



THE TRIAL COURT OF MASSACHUSETTS
LAND COURT

Three Pemberton Square
Boston, MA 02108
TEL: (617) 788-7470

SURVEY DIVISION

Stephen LaMonica
Chief Surveyor

PRE-FILE REVIEW OF PROPOSED SUBDIVISIONS OF REGISTERED LAND

REVISED: DECEMBER 26, 2023

The Land Court Survey Division conducts a Pre-File Review for approval of subdivision plans of registered land, submitted by mail, and 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, email, and telephone number of the contact person.
2. Proof of Ownership:
 - (a) a complete copy of the certificate of title and encumbrance sheet(s) with a recent original attestation, 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 per (a) (above).
3. *[Place holder]* – Please leave this section blank
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 for all survey points.
7. Surveyor’s computations; **single sided 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 submitter should mail the complete package to:

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

Inquiries can be made by calling (617) 788-7434 or by email to stephen.lamonica@jud.state.ma.us.
Please reference the assigned “Pre-File Review” number or the Land Court Plan number.

THE MORE COMPLETE THE PRE-FILE SUBMITTAL - THE BETTER THE LAND COURT CAN SERVE