

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:

Address : _____

Owner: _____

Map & Parcel: _____

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 (6 copies)

_____ 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

_____ 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.

_____ 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.

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.