



## PLANNING AND COMMUNITY DEVELOPMENT

### Form A - Application for Endorsement of the Approval Not Required Plan

An ANR plan is an instrument used to inform the Hampden County Registry of Deeds that a proposed land use project is not considered a subdivision under Subdivision Control Law that requires the approval of the Planning Board. Massachusetts General Law Chapter 41, Section 81-P and the Rules and Regulations for the Submission of Petitions and Plans of Subdivision for the Town of East Longmeadow, under Section III. Plans Believed Not to Require Approval, set forth the rules and procedures for submission, review and approval/disapproval of ANR plans.

It is recommended that the Applicant first discuss the Approval Not Required (ANR) proposal with the Planning and Community Development Director before preparing to file the ANR application. This informal discussion will provide the Applicant with information regarding the process minimize the possibility that the Applicant will spend time and money on a proposal that does not legally qualify as an ANR, or one that will require significant changes in order to gain acceptance. When the application for ANR application is complete, the plan is date stamped by the Office of the Town Clerk to begin the statutory 21-calendar day review period.

The ANR plan is entitled to endorsement if each lot has frontage on one of three types of ways, as defined in the Subdivision Control Law. A way is recognized as a road, track, path, or street for traveling along. The three types of ways are:

1. A public way, which the Town Clerk certifies, is maintained and used as a public way;
2. A way shown on a plan previously approved and endorsed under the Subdivision Control Law which has been fully constructed in compliance with the Rules and Regulations for the Submission of Petitions and Plans of Subdivision for the Town of East Longmeadow in effect at that time; or
3. A way in existence, when the Subdivision Control Law became effective, having in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to meet the needs of vehicular traffic in relation to the proposed tract of land.

The Planning and Community Development Director is available to help you facilitate a smooth progression through the procedure of creating this land use plan and minimize misunderstanding. Please contact Planning and Community Development Director at 413-525-5400 x 1700 or [bethany.yeo@eastlongmeadowma.gov](mailto:bethany.yeo@eastlongmeadowma.gov) to begin the process of considering a Form A - ANR plan.

**TOWN OF EAST LONGMEADOW  
FORM A  
APPLICATION for ENDORSEMENT of APPROVAL NOT REQUIRED PLAN**

**Applicant is responsible for meeting with the Town Planner to verify the application for completeness before bringing the submittal to the Office of the Town Clerk.**

**APPLICANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**OWNER (if different than Applicant):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**LAND SURVEYOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

***\*If applicant is different than owner for any lot involved, letters of authorization from owners of each property associated with this land plan MUST accompany this form.***

**PROJECT LOCATION:**

Street Address: \_\_\_\_\_  
Assessors' Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Zoning: \_\_\_\_\_

**PROJECT DESCRIPTION:** The plan submitted does not constitute a subdivision within the meaning of the Subdivision Control Law because (please check one):

- \_\_\_ 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:
- A public way, or a way which the Town Clerk certifies is maintained and used as a public way, or
  - A way shown on a plan approved and endorsed previously by the Planning Board under this law, or
  - 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, or

- 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;
- 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.

**Description of property, please check all which apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> Vacant Land         | <input type="checkbox"/> Four Family or Apartments     |
| <input type="checkbox"/> Single Family House | <input type="checkbox"/> Commercial                    |
| <input type="checkbox"/> Two Family House    | <input type="checkbox"/> Institutional or Governmental |
| <input type="checkbox"/> Three Family House  | <input type="checkbox"/> Industrial                    |

**SUBMITTAL REQUIREMENTS:**

- Application fee of \$70 made payable to Town of East Longmeadow;

**4 Packets containing the following documents:**

- ANR application
- ANR land plan (Stamped by Surveyor)
- Deed
- Notarized letter of authorization for the proposal by the land owner
- Narrative describing proposal
- Photos, if applicable
- Tax Affidavit from the office of the Tax Collectors proving there are no outstanding liens or taxes owed on the land

- One (1) 24 X 36 paper copy of plan set stamped by surveyor (for file) and six (6) 11 x 17 plans (one of seven for file) to be distributed to the Planning Board
- Two (2) 24 X 36 Mylars for the Planning Board to endorse at the meeting
- One (1) - USB containing complete submittals in PDF format (Plans, Photos, Narrative, Application, etc.)

After the Mylars are endorsed, then recorded at Hampden County Registry of Deeds by the applicant, the applicant provides

- One (1) recorded Mylar
- One (1) full size copy of the endorsed and recorded plan for Diane Bishop in the Assessor's office
- One (1) 11 x 17 photocopy of the endorsed and recorded plan for the Planning & Community Development files, and
- One (1) USB (or emailed PDF) endorsed and recorded plan.

## ANR Checklist

Please use this checklist to ensure that your Endorsement of Plan Believed Not to Require Approval under the Subdivision Control Law application (Form A) and accompanying plan are filed properly. Incomplete submissions may be rejected. In the case that a submitted plan is determined to be incomplete, it may be denied.

Each lot created must have the minimum required frontage.

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

- 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
- Zoning District designation
- Zoning District of the subject property and adjacent properties
- The statement "Approval Under the Subdivision Control Law Not Required" above signature block
- 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."

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## The ANR Process

