

TOWN OF WESTWOOD
COMMONWEALTH of MASSACHUSETTS

David L. Atkins, Jr., Chairman
Brian D. Gorman, Vice Chairman
Christopher A. Pfaff, Secretary
Deborah J. Conant
Michael L. McCusker



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Specialist
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PLANNING BOARD

**APPLICATION FOR ENDORSEMENT
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

1. Complete two (2) ANR Application forms with original signatures of all affected properties owners.
 - File one (1) with the Planning Board at the Planning Office at 50 Carby Street. Planning Staff will review and then once determined to be complete, will advise applicant to file with the Town Clerk.
 - File one (1) with the Town Clerk at Town Hall in accordance with M.G.L. Chapter 41, Section 81P and 81T.
2. Submit ANR Plan
 - Plan must be a black line mylar original drawn according to the Westwood Subdivision Rules and Regulations, Section C – Plans Believed Not to Require Approval.
 - Submit two (2) full-size copies of the plan.
 - Submit an electronic copy by email or on a CD as a PDF and CAD file.
3. Submit **\$100.00** filing fee (Check made payable to the Town of Westwood).
4. Once the application and plan are submitted, they will be checked by planning staff.
5. If the application and plan are complete, the ANR plan will then be forwarded to the Planning Board for action at the next available meeting. **Applications are due five (5) business days in advance of the scheduled meeting.** Applicants are encouraged to submit to the Town Engineer and Town Planner in advance to review. The Board will either endorse or deny the plan.
6. The applicant will be notified of the action of the Planning Board within 21 days after a complete application has been submitted to the Board.
7. If plan is endorsed, the applicant may pick up the endorsed plan at the Planning Office after the meeting, or attend the meeting to retrieve the plan. The applicant may then take ANR mylar to the Registry of Deeds or Land Court, where the plan may be recorded.
8. The applicant must then submit the attached ANR Recording Form with the Book and Page Number of the recording to the Planning Office by mail, email, or hand-delivery.

DO NOT SUBMIT THIS SHEET

Page 1 of 4
ANR Application Form
Revised through June 2018

Carby Street Municipal Building • 50 Carby Street • Westwood, MA 02090
www.westwoodma.gov/planning

To the Planning Board:

The undersigned Applicant, believing that the accompanying plan of property located in the Town of Westwood 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.

Location of Property:

1. Name(s), Address(es), Email(s) of Applicant:
2. Name and Address(es) of Record Owner:
3. Name and Address of Engineer or Surveyor:
4. Purpose of the Plan:
5. Proposed Frontage (in feet) for all lots:
6. Title and Date of Plan:
7. Owner's Title Reference: Deed of _____ dated _____, [recorded at the Norfolk County Registry of Deeds in Book _____, Page _____], [filed at the Norfolk County Registry District of the Land Court as Document No. _____] and noted on Certificate of Title No. _____, in Registration Book _____, Page _____.
8. Zoning District:
9. Assessor's Map and Parcel Number:
10. The Applicant believes that the division of land shown on this plan is not a subdivision for the following reason(s):
 - The plan is not a subdivision because the plan does not show a division of land as defined in Section 81-L, OR;
 - The division of the tract of land is not a subdivision because every lot shown on the plan has vital access and frontage of at least such distance as presently required by the Westwood Zoning Bylaw which requires ___ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on the three types of ways specified in M.G.L. Ch. 41, §81L:

- A public way or way which the Town Clerk certifies is maintained and used as a public way, namely, _____ or _____
- A way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely, _____ or _____
- A private way, namely, _____, in existence on March 11, 1940 the date when the subdivision control law became effective in Westwood. OR;

Have sufficient width, grades, adequate construction and municipal services to serve such lots in the opinion of the Planning Board.

- The division of the tract of land shown on the plan is not a subdivision because two or more buildings were standing on March 11, 1940 when the Subdivision Control Law went into effect in Westwood, proposed into separate lots on each of which one of such buildings remain standing, shall not constitute a subdivision. OR
- The division of the tract of land shown is not a “subdivision” because it shows a proposed conveyance/other instrument which adds to or takes away from/changes the size and shape of, lots in a manner such that no lot affected is left without frontage as required by the Zoning Bylaw.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Record Property Owner: _____ Date: _____
(if other than Applicant):

Signature of Record Property Owner: _____ Date: _____
(if other than Applicant):

*All necessary evidence to show that the plan does not require approval under the Subdivision Control Law must be filed with this application in accordance with M.G.L., Chapter 41, Section 81P. The original application and Mylar, electronic copy and at least 2 copies of plan must be filed with the Planning Board at least five business days prior to the meeting. One complete copy of the application must be filed with the Town Clerk’s office by the Applicant. **The filing fee is \$100.00.***

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PLANNING BOARD

Attention Applicant:

In order for this plan to be valid, it must be recorded at the Norfolk County Registry of Deeds, which is located at:

Norfolk County Registry of Deeds
649 High Street | Dedham, MA 02026
781-461-6101

Recording Hours: Monday – Friday 9:00 a.m. to 4:00 p.m.
Closed on State or Federal Holidays
www.norfolkdeeds.org

After you have recorded the plan, please return this form, a copy of the recorded plan, or other proof of recording, to the Planning Department by mail at the below address or email to amccabe@townhall.westwood.ma.us and provide the following information:

- Name of the Applicant: _____
- Location of the Property: _____
- **Recorded Book Number:** _____
- **Recorded Page Number:** _____

Proof of recording must be confirmed by the Planning Office prior to applying for an address assignment and prior to applying for a building permit.

Thank you!

Your prompt attention to this matter is greatly appreciated by the Westwood Planning Board.