

LAND COURT DEPARTMENT OF THE TRIAL COURT

NOTICE

PRE-FILE REVIEW OF PROPOSED SUBDIVISIONS OF REGISTERED LAND

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

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

1. Cover letter from owner or owner’s attorney requesting review for filing including name, address and telephone number of 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. Complete attested copies of documents and plans of takings or easements not shown on prior Land Court Plans.
4. Two prints of the subdivision plan - **DO NOT SUBMIT ORIGINAL PLAN AT THIS TIME**.
5. Surveyor’s Worksheet(s), **signed and sealed** by surveyor, including field and record coordinate numbers.
6. Surveyor’s computations, **originals with each sheet signed and sealed** by surveyor consisting of:
 - a] unbalanced field traverse,
 - b] balanced field traverse,
 - c] individual lot closures,
 - d] list of field and record coordinates on the same coordinate system,
 - e] easement closures.

DO NOT SEND ORIGINAL PLAN OR PAYMENT AT THIS TIME

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

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

Inquiries can be made by calling (617) 788-7412 between the hours of 8:30 AM and 4:30 PM. The caller should have available the “**Pre-File Review**” number or **Land Court Plan** number.

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