

**FORM A APPLICATION**  
For Approval Not Required (ANR) Division of Land

Date:

**One copy of this form and a plan must be filed with the Town Clerk before submittal to Planning.**

To the Planning Board:

The undersigned, believing that the accompanying plan of property in the Town of Ipswich, Massachusetts, does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that the Planning Board approval under the Subdivision Control Law is not required.

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant (if different from subject address):  
\_\_\_\_\_

3. Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Address and Description of Property: \_\_\_\_\_

5. Assessor's Map(s): \_\_\_\_\_ and Lot(s) \_\_\_\_\_

6. Deed Reference: Book \_\_\_\_\_, Page \_\_\_\_\_ or Certificate of Title \_\_\_\_\_

7. Name of Surveyor: \_\_\_\_\_

8. Surveyor's Address: \_\_\_\_\_

9. Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of the Plan (e.g. is it a lot line adjustment? are lots being created? please describe):

Signature of Owner(s): \_\_\_\_\_

**Please indicate the reason (either A, B, C or D, not a combination) that you believe your plan is not a subdivision requiring Planning Board approval under the Subdivision Control Law.**

**A.** Each lot on the plan meets one of the following criteria (choose one) by having frontage, lot area and lot width required under the Protective Zoning Bylaw on:

- a. a public way, or
- b. a way which the Town Clerk certifies is maintained and used as a public way, or
- c. a way shown on a plan approved and endorsed by the Planning Board under the Subdivision Control Law, recorded in Plan Book\_\_\_\_\_, Plan\_\_\_\_\_, or
- d. a way in existence before the adoption of the Subdivision Control Law by the Town and which the Board finds adequate for the way's proposed use, or
- e. a way shown on a plan of a subdivision recorded at the Registry of Deeds or the Land Court prior to the adoption of the Subdivision Control Law.

**B.** Each lot has been clearly marked on the plan to be either:

- a. joined to and made part of an adjacent lot, or
- b. labeled "Not a Building Lot".

**C.** Each lot on the plan contains a building which existed prior to the adoption of the Subdivision Control Law.

**D.** The plan shows an existing parcel with no new lot division(s) and has frontage on a way described above.

**Is the property or any portion of it enrolled in the State's Chapter 61 program?**

(  ) yes      (  ) no

If yes, is the intent to keep it in Chapter 61 or to change the use? Please note that if the use changes, e.g., the lot is sold for a residential building lot(s), there are notification requirements and the possibility of Chapter 61 rollback taxes being due. Check with the Planning and Development Department for further information.

## **Instructions and Checklist for Form A – Approval Not Required (ANR) – Application (Ch. 41, 81P)**

The Form A application is intended for use when Subdivision Control Law do not apply to the proposed division of land. Please refer to the Subdivision Rules and Regulations available on-line and from the Town Clerk's office.

### **Each Form A application must include the following:**

- One (1) completed application and one (1) copy of plans for submittal to the Town Clerk
- Two (2) completed applications and two (2) copies of plans for submittal to Planning & Development Dept.
- One (1) mylar plan (considered to be the original plan)
- One (1) PDF file of the completed application (can be supplied via email or CD)
- One (1) PDF file of the plan (can be supplied via email or CD)

### **Submission**

1. Please submit an application and plan to the Town Clerk first. You will receive a time-stamped copy.
2. Submit the PDF files, applications and plans to the Planning & Development Department. You will be informed at that time when your application will be heard by the Planning Board.
3. Payment of submittal fee is due upon submission to the Planning & Development Department.

### **Process**

At the Planning Board meeting, the Board will review your application and plan. If they find that the Subdivision Control Law does not apply and that your submitted materials are adequate, the Director of Planning will sign the plans and release the mylar plan to you for recording at the Registry of Deeds.

### **Plan Checklist**

Refer to Planning Board Subdivision Rules and Regulations Section 3.2 (including fee schedule) where applicable. All the information shown below must be on the plan.

- \_\_\_\_\_ Title Block
- \_\_\_\_\_ "Approval Not Required", Signature Block for Planning Board
- \_\_\_\_\_ Notation as follows: "The Planning Board's endorsement of the plan as not requiring approval under the Subdivision Control Law does not give lots or parcels any standing under the Protective Zoning Bylaw of the Town of Ipswich."
- \_\_\_\_\_ Zoning & Water Supply District(s) Identified & Boundaries Shown
- \_\_\_\_\_ References to any Special Permits/Variances, etc.
- \_\_\_\_\_ Locus Map (Scale: 1" = 1000')
- \_\_\_\_\_ Location & Names of Abutters
- \_\_\_\_\_ Streets & Ways (Location, Status, R.O.W. & Pavement Width, Scenic Roads Noted)
- \_\_\_\_\_ Bearings, Distances, & Curve Data of Streets, Easements, Lot Lines; Existing Bounds
- \_\_\_\_\_ Lot Numbers, Area of Lots & Easements; Areas in Square Feet and Acres
- \_\_\_\_\_ Lot Frontage & Lot Width for Each Lot
- \_\_\_\_\_ All Land Area Affected by Division including Remaining Land(s) of Applicant
- \_\_\_\_\_ Each Lot Not Complying with Zoning Designated as "Not a Building Lot"
- \_\_\_\_\_ Existing Structures, Wells, Septic Systems & Setbacks
- \_\_\_\_\_ Stonewalls, Fences, Cart Paths, Drives, Trails, Streams, Brooks, Water Bodies
- \_\_\_\_\_ Trees (Over 6" in Caliper) along a "Scenic Road"
- \_\_\_\_\_ Deed References of Locus & Abutting Lots
- \_\_\_\_\_ North Point & Reference of Origin
- \_\_\_\_\_ Lot(s) Shown on Plan Meet Criteria of Section 3.2.18 (.1 & .2)

\$100.00 Filing Fee + Number of Lots created \_\_\_\_\_ x \$100.00/ Ea = \$\_\_\_\_\_ Required.