



**TOWN OF WHATELY**  
Whately, Massachusetts 01093

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**Form A: Application for Endorsement of a  
Plan Believed Not to Require Subdivision Approval (ANR)**

Date \_\_\_\_\_, 20\_\_

To the Planning Board of the Town of Whately, Massachusetts:

The undersigned wishes to record the accompanying plan and believes the plan does not constitute a subdivision, affirms that the affected parcel is not under an Agricultural Preservation Restriction, and herewith submits said plan for determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

Address and number of the affected parcel: \_\_\_\_\_

The owner's title to the land is derived under deed from \_\_\_\_\_  
dated \_\_\_\_\_ and recorded in Franklin County Registry of Deeds,  
Book \_\_\_\_\_, Page \_\_\_\_\_, or Land Court Certificate of Title No. \_\_\_\_\_  
registered in District Book \_\_\_\_\_, Page \_\_\_\_\_.

Applicant's name: \_\_\_\_\_  
(please print)

Applicant's address: \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Owner's signature and address if not the applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by the Planning Board

Date: \_\_\_\_\_, \_\_\_\_\_ Signature: \_\_\_\_\_

Planning Board Action

\_\_\_\_ Endorsed \_\_\_\_ Not endorsed Date \_\_\_\_\_ Signature \_\_\_\_\_

## **Guidelines for ANR Applications**

- 1) Submission: The Planning Board requests that applications be submitted to the Board at a regular meeting. Please contact the Planning Board chair, Brant Cheikes, via email to [planningboard@whately.org](mailto:planningboard@whately.org) to let him know that an ANR application will be submitted and to indicate the nature of the change being made. If you are unable to attend the meeting, you may send a representative.
- 2) Please submit four copies of Form A and of the proposed plan, and one digital copy of the plan, and a check for \$50 made out to the Town of Whately. One paper copy is for the Planning Board, one for the Town Clerk, one for the Assessor and one for you. You will also need to bring a copy of the plan on Mylar for Planning Board endorsement before it can be submitted to the Registry of Deeds.
- 3) The plan should be prepared by a registered land surveyor and should provide all the evidence necessary to show that the plan does not require subdivision approval including
  - a) The name(s) of the owner(s) of the land and all adjacent land from the most recent tax records of the Town;
  - b) The location of all existing buildings on the land;
  - c) The location of all easements and rights of way on or serving the land;
  - d) The existing and proposed boundaries of the land and of each parcel and lot created or altered by the plan;
  - e) The zoning classification of the land;
  - f) A locus plan at a scale of 1" = 100 feet, showing the land in relation to the nearest intersecting street(s);
  - g) The locations, widths, and names of all abutting ways;
  - h) A notation reading: Endorsement of this Plan does not certify compliance with zoning.
- 4) The plan should show the name and address of the applicant, the name and address and seal of the surveyor or engineer, and provide space to record the action of the Board.
- 5) The Board may feel it necessary to have an engineer review the plan at the applicant's expense.
- 6) The Board has 21 days from the date of submission to review the plan. If it does not act within that time, the plan will be effectively determined not to require approval and the Town Clerk will endorse it as such.

These are informational guidelines only. Please refer to the Whately Subdivision Regulations and Zoning Bylaws for more complete information.