

Filed in the Office of the Town Clerk
Manchester-by-the-Sea, Massachusetts
Date: _____ Time: _____
Fee Received: \$ _____

Town Clerk

Manchester-by-the-Sea Planning Board

FORM A — APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL [ANR] Filing Fee: \$250 per lot *

Applicant shall comply with the requirements of Section 4 of the Subdivision Rules and Regulations and submit to the Manchester-by-the-Sea Planning Board through the Town Clerk, the Mylar and 10 prints of the plan, together with 10 executed copies of this Form A and a check in the amount of \$250 per lot made payable to Town of Manchester-by-the-Sea.

**Must be accompanied by a completed ANR Application Checklist*

Date: _____ Applicant: _____
Address: _____ Phone: _____
_____ email: _____

Owner [*if other than Applicant*]: _____
Address: _____ Phone: _____
_____ email: _____

Engineer/Surveyor: _____
Address: _____ Phone: _____
_____ Fax/email: _____

Essex South Registry Book: _____ Page: _____

Manchester-by-the-Sea Assessors Map: _____ Lot: _____

Location and description of property: _____

See <http://host.appgeo.com/manchesterma/Map.aspx> for applicability:

Zoning District: _____ Water Resource Protection District: _____ Flood Plain:
_____ Flood Control District: _____

To The Planning Board of the Town of Manchester-by-the-Sea:

The undersigned, believing that the accompanying plan of his/her property in Manchester-by-the-Sea does not constitute a subdivision within the meaning of and the Subdivision Control Law, submits that plan for determination and endorsement that Planning Board approval under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons: (Circle as appropriate.)

1. The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by Section 5 of the Manchester-by-the-Sea Zoning By-Law; and every lot shown on the plan has such frontage on:

a. a public way or way which the Town Clerk certifies is maintained and used as a public way, namely _____; or

b. a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law, namely _____ on _____, and subject to the following conditions _____;

c. a private way in existence February 18, 1954 (when the Subdivision Control Law became effective in the Town of Manchester-by-the-Sea), having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____.

2. The division of the tract of land shown on the accompanying plan is not a "subdivision" because it shows a proposed conveyance/other instrument, namely _____, which adds to/takes away from/changes the size and shape of, lots in such a manner so that no lot affected is left without frontage as required by Section 5 of the Manchester-by-the-Sea Zoning By-Law.

3. The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically _____ [buildings] were standing on the plan prior to February 18, 1954, the date when the Subdivision Control Law became effective in the Town of Manchester-by-the-Sea, and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law is submitted as follows: _____.

4. The accompanying plan is a Perimeter Plan and is not a subdivision because the plan does not show a division of land.

Printed Name and Signature of Applicant:

Printed Names and Signatures of All Persons Whose Land is the Subject of this ANR Plan (except applicant):

Manchester-by-the-Sea Planning Board

Approval Not Required Plan [ANR] Application Checklist

Plans shall be submitted as black line prints at a suitable scale. At the time of submission all plans and information must be complete and accurate and in acceptable form as required by these Subdivision Rules and Regulations.

Petitioner:

Meeting Date:

1. ___ Ten (10) copies of Form A Application filed with Town Clerk
2. ___ Fee paid/amount (\$250 per lot shown) = \$ _____
3. ___ Ten (10) copies and one (1) Mylar of the Plan, *showing the following*:
 - a. ___ Name and address of owner of record, petitioner & surveyor
 - b. ___ Deed reference or land court certificate number
 - c. ___ Plan reference
 - d. ___ Date of application
 - e. ___ North arrow, locus sketch, date and scale
 - f. ___ Signature block with space for seven signatures.
 - g. ___ Minimum frontage on approved way
 - h. ___ Direct abutters noted by name and parcel number as determined from the Assessors Office
 - i. ___ Delineation and area of every lot - square feet and acres
 - j. ___ Location of all existing structures including setback and side and rear yard designation, and septic systems
 - k. ___ Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, monuments or references necessary to establish these lines on the ground.

l. ___ Delineation of wetlands on the lots being created by the plan (including the lot being created by the remaining land)

m. ___ The zoning classification and location of any other boundaries that may lie within the locus of the plan : see <http://host.appgeo.com/manchesterma/Map.aspx>

Zoning District _____ Water Resource Protection District _____

Flood Plain _____ Flood Control District _____

n. ___ The notation: "No official verification of any wetlands has been made or intended by Planning Board endorsement

o. ___ The notation: "Planning Board endorsement does not certify compliance with Zoning Bylaw."

p. ___ In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the applicant shall be shown on the plan.