



Town of Pownal Map & Lot Assignment Policy

Purpose: To provide the Planning Board, Code Enforcement Officer, Town Clerk, & Assessors Agent with a clear defined process of who and when a map and lot number get assigned to newly split parcel(s).

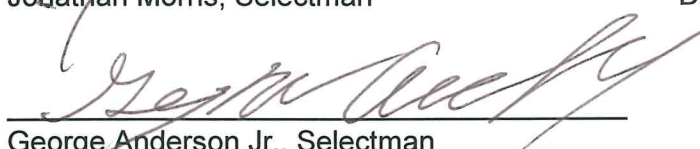
Approved at the September 9, 2019 Select Board's Meeting the following policy:

Outlined below are the steps to follow when being issued a new map and lot number for any newly split parcel(s).

1. For subdivisions (major or minor) ONLY initially meet with the Town Planner and a Planning Board member. For single lot splits ONLY initially meet with the Code Enforcement Officer.
2. Bring the map, mylar, survey or plan to the Town Clerk for map and lot assignment.
3. Record the newly given map and lot numbers on the map, mylar, survey or plan.
4. For subdivisions only – Bring in finalized mylar to the Planning Board for signatures.
5. Record the map, mylar, survey or plan at the Cumberland County Registry of deeds.
6. Provide one copy to the Town Office.


Jonathan Morris, Selectman


Date


George Anderson Jr., Selectman


Andrew O'Brien, Selectman