ANR PROCEDURES

MAKE AN APPOINTMENT WITH THE PLANNING BOARD OFFICE. CONTACT THE ADMINISTRATIVE ASSISTANT AT 978-582-4147 extension 5, TO SCHEDULE AN APPOINTMENT TIME FOR PRESENTATION BEFORE A SCHEDULED PLANNING BOARD MEETING.

IN ADDITION TO PRESENTING ITEMS LISTED BELOW AT THE BOARD MEETING, ALL ITEMS (EXCEPTING #8. WHICH MUST BE SUBMITTED AT TIME OF PRESENTATION TO THE BOARD) ARE ALSO TO BE SENT IN HIGH RESOLUTION PDF TO plans@lunenburgonline.com BY 4:00 PM THE WEDNESDAY PRIOR TO THE MONDAY BOARD MEETING.

ITEMS REQUIRED FOR PRESENTATION:

1. COMPLETED COMPLIANCE LETTER FROM THE BOARD OF HEALTH
2. ONE PINK FORM (OR MARKED AS SUCH) FOR THE TOWN CLERK
3. ONE (1) MYLAR
4. SEVEN (7) COPIES OF THE ABOVE PLAN
5. ONE (1) TOPOGRAPHY/CONTOUR PLAN
6. ORIGINAL AND SEVEN (7) COPIES OF FORM A
7. CURRENT ABUTTERS’ LIST OBTAINED FROM ASSESSOR’S OFFICE
8. 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.
PLANNING BOARD PROCEDURE FORM FOR SINGLE LOTS
(SUBDIVISION CONTROL NOT REQUIRED)
ANRs- APPROVAL NOT REQUIRED

Date: ______________________

Applicant's/Owner's Name: ______________________________________________________

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

Address of Owner: ______________________________________________________________

Address of Property if not same as above: __________________________________________

Description by physical boundaries or landmarks/other: ______________________________

Telephone: (Home)__________________________________ (Work)_______________________

Date requested: ______________ Purpose/reason for Appointment: _____________________

Requirements:

Plans may be submitted only at a scheduled meeting of the Planning Board. Bring the following with you to the meeting.

In addition to presenting items below at the Board meeting, all items (excepting #8, which must be submitted at time of presentation to the Board) are also to be sent in high resolution PDF to plans@lunenburgonline.com by 4:00 PM the Wednesday prior to the Monday Board meeting.

1. Signed compliance letter from the Board of Health.
2. Pink Form - "Notice to Town Clerk."
3. One (1) Mylar Plan prepared by a Registered Land Surveyor.
4. Seven (7) paper copies of the above plan.
5. One (1) Topography/Contour Plan.
6. Original and seven (7) copies of Form A.
7. A current abutters' list obtained from the Board of Assessor's office.
8. Check for fee, made out to the "Town of Lunenburg."

Important: Appointment for presentation to the Board is to be made by 4:00 PM, the Wednesday prior to the scheduled Monday meeting. The Planning Board meets the 2nd and 4th Monday of each month. Both meetings (unless noted otherwise) are televised and held in the Joseph F. Bilotta meeting room at Town Hall, 17 Main Street. All public hearings are televised and held in the Joseph F. Bilotta room at Town Hall. All meetings begin at 6:30 PM.

Appointment time: ______________________

Signature of Owner(s): ________________________________
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 Board on ______________ (date). (Upon endorsement by the Planning Board, the completed Form A will be provided to the Town Clerk.)

Description of land to which plan relates:
                                                                                           __________________________________________________________
                                                                                           __________________________________________________________
                                                                                           __________________________________________________________

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): __________________________

                                      ____________________________________________
Date:________________________

To the Lunenburg Planning Board:

The accompanying ANR Plan has met all necessary Board of Health requirements for land division.

_____________________________________
Board of Health Endorsement