**APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED**

 **NOT TO REQUIRE APPROVAL UNDER THE SUBDIVISION CONTROL LAW**

**\*\*APPLICATION FILING INSTRUCTIONS\*\***

*\*\*This checklist is for Applicant’s reference only, do not include this checklist with an ANR Plan submission\*\**

1. Submit one (1) original and one (1) digital copy of the fully executed **Form A** Application to the Planning Office.
	1. If the Application is signed by a trustee of a trust, an officer of a corporation or limited liability corporation or a partner of a partnership, then a proper affidavit or certificate of vote, signed under oath and notarized, shall be provided to support each such signature.
2. Submit two (2) paper copies of the ANR Plan.
3. Submit one (1) Mylar of the ANR Plan for endorsement.
4. Submit the ANR Plan in digital format.
5. Submit all evidence necessary to establish that the proposed ANR Plan does not require approval under the Subdivision Control Law (GL c.41 §§81L and P) and the Planning Board’s Subdivision Rules and Regulations (Norwell Code Chapter 302).
6. Submit one Municipal Lien Certificate executed by the Norwell Treasurer-Collector.

1. Submit the required filing fee (check or money order only, using the Planning Board’s Schedule of Fees) made payable to the Town of Norwell.
2. Submit **ALL** materials in digital format to the Planning Office.

*Please review* [*Norwell Town Code §302-4*](https://ecode360.com/32062881) *for information regarding ANR Plans if you have any questions regarding the above checklist. Please address to the Planning Office at (781) 659-8021.*

**Town of Norwell – County of Plymouth**

*Office of Planning Board*

Planning Department

Norwell Town Offices, Room 112

345 Main Street

Norwell, Massachusetts 02061

Phone: (781) 659-8021

Fax: (781) 659-7795

[www.townofnorwell.net](http://www.townofnorwell.net)

**Form A**

**APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED**

 **NOT TO REQUIRE APPROVAL UNDER THE SUBDIVISION CONTROL LAW**

To Planning Board:

1. Name of Applicant(s):

 Address:

 Town, State, Zip:

 Telephone:

 E-mail Address:

1. Name of Owner(s):

Address:

 Town, State, Zip:

 Telephone:

 E-mail Address:

1. Location of Property

 (Street Address):

1. Zoning District:
2. Frontage: Feet \_\_\_\_\_\_\_\_ Name of Way \_\_\_\_\_\_\_\_\_\_\_\_
3. Size of Property: Acres \_\_\_\_\_\_\_\_ Square Footage\_\_\_\_\_\_\_\_\_\_\_\_
4. Assessing References: Map \_\_\_\_\_\_\_\_ Block\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_

 Map \_\_\_\_\_\_\_\_ Block\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_

1. Registry References:

\*For Recorded Land Plan: Book \_\_ \_ Page \_\_\_\_\_\_

 Deed: Book \_\_\_\_\_ Page

\*For Registered Land Plan: \_\_\_\_\_\_

 Title Certificate: :

1. Name of Engineer:

 Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

 Town, State, Zip:

 Telephone: E-mail Address:

1. Name of Surveyor:

 Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

 Town, State, Zip:

 Telephone:

 E-mail Address:

The undersigned Applicant(s) wish(es) to submit the accompanying ANR Plan, which is

1. Entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Was prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Consisting of \_\_\_ Sheets

(the “ANR Plan”);

and,

based upon the ANR Plan and the information submitted with this Application, including any representations made below, the Applicant hereby requests a determination by, and the endorsement of, the Norwell Planning Board that approval of the ANR Plan under the Subdivision Control Law is not required pursuant to MGL c.41 §81L and §81P.

The undersigned Applicant(s) certify that approval of the ANR Plan under the Subdivision Control Law is not required for the following specific reasons: (Check the reasons below as appropriate.)

1. \_\_\_\_ The ANR Plan does not require approval under the Subdivision Control Law

because it does not show a division of a tract of land into two or more lots or a re-subdivision of the property.

1. \_\_\_\_ The Plan does not require approval under the Subdivision Control Law because:
2. Every building lot shown on the ANR Plan has frontage of at least such distance as is presently required under Norwell Code §201-9.3, which requires a minimum of eighty (80) feet of frontage for erection of a building in the zoning district in which the property is located.

**And**

1. The frontage for each lot shown on the ANR Plan is on one of the following types of ways (check one of the following, as appropriate):
2. \_\_\_\_ A public way named: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

which the Town Clerk has certified is maintained and used as a public way.

(**NOTE**: Attach Town Clerk certificate that the way is public.)

**Or**

1. \_\_\_\_ A definitive subdivision way named: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

which is shown on a definitive subdivision plan approved and endorsed by the Planning Board in accordance with the Subdivision Control Law and either has been built or is properly secured pursuant to GL c.41 §81U ¶7.

The Definitive Subdivision Plan:

* Is Entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Was Approved on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was

 endorsed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(**Note**: The Applicant shall submit the applicable Certificate of Action and Covenant to prove that the Definitive Subdivision Plan is not subject to a lot limitation or any other such limit on development.)

