

LAND COURT DEPARTMENT OF THE TRIAL COURT

NOTICE

PRE-FILE REVIEW OF PROPOSED SUBDIVISIONS OF REGISTERED LAND

The Subdivision Section of the Land Court Survey Division conducts a Pre-File Review for approval of subdivision plans of registered land, submitted by mail, reviewed on a first received basis.

The “**submittal package**” should be complete and consist of the following:

1. Cover letter from the owner or the owner’s attorney requesting review for filing including name, address and telephone number of the contact person.
2. Proof of Ownership:
 - a] a recently attested complete copy of the certificate of title, or
 - b] if the certificate of title has not been written, the deed into the current owner along with the last written certificate of title.
3. Identify any current or pending litigation with any court, including Land Court, that has an impact on the proposed subdivision or provide a statement indicating none.
4. Complete attested copies of documents and plans of takings or easements not shown on prior Land Court Plans.
5. Two prints of the subdivision plan - **DO NOT SUBMIT ORIGINAL PLAN AT THIS TIME.**
6. Surveyor’s Worksheet(s), **signed and sealed** by the surveyor, including field and record coordinate numbers.
7. Surveyor’s computations, **originals with each sheet signed and sealed** by the surveyor consisting of:
 - a] unbalanced field traverse,
 - b] balanced field traverse,
 - c] individual lot closures based upon the subdivision plan dimensions,
 - d] list of field and record coordinates on the same coordinate system, and
 - e] easement closures.

DO NOT SEND ORIGINAL PLAN OR PAYMENT AT THIS TIME

The owner or the owner’s attorney should mail the complete “submittal package” to:

PRE-FILE REVIEW
Land Court Survey Division
Three Pemberton Square, 5th Floor
Boston, MA 02108

Inquiries can be made by calling (617) 788-7434 between the hours of 8:30 AM and 4:30 PM or email stephen.lamonica@jud.state.ma.us. The caller should have available the “**Pre-File Review**” number or the **Land Court Plan** number.

THE MORE COMPLETE THE PRE-FILE DATA - THE BETTER THE COURT CAN SERVE

Stephen T. LaMonica, PLS, PE
Chief Surveyor
March 28, 2018
(Revised November 5, 2019)