



# Instructions for Endorsement of Approval Not Required (ANR) Plans

Town Of East Longmeadow  
Planning & Community Development

An Approval Not Required (ANR) plan is used to inform the Hampden County Registry of Deeds that a proposed land use project is not considered a subdivision under Subdivision Control Law and is not subject to approval of the Planning Board. Please contact the Department of Planning and Community Development with any questions while filing an Endorsement of Approval Not Required application.

## A Complete Application Must Include the Following Required Documents:

- Application for Endorsement of Approval Not Required Plans (Form A)
- [Property Deed](#) (Most Recent)
- ANR Land Plans (stamped by a professional land surveyor). Plans should be submitted in the following formats:
  - Seven (7) paper copies 11x17
  - One (1) Mylar copy 24x36
- Payment for the \$70 filing fee (we currently accept check or money order)

## To file a request for Endorsement of ANR Plan, Applicant will:

1. Complete Application for Endorsement of Approval Not Required
2. Review the "ANR Checklist" on page 3 to ensure ANR Land Plans are complete
3. Once all application materials are complete, bring the appropriate number of copies and a check payable to the Town of East Longmeadow in the amount of \$70 to the Planning Department.  
**Note:** *Filing fees are non-refundable; payment for filings fees will not be accepted until the Planning Department has received completed application materials.*
4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Planning Board.  
**Note:** *Attendance at the meeting is optional.*

## During the meeting:

1. The Planning Board will ask the applicant and/or the Planning Director questions regarding the Endorsement of the ANR.
2. The Planning Board will vote whether to endorse the ANR Land Plans.
3. **Note:** *Endorsement by the Planning Board does not necessarily constitute a building lot. Endorsement is not a determination of conformance with zoning regulations. No determination of compliance with zoning requirements is made through Endorsement. Planning Board Endorsement under the Subdivision Control Law should not be construed as approval of "Zoning Lot Area Requirements".*

## After the meeting:

1. If endorsed by the Planning Board, the Planning Department will draft a Notice of Decision and the Planning Board members will sign the Mylar Copy of the ANR Land Plans. The Planning Department will notify the applicant when the Notice of Decision and signed Mylar ANR Land Plans are ready to be picked up at the Town Hall.
2. The Endorsement will not be effective until said plan has been recorded at the Hampden County Registry of Deeds and the recording information is provided to the Planning Department. Once recorded, call or email the Planning Department with the Book & Page number.
3. **Note:** *Endorsement shall expire six (6) months from the date of endorsement if not so recorded.*

## ANR Checklist

Please use this checklist to ensure that your ANR Land Plans are filed properly. Incomplete submissions may be rejected. In the case that a submitted plan is determined to be incomplete, it may be denied.

### The plan shall be prepared by a Registered Land Surveyor and show the following:

- Each lot created must have the minimum required frontage for the zoning district it is located in.
- Locus map showing the subject property and adjacent properties for at least 1,200 feet in all directions, including all streets and water courses
- Title block, north arrow, the scale at which the plan is drawn, and a legend
- Date of the plan's preparation, a revision block showing the date of each revision and a description of the revision
- A statement explaining the purpose of the ANR (example: To combine parcels A, B, and C to form one lot)
- Number of lots created
- Name, address, company, phone number of the land surveyor
- Registry of Deeds block
- Deed reference(s) and/or land court certificate number(s) noted on each lot shown
- Planning Board signature block with the statement "Approval Under the Subdivision Control Law Not Required" above the signature block
- Zoning District designation subject property and adjacent properties
- Names and addresses of subject property owner(s) and abutting property owner(s), as shown on the most recent tax list
- All land area affected by the division, including remaining land of applicant
- Names, centerlines, and boundary lines of all existing streets within the immediate vicinity of the property, including designation of said streets as "Public" or "Private" (Location, Status of Road, R.O.W., Pavement Width, and Scenic Roads Noted)
- Lines, boundaries, areas (in square feet), lot numbers, and street numbers of all lots, parcels or divisions in which the property is to be divided. Street numbers (addresses) shall be in accordance with the requirements of the Town of East Longmeadow Assessors Office
- Boundaries of existing and proposed easements on or adjacent to the subject property
- Easements shall be labeled with the type (water, sewer, drain, utility, etc.,) and grantee
- Data to determine readily the location, bearing, and length of every street line, easement line, lot line and other boundary line shown on the plan, whether straight or curved, sufficient to reproduce the same on the ground
- Existing survey monuments and or markers (stone bounds, pipes, pins, stone walls, drill holes, etc.) and benchmarks
- Notation on each lot in the event of zoning noncompliance: "Planning Board endorsement does not reflect compliance with applicable Town of East Longmeadow Zoning regulations."  
"Endorsement by the Board does not necessarily constitute a building lot."



# Application for Endorsement of Approval Not Required Plans

Town Of East Longmeadow  
 Planning & Community Development

OFFICE ONLY

Case: \_\_\_\_\_

1) CONTACT INFORMATION			
a. Applicant Name		b. Applicant Phone	
c. Applicant Email			
d. Mailing Address			
e. Owner Name		f. Owner Phone	
g. Owner Email			
h. Mailing Address			
i. Surveyor Name		j. Surveyor Phone	
k. Surveyor Email			
l. Mailing Address			
2) PROJECT INFORMATION			
a. Property Description: <i>*check all that apply</i>	<input type="checkbox"/> Vacant Land <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	<input type="checkbox"/> Single Family House <input type="checkbox"/> Two Family House <input type="checkbox"/> Three Family House	<input type="checkbox"/> Institutional/Governmental <input type="checkbox"/> Four Family/Apartments
b. Property Address		c. Zoning District	
d. Assessor's Map		e. Lot(s)	
f. Registry of Deeds Book		g. Page	
h. The Submitted Plan is not a subdivision under Subdivision Control Law because (check one):			
<input type="checkbox"/> Each of the lot(s) created contains feet of frontage on a street, the minimum required for the zoning district in which the property is located and such frontage is on one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A public way, or a way which the Town Clerk certifies is maintained and used as a public way, or</li> <li><input type="checkbox"/> A way shown on a plan approved and endorsed previously by the Planning Board under this law, or</li> <li><input type="checkbox"/> A way in existence when the Subdivision Control Law became effective, and which the Board finds adequate for the way's proposed use and sufficient width, suitable grades and adequate construction;</li> </ul>			
<input type="checkbox"/> The plan proposes the conveyance of a parcel of land which does not leave any lot without the minimum frontage required for the zoning district in which the property is located;			
<input type="checkbox"/> The plan proposes to divide a property on which two or more buildings were standing prior to the date Subdivision Control Law came into effect in East Longmeadow. The applicant shall provide evidence of existence of such buildings.			

*By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s).*

Signature of Applicant		Date	
Signature of Property Owner		Date	