

ANR PLAN CHECKLIST

FOR THE SUBMISSION OF PLANS WHICH THE APPLICANT BELIEVES DO NOT REQUIRE APPROVAL UNDER THE SUBDIVISION CONTROL LAW

This checklist is intended to supplement, not to supersede, the existing West Boylston Subdivision Regulations. Any inconsistency between the information on this list and those regulations should be resolved in favor of the regulations.

1. APPLICATION

A plan is properly submitted when the Planning Board receives, at one of its regularly scheduled meetings:

- ☐ Two properly completed Form A accompanied by the necessary evidence to show that the plan does not require approval (Consult Section III.A.1.a)
- ☐ One plan (see above for contents) printed on a mylar transparency sheet, and six (6) contact prints of the plan (Consult Section III.A.1.b)
- ☐ Filing fee (see Fee Schedule)
- ☐ Any computer-generated information of the lot(s) on a 3.5 inch computer disk (format set by the Planning Board) (Consult Section III.A.1.d)

2. NOTICE TO THE TOWN CLERK

- ☐ Deliver by hand or send by certified mail written notice to the Town Clerk that the Plan has been submitted to the Planning Board (Consult Section III.A.2)

3. THE CONTENTS OF THE PLAN

- ☐ The plan, prepared in black ink upon mylar transparency sheets (Consult Section III.B)
- ☐ The proposed locus plan, north point, date, scale, legend, and the title "Plan of Land" (Consult Section III.B.1)
- ☐ The names and addresses of the record owner or owners of the property shown on the plan and the Applicant, if not the owner (Consult Section III.B.2)
- ☐ The date or dates of acquisition of the property (Consult Section III.B.2)
- ☐ All deed references (Consult Section III.B.2)
- ☐ The Town Assessor's sheet number and parcel number for the property (Consult Section III.B.2)

- ☐ The name, signature and appropriate seal of the engineer or land surveyor who prepared the plan (Consult Section III.B.2)
- ☐ All property boundary lines adjacent to the proposed subdivision (Consult Section III.B.3)
- ☐ The zoning classification of the property, and the location of any zoning district boundary lines that lie in the vicinity of the property, including any variances, exceptions or other decisions issued for the property or for any existing or proposed building or structure thereon by the West Boylston Board of Appeals or a court of competent jurisdiction (Consult Section III.B.4)
- ☐ Proposed lot lines within the property shown on the plan, with approximate areas and dimensions, including frontage, of such lots, and a number on each lot, including the entirety of any lot proposing to have its boundaries changed (Consult Section III.B.5)
- ☐ The location of all existing structures, streets, ways, and easements on or abutting the land (Consult Section III.B.6)
- ☐ The statement “Planning Board Approval under the Subdivision Control Law Not Required” and sufficient space for the date and endorsement of the Planning Board, with the following statement immediately above or below such space:

**NO DETERMINATION AS TO COMPLIANCE WITH ZONING
REQUIREMENTS HAS BEEN MADE OR INTENDED BY THE
PLANNING BOARD’S ENDORSEMENT OF THIS PLAN.**
(Consult Section III.B.7)