required for the Agent to complete the inspection and for the Release to be granted.** Also, that a site inspection may be necessary to release this lot. In signing this form, you are giving permission for the Commission and its Agents to enter the property.

I certify that the above information is accurate and understand that incomplete and /or inaccurate requests are cause for delays in issuance or denial of the Release Letter.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Please complete and also submit the Narrative on page 2.**

PROPERTY OWNER NARRATIVE:

In regard to property located at # \_\_\_\_\_, Hanover, MA  
as an individual lot within the subdivision known as \_\_\_\_\_, I am  
requesting a release of my lot from the Orders of Conditions, SE 31-\_\_\_\_\_, BL \_\_\_\_\_.

As the Order of Conditions was issued for work conducted for subdivision infrastructure, including  
construction of roadways, installation of utilities, stormwater management components, and similar, and  
where there are no such features on this parcel, this request is for a full release from the Subdivision  
Order of Conditions.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

\*\*\*\*\*

\*\*\*\*\**For Office Use Only*\*\*\*\*\*

Date request received: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Commission decision:  lot release  other- \_\_\_\_\_

Release Date: \_\_\_\_\_

Date of Release Letter: \_\_\_\_\_