

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

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



Application Fee: \$50.00

Ck #: \_\_\_\_\_

Notary Fee: \$10.00

Amt. enclosed: \$ \_\_\_\_\_

## Request for Lot Release from Subdivision Order of Conditions

*Please complete this form and submit to the Hanover Conservation Office.*

*Mail to: 550 Hanover St., Ste. #11, Hanover, MA 02339 or*

*Fax: 781-826-5905 e-mail: [office.conservation@hanover-ma.gov](mailto:office.conservation@hanover-ma.gov)*

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

### ***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 (\*if multiple parcels were involved, please provide all appropriate references: *Parcel 1-* Plan \_\_\_\_\_, Lot \_\_\_\_\_ *Parcel 2-* Plan \_\_\_\_\_, Lot \_\_\_\_\_
4. Date OOC for subdivision was issued: \_\_\_\_\_

### ***Individual Lot Information:***

1. Street address of the Lot requested for release: \_\_\_\_\_
2. Assessor's Reference of the lot for release: Plan \_\_\_\_\_, Lot \_\_\_\_\_
3. Builder's Lot Number *(if available)*: \_\_\_\_\_
4. Current Property Owner's Name and Address: \_\_\_\_\_  
\_\_\_\_\_
5. Please be aware that a site inspection may be necessary, as determined by the Conservation Agent, to release this lot. In signing this form, you are giving permission for the Agent to enter the property. 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.**
6. Has this lot been issued a separate Order of Conditions?  yes  no  
If so, please provide DEP and BL numbers: SE 31- \_\_\_\_\_ BL \_\_\_\_\_
7. To whom will the Release Letter be addressed: *(Bank, Mortgage Lender, Attorney, etc.?)*  
Provide Name and Address: \_\_\_\_\_  
\_\_\_\_\_
8. Contact Phone: \_\_\_\_\_
9. Do you want the Release Letter Notarized?  yes  no  
If so, there is an additional \$10.00 fee. ***Please complete payment box at top of page and attach check.***

I certify that the above information is accurate and understand that incomplete and /or inaccurate applications are cause for delays in issuance or denial of a Certificate of Compliance.

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

Property Owner's Agreement for access to site:

I hereby grant permission to the Hanover Conservation Commission and its Agents to enter onto my property located as listed

on this form: Signed by : \_\_\_\_\_ Print Name: \_\_\_\_\_