



## TOWN OF SOUTHBOROUGH PLANNING BOARD

### Procedure for Submission and Approval of Plan of Land (Referred to as an "**Approval Not Required**" or "ANR" Plan or "81P" Plan)

If you wish to record a plan of land in the Registry of Deeds or file with the Land Court, and you believe that your plan of land does not fall under the Subdivision Control Law (That is, you are not creating any new streets, but are recording or changing existing lot lines), please follow this procedure:

Have a surveyor prepare an original line or mylar of the plan and five (5) copies, A PDF of the plan, as well as an original Form A (see attached). Make an appointment with the Planner by calling 508-485-0710 ext. 3027 so the plan can be reviewed for completeness. Once the plans have been deemed complete, return the original and five (5) copies of the plans along with the completed Form A to the Planning Board office. A check made out to the Town of Southborough, will also need to be submitted. See Fee Schedule.

The Applicant, his engineer or other representative is expected to present the plans to the Board at the assigned meeting.

The ANR plan must contain the following information:

1. Identification of the plan by name of owner or record and location of the land in question.
2. Plans shall be prepared by a professional land surveyor.
3. The statement "Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the signatures of all five (5) members of the Board and an explanatory statement as to why approval is not required.
4. Zoning classification and location of any zoning district boundaries within the locus of the plan, and including a north arrow.
5. The boundaries of all lots newly established, changed by the plan or to be recorded without change, including any remaining land, and the dimensions of the required street frontage for every lot. The frontage street shall be identified by name.
6. Notice of any decisions by the Zoning Board of Appeals, including, but not limited to variances and exceptions regarding the land or any building thereon.
7. Abutters from latest available Assessors' records, unless the applicant has knowledge of any changes subsequent to the latest available Assessors' records.
8. All existing above - and structures, stonewalls, streams and wetlands.

For further information, please refer to the booklet called "Subdivision of Land, Chapter 244, From the Code of the Town of Southborough", page 24407, available at the Planning Office or the Planning Department website.



**TOWN OF SOUTHBOROUGH**  
**Planning Board**  
**FORM A**

**Application for Endorsement of Plan Believed Not to Require Approval**

The undersigned, believing that the accompanying plan of land in the Town of Southborough does not constitute a subdivision within the meaning of the Subdivision Control Law, for the reasons outlined below, herewith submits two copies of this application, a filing fee (See Fee Schedule) for plans creating new boundary lines, the original tracing suitable for recording, and five of said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

1. Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Cell # \_\_\_\_\_
2. Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Cell # \_\_\_\_\_
3. Name of Engineer or Surveyor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_
4. Deed of property recorded in the Worcester Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_
5. Location/Address and description of property \_\_\_\_\_
  
6. Zoning District: \_\_\_\_\_
7. Reasons approval is not required (check as applicable):
  - (a) Every lot shown has the area and frontage required by the Zoning By-law on a way, as defined by Section 81-1, Chapter I 1 of the General Laws and the Southborough Subdivision Rules and Regulations.
  - (b) Land designated \_\_\_\_\_ shall not be used as separate building lots(s) but only together with adjacent lots having the required area and frontage as indicated on the plan.
  - (c) Lot(s) having less than required frontage or area resulted from a taking for public purpose or have been recorded \_\_\_\_\_; no land is available to make up the deficiency and the frontage and area of such lots are not being reduced by this plan.
  - (d) Other (please explain) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Application accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board. By: \_\_\_\_\_

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if, in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. ***Applicants should note that this additional material includes amended plans, renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.***

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## Planning Board Approval Under the Subdivision Control Law Not Required

Signed:

## Being a Majority

Date \_\_\_\_\_

## FORM-A

Accepted September 21, 2015