

**FORM A**  
**APPLICATION for ENDORSEMENT of APPROVAL NOT REQUIRED PLAN**

**APPLICANT/ CONTACT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**\* If applicant is different than owner, a letter of authorization from the owner must accompany this form.**

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

**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 prior to March 7, 1949, when the Subdivision Control Law became effective, and which the Boards finds adequate for the way's proposed use and sufficient width, suitable grades and adequate construction, or
  - a way shown on a plan of a subdivision registered in Land Court prior to March 7, 1949.
- 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 March 7, 1949 into lots on each of which one building is still standing;
- The plan is a perimeter plan showing the property lines of an existing lot, said lot not being shown any previous plan endorsed by the Planning Board;

**SUBMITTAL REQUIREMENTS:**

- 1 Application fee made payable to Town of Danvers  
*Adjusting Lot Lines/Combining Lots = \$50 per lot*  
*Creating New Lots = \$100 per lot*
- 1 Completed application and all supporting documentation *(any previous Board or Commission decisions)*
- 1 Completed ANR Plan Requirements checklist.
- 1 Letter providing owner(s) authorization. *(if the owner is not the applicant)*
- 1 Project narrative describing the proposal.
- 6 **FOLDED** and **STAPLED** copies of all plan and elevation sets.
- 1 Mylar of the plan
- 1 Electronic PDF format of all plans, elevations, and applicable reports/studies.  
*(Can be submitted on CD or emailed to dfields@danversma.gov)*

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

**For Department Use Only:**  
Date Comments Due: \_\_\_\_\_  
Date of Planning Board Hearing: \_\_\_\_\_

**\* Must be submitted at least 14 days prior to Planning Board hearing.**  
**\* Incomplete filings will not be accepted.**

# ANR Plan Requirements 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.

If the plan is determined not to require approval under the Subdivision Control Law it shall be endorsed by the Planning Board, most likely at their next scheduled meeting, without a public hearing (MGL c.41, s.81-P). In any event, the Planning Board may take up to 21 days from the time the plan was submitted to the Town Clerk to respond.

Each lot created must have the minimum required frontage.

The plan shall be prepared by a Registered Professional Engineer and Registered Landscape 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*)
- Name, address, company, phone number of engineer or surveyor
- Registry of Deeds block
- Deed reference(s) and/or land court certificate number(s) noted.
- Planning Board signature block
- Zoning District designation
- 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
- Names, centerlines, and boundary lines of all existing streets within the immediate vicinity of the property
- 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 Danvers Board of 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 in the event of zoning noncompliance: "Planning Board endorsement does not reflect compliance The boundaries of Zone A around surface water supplies and the boundaries of Zone I and Zone II around groundwater supplies