

**CHECKLIST**  
**Millbury Planning Board**  
**Submission of ANR plan**

**ANR Plan Name:** \_\_\_\_\_

Property Address: \_\_\_\_\_ Assessor's Map \_\_\_\_\_, Lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Submission Checklist:**

- \_\_\_\_\_ 1) Two (2) Properly Executed COPIES OF Form A are attached to the ANR Plan.
- \_\_\_\_\_ 2) Submission Fee of \$\_\_\_\_\_ made Payable to the Town of Millbury for the ANR Plan.
- \_\_\_\_\_ 3) The Plan was submitted by delivery or by certified mail, postage pre-paid to the Department of Planning and Development.
- \_\_\_\_\_ 4) One original ANR Plan and seven (7) copies thereof showing:
  - \_\_\_\_\_ a. Identification of the plan by name of the owner of record and location of the land in question including Deed, Book and Page reference, the Assessors' tax map number and lot number, area, frontage in feet, the scale, north point, date, and datum (NAD 83 and NAVD 88).
  - \_\_\_\_\_ b. The statement, "Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the signatures of all the members of the Board.
  - \_\_\_\_\_ c. A locus map at a scale of one thousand feet to the inch (1"=1,000') showing the boundaries of the abutting properties.
  - \_\_\_\_\_ d. Zoning classification and location of any zoning district boundaries that lie within the locus of the plan, including any overlay zoning districts.
  - \_\_\_\_\_ e. Site information showing all flood plains and zones, waterways and wetland/resource areas pursuant to the Massachusetts Wetlands Protection Act (on site and within one hundred feet (100') of the property), locations of wells (on site and within one hundred feet (100') of the property), and front/side/rear building setback lines. In the event this information is not accessible by virtue of being denied access to such, the plan shall reflect what information is accessible, and shall describe any limitation encountered.
  - \_\_\_\_\_ f. In the case of the creation of a new lot, all the remaining contiguous land area and frontage of the land owned by the Applicant.
  - \_\_\_\_\_ g. In the case of the creation of a new lot, the regularity factor calculations in conformance with Millbury Zoning Bylaws, Section 32.12 Odd-Shaped Lots Prohibited.
  - \_\_\_\_\_ g. Notice of any and all decisions including but not limited to variances, special permits, etc. regarding the land or any buildings thereon, including the deed book and page numbers where such documents are recorded in the Worcester Registry of Deeds.
  - \_\_\_\_\_ h. Names of abutters from the most recent local tax list. If the Applicant has knowledge of any changes subsequent to the latest available Assessor's records, this information shall be indicated on the plan.
  - \_\_\_\_\_ i. Names and status (e.g., private or public, how developed and maintained, etc.) of streets and ways shown on plan, and covenants regarding common driveways, if any.
  - \_\_\_\_\_ j. The names and addresses of the record owner of the land and Applicant and the name, seal, and address of the surveyor who made the plan.
  - \_\_\_\_\_ k. Bearings and distances of all lines of the lot or lots shown on the plan and the distance bearing to the nearest permanent street monument.
  - \_\_\_\_\_ l. Areas of frontage that exceed an eight percent (8%) grade and any items that will limit access along the frontage (i.e. guard rails, large ledge outcroppings).
  - \_\_\_\_\_ m. Site distances from the proposed access point for each proposed lot.
  - \_\_\_\_\_ n. A list of all references used to establish property lines.
  - \_\_\_\_\_ o. Location and description of all existing buildings and structures including all septic systems, surface and sub-surface drainage with front, rear and side setback requirements.
  - \_\_\_\_\_ p. Location and description of all bounds, fences, walls, guard rails, easements and/or encumbrances, including location of existing trails and other pertinent information. Monuments shall be installed at all property corners; at least two monuments including datum references shall be shown on the property. The distance between monuments shall not exceed three hundred fifty feet (350').
  - \_\_\_\_\_ q. The following statement: "Compliance with zoning or other regulations is neither expressed nor implied."
  - \_\_\_\_\_ r. If the plan shows any parcel(s) which are not intended as a building lot or which do not meet the minimum requirements set forth in the Town of Millbury Zoning Bylaw, the following statement: "Not a building lot; no further building may occur without further approval by the Planning Board pursuant to the Subdivision Control Law."

- \_\_\_\_\_ s. Justification/description of basis for claim to ANR endorsement, clearly noted both on the application form and on the plan (i.e: required frontage on a Town accepted road, separation of lots with buildings which preexist subdivision control (including evidence), etc.).”
- \_\_\_\_\_ **5)** For plans prepared in a CAD or GIS environment, a CD-ROM or DVD containing the ANR plan and a level III standard digital file (SDF) per MassGIS standards for digital plan submittals to municipalities.

The Millbury Planning Board has accepted the submission of the above ANR Plan. This document certifies that, as currently submitted, the ANR Plan meets the minimum submission guidelines as set forth by the Town of Millbury, Rules and Regulations Governing the Subdivision of Land. This document certifies that the ANR Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the ANR Plan. Approval of the ANR Plan is governed by the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

Planning Director/Planning Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_