



PLANNING BOARD
TOWN OF LONGMEADOW
 20 Williams St.
 Longmeadow MA 01106
 Tel: (413) 565-4153
 FAX: (413) 565-4112

ISSUED:
 October 4, 2006
 REVISED:
 June 17, 2010

Approval Not Required (ANR) Plan Application Checklist

If land is being divided into separate lots but the applicant believes the division of land does not constitute a "subdivision", i.e. does not involve new roadways, does not make the frontage on a public way less conforming than the required zoning frontage, the applicant must file an ANR with the Town Clerk and request an endorsement of the ANR from the Planning Board. An ANR simply means that a full subdivision is not required. There is an application fee (see #3 below). Note: Approval of an ANR does not imply the newly created lot is buildable. The enforcement officer makes this determination.

In order for the Planning Board to consider an application packet "COMPLETE" all of the following items must be submitted. A written explanation for any omissions from these submission requirements must be included if any box is checked No. Planning Board will render a decision within 21 days of the filing date with the Town Clerk. (*Mass. General Laws, Chapter. 41, 81P*)

Applicant: _____
 Assessor's Tax Map and Lot #: _____
 Date of Application: _____

#	General Information Required	Yes	No
1.	Two (2) copies of the completed Approval Not Required (ANR) Application (Form A).		
2.	Five (5) copies of Site Plan prints showing all requested information along with at least 2 Mylar Copies – 1 for Town of Longmeadow, 1 for Registry of Deeds.		
3.	Application fee of \$200.00.		
4.	Letter of authorization from property owner for applicant to act as his/her agent if applicant is not the property owner.		
5.	Written list of all waivers requested, if any, from the Subdivision Rules and Regulations.		
	ALL plans must be prepared by a MA. Registered Land Surveyor and/or Civil Engineer and contain at least the following information:	Yes	No
6.	Drawing is one inch equals forty feet (1" = 40') or such scale approved by the Planning Board on sheets 24" x 34" inches in size.		
7.	Legend or Sheet index if plan is drawn on multiple sheets.		
8.	Name of the project, locus, boundaries, date, north arrow, and scale of the plan.		
9.	Name and address of the record owner, developer, and seal of the engineer or surveyor.		
10.	Direct abutters noted by name and parcel number.		
11.	Deed reference or land court certificate number noted on plan.		
12.	Plan reference noted on plan.		

13.	The location of all existing and proposed lot lines, easements, and rights-of-way.		
14.	Location of all existing structures and septic systems.		
15.	Minimum frontage on approved way(s).		
16.	Net area of each lot in acres and square feet.		
17.	Delineation and gross area of wetlands in acres and square feet.		
18.	Notation: "Planning Board endorsement does not certify compliance with Zoning Bylaw."		
19.	Notation: "No official verification of any wetlands has been made or intended by Planning Board endorsement."		
20.	Suitable space to record the action of the Planning Board and the signatures of the members of the Planning Board.		
21.	Stone fences and public shade trees (per Scenic Road Act).		