

TOWN OF WENHAM FORM A
APPLICATION for ENDORSEMENT
of
APPROVAL NOT REQUIRED
PLAN

APPLICANT/ Name: _____

CONTACT: Address: _____
Phone Number: _____
E-mail: _____

OWNER: Name: _____
Address: _____
Phone Number: _____
E-mail: _____

*** If applicant is different than owner, a letter of authorization from the owner must accompany this form.**

PROJECT LOCATION: Street Address: _____
Assessors' Map: _____ Lot(s): _____
Registry of Deeds Book: _____ Page: _____
Zoning District(s): _____

SUBMITTAL REQUIREMENTS:

- ___ 1 Application fee of \$100.00 made payable to Town of Wenham
- ___ 1 Completed application and all supporting documentation (*any previous Board or Commission decisions*)
- ___ 1 Completed ANR Plan Requirements checklist.
- ___ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- ___ 1 Project narrative describing the proposal.
- ___ 5 **FOLDED** and **STAPLED** copies of all plan and elevation sets.
- ___ 1 Mylar of the plan
- ___ 1 Electronic PDF format of all plans, elevations, and applicable reports/studies.
(*Can be emailed to mhoffman@wenhamma.gov*)

Signature of Applicant: _____ **Date:** _____

ANR Plan Requirements Checklist

Please use this checklist to ensure that your Endorsement of Plan Believed Not to Require Approval under the Subdivision Control Law application (Form A) and accompanying plan are filed properly. Incomplete submissions may be rejected. In the case that a submitted plan is determined to be incomplete, it may be denied.

If the plan is determined not to require approval under the Subdivision Control Law it shall be endorsed by the Planning Board, most likely at their next scheduled meeting, without a public hearing (MGL c.41, s.81-P). The Planning Board may take up to 21 days from the time the plan was submitted to them at their public meeting to respond.

Each lot created must have the minimum required frontage.

The plan shall be prepared by a Registered Professional Engineer and show the following:

- Locus map showing the subject property and adjacent properties for at least 1,200 feet in all directions, including all streets and water courses
- Title block, north arrow, the scale at which the plan is drawn, and a legend
- Date of the plan's preparation, a revision block showing the date of each revision and a description of the revision
- A statement explaining the purpose of the ANR (*example: To combine parcels A, B, and C to form one lot*)
- Name, address, company, phone number of engineer or surveyor
- Registry of Deeds block
- Deed reference(s) and/or land court certificate number(s) noted.
- Planning Board signature block
- Zoning District designation
- The statement "Approval Under the Subdivision Control Law Not Required" above signature block
- Names and addresses of subject property owner(s) and abutting property owner(s), as shown on the most recent tax list
- Names, centerlines, and boundary lines of all existing streets within the immediate vicinity of the property
- Lines, boundaries, areas (in square feet), lot numbers, and street numbers of all lots, parcels or divisions in which the property is to be divided.
- Boundaries of existing and proposed easements on or adjacent to the subject property.
Easements shall be labeled with the type (water, sewer, drain, utility, etc.) and grantee
- Data to determine readily the location, bearing, and length of every street line, easement line, lot line and other boundary line shown on the plan, whether straight or curved, sufficient to reproduce the same on the ground.
- Existing survey monuments and or markers (stone bounds, pipes, pins, stone walls, drill holes, etc.) and benchmarks
- Notation near Planning Board signature box:**
"Planning Board endorsement of this plan indicates only that the plan is not a subdivision under MGL Ch 41 Sec 81L and does not indicate that the lots are buildable, or that they meet zoning, health, conservation or general bylaw requirements. No determination as to compliance with the Wenham Zoning Bylaw requirements has been made nor can be construed as intended by this endorsement."