

## **A.N.R. PROCEDURES**

TO HAVE AN ANR PLAN CONSIDERED FOR ENDORSEMENT BY THE PLANNING BOARD ALL MATERIALS MUST BE SUBMITTED TO THE PLANNING BOARD OFFICE BY 4 P.M. THE TUESDAY BEFORE A PLANNING BOARD MEETING.

PRIOR TO SUBMITTING MATERIALS TO THE PLANNING BOARD THE APPLICANT (OR THEIR REPRESENTATIVE) MUST FILE ALL SUBMISSION MATERIALS WITH THE TOWN CLERK. THE TOWN CLERK MUST SIGN AND DATE STAMP THE PROOF OF SUBMISSION TO THE TOWN CLERK FORM.

IN ADDITION TO PRESENTING ITEMS LISTED BELOW AT THE BOARD MEETING, ALL ITEMS ARE ALSO TO BE PROVIDED (BY EMAIL OR OTHER METHOD) IN HIGH RESOLUTION PDF TO THE PLANNING BOARD OFFICE BY 4:00 PM THE TUESDAY PRIOR TO THE MONDAY BOARD MEETING.

### **REQUIRED:**

1. COMPLETED COMPLIANCE LETTER FROM THE BOARD OF HEALTH
2. PROOF OF SUBMISSION TO THE TOWN CLERK
3. ONE (1) MYLAR
4. TEN (10) COPIES OF THE ABOVE PLAN
5. ONE (1) TOPOGRAPHY/CONTOUR PLAN
6. ORIGINAL AND NINE (9) COPIES OF FORM A
7. CHECK MADE OUT TO THE TOWN OF LUNENBURG

\* (IF PRESENTER IS OTHER THAN THE OWNER OF RECORD,  
A NOTARIZED FORM MUST BE FILLED OUT)

**APPLICATION FOR ENDORSEMENT  
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL**

(Form A)

The undersigned, believing that the accompanying plan of his/her/their property in the Town of Lunenburg 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.

Date: \_\_\_\_\_

Name of Applicant(s)/Owner(s): \_\_\_\_\_

\_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Address of Property (if not same as above): \_\_\_\_\_

Presenter's Name (if not same as above): \_\_\_\_\_

Presenter's Address : \_\_\_\_\_

Telephone #: \_\_\_\_\_

Deed of Property as recorded in the Northern Worcester County Registry of Deeds:

Plan Book \_\_\_\_\_ Page # \_\_\_\_\_

Location of Property by physical boundaries or landmarks/other: \_\_\_\_\_

\_\_\_\_\_

Signature of owners(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

(If applicable - Letter or other documentation designating authorization of agent/presenter)

Note: Necessary evidence to show that the plan does not require approval must be filed with this application.

## Authorization to Represent a Property Owner

Date: \_\_\_\_\_

To the Lunenburg Planning Board:

The following applicant(s):

\_\_\_\_\_  
\_\_\_\_\_

wish to submit to the Lunenburg Planning Board an Application for Endorsement of a Plan Believed Not to Require Approval.

I/we, the undersigned, give full permission to \_\_\_\_\_  
to act as our agent and he/she has full permission to present an ANR (Approval Not Required)  
plan for me/us for the property located at:

\_\_\_\_\_  
\_\_\_\_\_

Signature of owner(s): \_\_\_\_\_

\_\_\_\_\_

Plan Book: \_\_\_\_\_ Page #: \_\_\_\_\_  
(As recorded in the Northern Worcester County Registry of Deeds).

Notarization Required

WRITTEN NOTICE TO TOWN CLERK  
TOWN HALL  
LUNENBURG, MA.

You are hereby notified, in accordance with Sections 81S and 81T of Chapter 41 of the General Laws, that the plan described below was submitted to the Lunenburg Planning Office on \_\_\_\_\_ (date).

Description of land to which plan relates:

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A. Plan Believed Not to Require Approval (Planning Board Meeting)

B. Preliminary Subdivision Plan

C. Definitive Subdivision Plan

Owner of Land: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Subdivision, if applicable: \_\_\_\_\_

Signature(s) of Owner(s): \_\_\_\_\_  
\_\_\_\_\_

Signature of Town Clerk that a Plan has been filed:

Town Clerk Date Stamp:

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