

FORM A

APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

Two (2) copies of this form, filled out and signed, should be included with the original and four (4) copies of the plan in question. (Please type or print information in blanks below)

Westminster, Massachusetts _____, 20__*
(Date of Filing)

The undersigned, believing that the accompanying plan of his property in the Town of Westminster does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

Name of Applicant: _____ Phone # _____

Address: _____

Name of Owner: _____ Phone # _____

Address: _____

Name of Surveyor:

Address: _____ Phone # _____

Deed of property recorded in _____ Registry.

Book No. _____ Page No. _____

Location and Description of Property: __Map__ Group __Parcel__ _____

Property Address: _____

Zoning District: _____

List any Board of Appeals decisions pertaining to this site: _____

Reason plan does not constitute a subdivision: _____

No. of lots proposed: _____ Acreage: _____

Signature of owner: _____

(all applications shall be signed by the owner of the property or if the applicant is represented by an agent, written evidence shall be submitted with the application accompanying the plan that the agent has the authority to submit such application for each owner involved. If the applicant is a corporation, it shall submit with the application a list of its officers, and a duly authenticated certificate of vote authorizing said officers to file the application and plan, and to represent the corporation in all further proceedings incident thereto.)

*The date entered above shall be the date of the Planning Board meeting at which the Plan is submitted.

Fee Received By: _____ Date: _____

NOTE: All ANR Plans shall be accompanied by a filing fee as determined by the most recent Planning Board Fee Schedule.

Checklist for Receiving Approval Not Required (ANR) Plans:

Plan Reference: _____

Owner: _____

Location: _____

Plan date: _____

- _____ Form A Application (2 copies)
- _____ Filing Fee (See most recent Planning Board Fee Schedule)
- _____ Application signed by the owner, or has letter of authorization from the owner
- _____ Plans (4 copies)
- _____ Plan contains all items listed in the Rules and Regulations
- _____ Updated wetlands delineation
- _____ Upland lot area calculations to determine zoning conformance
- _____ Owner is not on the Delinquent Tax List
- _____ If an existing lot proposed to be divided contains an existing dwelling already located on the lot, Title 5 Regulations require that the septic system must be inspected and the results submitted to the Board of Health within 30 days of the inspection date.

Health Agent Sign-off

ANR Plans will be put on the Planning Board agenda after the Town Planner verifies that all filing information has been submitted and the application is deemed complete. The application will not be deemed complete until all items on the above checklist have been submitted, and the Board of Health signs off that the plan does not require a Title 5 inspection. If the Health Agent determines that the plan does require Board of Health Approval, such approval must be obtained prior to the application being deemed complete. Once the application is deemed complete, the ANR Plan will be marked "received" at a regularly scheduled meeting of the Planning Board. The Planning Board will act on the ANR plan within 21 days after the plan is received.

FORM B-1
APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN

Two (2) copies of this form, filled out and signed, should be included with the original and eight (8) copies of the plan in question. (Please type or print information in blanks below)

Westminster, Massachusetts _____, 20__*
(Date of Filing)

The undersigned herewith submits the accompanying Definitive Plan of the property in the Town of Westminster for approval as a subdivision under the requirements of the Subdivision Control Law in the Town of Westminster.

Name of Applicant: _____ Phone # _____
Address: _____

Name of Owner: _____ Phone # _____
Address: _____

Name of Surveyor: _____
Address: _____ Phone # _____

Deed of property recorded in _____ Registry.

Book No. _____ Page No. _____

Location and Description of Property: __Map__ __Group__ __Parcel__ _____

Property Address: _____

Zoning District: _____

Acreage _____ # of Lots _____ Length of Road _____

Signature of owner: _____

(all applications shall be signed by the owner of the property or if the applicant is represented by an agent, written evidence shall be submitted with the application accompanying the plan that the agent has the authority to submit such application for each owner involved. If the applicant is a corporation, it shall submit with the application a list of its officers, and a duly authenticated certificate of vote authorizing said officers to file the application and plan, and to represent the corporation in all further proceedings incident thereto.)

*The date entered above shall be the date of the Planning Board meeting at which the Plan is submitted.

Fee Received By: _____ Date: _____

NOTE: All Plans shall be accompanied by a filing fee as determined by the most recent Planning Board Fee Schedule.

FORM B
APPLICATION FOR APPROVAL OF A DEFINITIVE SUBDIVISION

Two (2) copies of this form, filled out and signed, should be included with the original and ten (10) copies of the plan in question. (Please type or print information in blanks below)

Westminster, Massachusetts _____, 20__*
(Date of Filing)

The undersigned herewith submits the accompanying Definitive Plan of the property in the Town of Westminster for approval as a subdivision under the requirements of the Subdivision Control Law in the Town of Westminster.

Name of Applicant: _____ Phone # _____
Address: _____

Name of Owner: _____ Phone # _____
Address: _____

Name of Surveyor: _____
Address: _____ Phone # _____

Deed of property recorded in _____ Registry.

Book No. _____ Page No. _____

Location and Description of Property: __Map__ Group__ Parcel _____

Property Address: _____

Zoning District: _____

Acreage _____ # of Lots _____ Length of Road _____

Signature of owner: _____

(all applications shall be signed by the owner of the property or if the applicant is represented by an agent, written evidence shall be submitted with the application accompanying the plan that the agent has the authority to submit such application for each owner involved. If the applicant is a corporation, it shall submit with the application a list of its officers, and a duly authenticated certificate of vote authorizing said officers to file the application and plan, and to represent the corporation in all further proceedings incident thereto.)

*The date entered above shall be the date of the Planning Board meeting at which the Plan is submitted.

Fee Received By: _____ Date: _____

NOTE: All Plans shall be accompanied by a filing fee as determined by the most recent Planning Board Fee Schedule.

Checklist for Receiving Definitive Plans:

- _____ Form B Application signed by owner, and/or letter of authorization from owner
- _____ Certified list of abutters within 100' of perimeter of entire parcel.
- _____ Filing Fee (see most recent Planning Board fee schedule)
- _____ Plans (10 copies)
- _____ Stormwater Management – drainage calculations
- _____ Environmental and community impact analysis
- _____ Updated wetlands delineation
- _____ Upland lot area calculations to determine zoning conformance
- _____ Owner is not on Delinquent Tax list