

**Town of Reading, MA**  
**COMMUNITY PLANNING AND DEVELOPMENT COMMISSION**  
**ANR Plan Application**  
FORM A

**Location of Subject Property:**

Address: \_\_\_\_\_  
Assessor's map & lot number: \_\_\_\_\_  
Deed of property is recorded in the \_\_\_\_\_ Registry,  
in Book \_\_\_\_\_, on page \_\_\_\_\_.

**List Names, Addresses and Telephone numbers of the following:**

Applicant: \_\_\_\_\_  Owner of the Subject Property  
\_\_\_\_\_  Written evidence is attached whereby the  
\_\_\_\_\_ owner has given the applicant authority to  
\_\_\_\_\_ make this application.

Applicant's Surveyor or Engineer: \_\_\_\_\_ Applicant's Attorney: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Statement as to Why Approval as a Subdivision is Not Required:**

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

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Subject Property Contains \_\_\_\_\_ Does not Contain \_\_\_\_\_ Wetlands Resource Area(s)

Signature of Conservation Administrator \_\_\_\_\_

Application Fee Included: \$ \_\_\_\_\_

Application Accepted for filing with CPDC: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director of Community Services/Town Planner \_\_\_\_\_

Submittal Requirements:

Please submit seven (7) full size paper copies and two (2) full size mylars to the Planning Department at Town Hall. The paper copies will be for the 5 member CPDC, Town Clerk's office and Planning Department. One mylar is for the Engineering Division and one for the Applicant to Record at the Registry of Deeds.

Application Fee for an Approval-Not-Required Plan:

\$100.00 for plans showing adjustment of lot lines with no creation of new lots,

\$100.00 for plans showing the creation of up to three lots, plus \$25.00 for each additional lot over three

\*Note: ANR application plans are due two (2) weeks prior to the scheduled CPDC meeting.

## **Plans believed NOT to require approval under the Subdivision Control Law (ANR PLANS)**

### **Section 4.0 of the Reading Subdivision Regulations:**

#### **4.1. Application and Plan Form and Content:**

Any person who wishes to record a plan of land in the Registry of Deeds or Land Court and who believes that the plan does not require approval under the Subdivision Control Law, may apply to CPDC for a determination and endorsement of the plan to that effect. The applicant shall submit such a plan in accordance with Section 3.5.1.1 and the following:

- a. Application for Endorsement of a Plan Believed Not to Require Approval form (Form A), fully completed and properly executed, including a statement, supported by accompanying documentation, of the basis upon which the applicant claims that approval of the plan under Subdivision Control Law is not required and either a confirmation that the applicant is the owner of record of the subject property or a signature from the owner of record authorizing the applicant to make the application, and the signature of the appropriate Town official as to whether the subject property contains or may contain any wetlands resource area.
- b. Plan of Land, of the following format and containing the following information:
  1. Format, size, and original drawing base material acceptable to the Registry of Deeds or Land Court as appropriate.
  2. Plan title, boundaries, north arrow, and scale.
  3. Name and address of the record owner, the applicant if different, the surveyor, and (if appropriate) the engineer.
  4. Seal and signature of the surveyor and (if appropriate) of the engineer.
  5. Locus inset at a scale of 1"=100', showing all properties and ways within a radius of 500 feet of the subject property.
  6. Owners' names and assessors map and parcel numbers of all abutting properties as they appear on the most recent Board of Assessors records; all adjacent properties in common ownership with the subject property shall be so identified and shown in their entirety.
  7. The entire extent of the existing lot or parcel of subject property, showing location of existing and proposed permanent bounds, clearly differentiated; and existing and proposed easement or right-of-way boundaries, clearly differentiated together with an indication of type and to whom rights therein have been or are proposed to be conveyed; together with sufficient survey data to confirm the determination of all such property, easement, or right-of-way boundaries.
  8. Name and width of the right-of-way providing frontage and access to the lots shown on the plan, the extent of the paved improvements within the right-of-way, and whether such right-of-way is an accepted public street or a private way.
  9. Dimensions of all existing and proposed lot, parcel, and easement lines.
  10. Identification numbers for existing and proposed lots.
  11. Location of all existing structures, together with parallel or perpendicular dimensions between them and the nearest points on the existing and proposed property lines.
  12. Identification of the zoning district(s) within which the subject property is Located and any zoning district boundaries running through or along the property.
  13. Length of legal frontage for each existing and proposed lot; frontage length For each lot shall be clearly and prominently shown; a table shall be Provided showing calculations relative to Section 5.2.1. of the Reading

