

## 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 six (6) 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:

- \_\_\_\_\_ 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 (6 copies)
- \_\_\_\_\_ PDF digital copy of Plans
- \_\_\_\_\_ Plan contains all items listed in the Rules and Regulations
- \_\_\_\_\_ Updated wetlands delineation with plan showing all waterbodies, watercourses, wetlands with their 100-foot buffer zone and, where applicable, all resource areas as defined by Massachusetts Wetland Protection Act Regulations 310 CMR 10.00
- \_\_\_\_\_ Existing topography, with two-foot contour intervals (can be on separate plan)
- \_\_\_\_\_ Upland lot area calculations to determine zoning conformance
- \_\_\_\_\_ Building setback lines for newly created lots

### **Sign-Offs** (It is the applicant's responsibility to obtain the sign-offs below)

- \_\_\_\_\_ Owner is not on the Delinquent Tax List (Treasurer-Collector Sign Off).
- \_\_\_\_\_ Fire Department has reviewed plan and determined that access to the lot is adequate (Fire Department Sign Off)
- \_\_\_\_\_ If an existing lot proposed to be divided contains an existing dwelling already located on the master lot, the master lot containing the dwelling must pass a Title V inspection and have enough land on the lot for a reserve septic system should the old one fail. Dividing land off a master lot containing the dwelling cannot create the need for a variance to 310 CMR 15, or Westminster Board of Health septic and well regulations.

ANR Plans are placed on a 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. The Planning Board will act on the ANR plan within 21 days after the plan is received.