**Or**

1. \_\_\_\_ A private way named: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

which was in existence prior to February 9, 1953, the date the Subdivision Control Law took effect in Norwell and with the Planning Board voting affirmatively that, in the Board’s opinion, the way has 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.

**Note**: Attach the evidence upon which the Applicant will rely to establish that the private way was in existence prior to February 9, 1953 as an exhibit to this Application and to support a determination by the Planning Board that the way currently has sufficient width, suitable grade, and adequate construction.

1. \_\_\_\_ The ANR Plan does not require approval under the Subdivision Control Law

because the division shown on the ANR Plan would merely add to, take away from, or change the size and shape of the lots shown in such a manner as not to leave any lot so affected without the minimum required frontage.

1. \_\_\_\_ The ANR Plan does not require approval under the Subdivision Control Law

because the land shown on the Plan has two (2) or more buildings located on it that were standing on February 9, 1953 (the date when the Subdivision Control Law took effect in Norwell) and the proposed division of land would create separate lots on each of which one (1) of such buildings would remain standing.

**Note**: Attach the evidence upon which the Applicant will rely to establish that each such building was standing prior to February 9, 1953.

NOTE: Endorsement of an ANR Plan is not evidence that the division shown on the ANR Plan conforms to current zoning requirements and separate zoning relief may be required before a lawful conveyance under the ANR Plan may occur.

The undersigned Applicant hereby certify(ies) that the facts set forth above are true and accurate to the best of my/our knowledge after having made a good faith investigation of the facts and I/we hereby further certify that all Owners of record of the land shown on the ANR Plan have assented to this Application and have signed the Application below.

SIGNED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

 Signature of Applicant

 (Print Name: )

 Date:

 Signature of Applicant

 (Print Name: )

Date:

I/We hereby certify that I/We are the record Owners of the subject property shown on the Plan and that I/We hereby assent to and/or join in this Application.

SIGNED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

 Signature of Owner

 (Print Name: )

 Date:

 Signature of Owner

 (Print Name: )

 Date:

**Town of Norwell – County of Plymouth**

*Office of Planning Board*

Planning Department

Norwell Town Offices, Room 112

345 Main Street

Norwell, Massachusetts 02061

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## **Form E**

## **Designer’S CERTIFICATE**

I/We hereby certify that:

1. I prepared the Plan, entitled, and dated (“Plan”) as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. I reviewed the Planning Board’s Subdivision Rules and Regulations and Norwell’s Zoning Code;
2. The Plan was duly prepared based upon a ground survey performed on (insert date(s)): by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that, to the best of my knowledge and belief, the Plan conforms to the following requirements

(check all that apply):

🞎 NTC §302-4.0 🞎 NTC c.82 🞎 NTC §201-8.1(F) 🞎 NTC §201-3.4 Approval Not Required (ANR) Plans Scenic Road Plans Common Driveway Plans Site Plan Review

🞎 NTC §302-5.0 🞎 NTC §201-24

Preliminary Subdivision Plans Village Residential Development (VRD) Plans

🞎 NTC §302-6.0 🞎 NTC §201-25

Definitive Subdivision Plans Open Space Residential Design (OSRD) Plans

**Note**: \_\_\_\_\_ If the ANR Plan does not conform to all requirements, the Designer has submitted a letter that details each way in which the Plan does not conform and why.

**Note**: \_\_\_\_\_ If more than one Designer prepared the Plan, then each Designer has certified (attached hereto) the part or parts of the Plan prepared by each, otherwise the sole signatory shall take full responsibility for the entire Plan.

SIGNED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

Signature of Designer (Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Registration #

🞎 Engineer 🞎 Architect

🞎 Surveyor 🞎 Wetlands Scientist

🞎 Landscape Architect 🞎 Other

*Imprint Professional Seal Here*

TOWN OF NORWELL

**TREASURER/COLLECTOR’S OFFICE**

**345 MAIN STREET**

**NORWELL, MA 02061**

**(781) 659-8070**

**fax (781) 659-7795**

## **MUNICIPAL LIEN CERTIFICATE REQUIREMENT**

A MUNICIPAL LIEN CERTIFICATE ISSUD BY THE Treasurer-Collector’s Office must BE SUBMITTED WITH EACH APPLICATION TO certify THE STATUS OF PAYMENT OF taxes AND OTHER CHARGES pursuant to MGL c.40 §57.

Property Location:

Assessed Owner:

Current Owner:

Assessor’s Map: Block: Lot:

Assessor’s Map: Block: Lot:

Assessor’s Map: Block: Lot:

(**NOTE**: An Application is **NOT** complete without the executed Municipal Lien Certificate.)

**Treasurer-Collector’s Office Use Only**

Taxes for the above-referenced parcel(s) were checked on , and Treasurer-Collector records indicate that taxes are:

* Paid-to-Date, (if checked, no further action is required)
* Outstanding as follows:
* Real Estate:
* Water:
* Other:

 Treasurer-Collector’s Office