#### Zoning By-Laws.

14. Delineated bounds of any wetlands resource area on the property if the application form indicates the presence on the subject property of such wetlands resource area.
15. Calculations of gross square footage of each existing and proposed lot or parcel, and calculations of the area of each lot or parcel not lying within any wetlands resource area.
16. Citation by name and case number of any variance or special permit granted by the Reading Zoning Board of Appeals relative to the subject property.
17. Any notations appropriate for fully explicating the plan.
18. For existing or proposed parcels which do not qualify as buildable lot according to the Reading Zoning By-Laws, a notation stating that such lots are not to be considered building lots.
19. Suitable signature lines for endorsement by Community Planning & Development Commission (five member board).
20. A list of deed and plan references used to formulate the plan.
21. Date that the plan was prepared and date and nature or subsequent revisions.
22. If this plan applies to land shown on an approved Definitive Subdivision Plan which CPDC has not yet determined to have been completed or whose roadways have not yet been accepted as public ways by the Town, the plan shall contain the following wording with the appropriate information filled in:

"The endorsement of this plan shall in no way affect or derogate from the obligations of the owner or the owner's heirs, successors, or assigns, under the approval of a certain subdivision (name) granted (date) recorded at the Middlesex South Registry of Deeds (or Land Court) Book \_\_\_\_\_ Page \_\_\_\_\_, together with all security agreements relative thereto and subsequent amendments if any."

#### **Massachusetts General Laws Chapter 41, Section 81P:**

##### **Endorsements of Plans Not Requiring Approval Under Subdivision Control Law**

Any person wishing to cause to be recorded a plan of land situated in a city or town in which the subdivision control law is in effect, who believes that his plan does not require approval under the subdivision control law, may submit his plan to the planning board of such city or town in the manner prescribed in section eighty-one T, and, if the board finds that the plan does not require such approval, it shall forthwith, without a public hearing, endorse thereon or cause to be endorsed thereon by a person authorized by it the words "approval under the subdivision control law not required" or words of similar import with appropriate name or names signed thereto, and such endorsement shall be conclusive on all persons. Such endorsement shall not be withheld unless such plan shows a subdivision. If the board shall determine that in its opinion the plan requires approval, it shall within twenty-one days of such submittal, give written notice of its determination to the clerk of the city or town and the person submitting the plan, and such person may submit his plan for approval as provided by law and the rules and regulations of the board, or he may appeal from the determination of the board in the manner provided in section eighty-one BB. If the board fails to act upon a plan submitted under this section or fails to notify the clerk of the city or town and the person submitting the plan of its action within twenty-one days after its submission, it shall be deemed to have determined that approval under the subdivision control law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so forthwith the city or town clerk shall issue a certificate to the same effect. The plan bearing such endorsement or the plan and such certificate, as the case may be, shall be delivered by the planning board, or in case of the certificate, by the city or town clerk, to the person submitting such plan. The planning board of a city or town which has authorized any person, other than a majority of the board, to endorse on a plan the approval of the board or to make any other certificate under the subdivision control law, shall transmit a written statement to the register of deeds and the recorder of the land court, signed by a majority of the board, giving the name of the person so authorized.

The endorsement under this section may include a statement of the reason approval is not required.