

TOWN OF SPENCER
Office of Development & Inspectional Services



Memorial Town Hall
157 Main Street
Spencer, MA 01562

Tel: 508-885-7500 ext. 180
Fax: 508-885-7519

Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

Application for ANR

(Approval Not Required under the Subdivision Control Law)

Name of Applicant: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____ Other Phone: _____

Name of Owner(s): _____ Address: _____

Name of Surveyor: _____

Address: _____

Daytime Phone: _____ Other Phone: _____ Email: _____

Location of Property: _____ Zoning District: _____

Spencer Assessor's Tax Map Number: _____ Parcel Number(s): _____

Deed Reference - Worcester Registry of Deeds Book: _____ Page: _____

Plan Reference - Worcester Registry of Deeds Book: _____ Page: _____

Purpose of Application:

- create new lot(s); indicate total number (including original parcel): _____
- boundary line adjustment _____

Applicant's signature: _____

Owner's signature(s): _____

Note: All affected owners must sign the application.

Date: _____

Town Clerk's Date Stamp:

Official Use Only:

Fee: _____ Date Paid: _____ Check #: _____

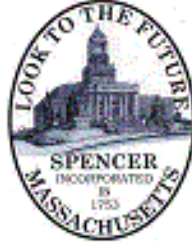
Assessors Signature _____ Date: _____

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Date: _____

Applicant/Owner: _____

Address: _____

ANR Plan Regulations Checklist				
		Yes	No	N/A
1.	Total frontage and area of each lot, including remaining land.			
2.	Existing and proposed boundaries, illustrating plan purpose.			
3.	Location and approximate area of any wetlands – net useable area (15,000 sf minimum for septic; 5,000 sf minimum for sewer			
4.	Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, monument or references necessary to establish these lines on the ground.			
5.	Location of all existing structures, showing setback dimensions.			
6.	Square foot coverage of existing structures – building coverage.			
7.	Boundary lines of contiguous and adjacent land and the names of the owners thereof, as determined from the most recent tax list.			
8.	Location, names & present widths of all ways abutting the property.			
9.	A description of the plan purpose and any changes to parcels or lots.			
10.	Locus map, north point, date and scale.			
11.	Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan and/or any classifications by the Board of Assessors under Chapter 61, 61A, or 61 B			
12.	Notice of any decisions by the Planning Board or the ZBA.			
13.	Suitable space to record the endorsement of the Board.			
14.	A note on the plan indicating that any parcel being created that does not conform to the Spencer Zoning Bylaw is not a buildable lot.			
15.	Record owner, registered land surveyor, and recorded information.			
16.	Town of Spencer Assessors Map and Parcel numbers.			
17.	PDF formatted plan sent electronically to mgervais@spencerma.gov			
18.	<u>Completed Form, application fee, required 7 Copies of Plans with mylar</u>			

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**APPROVAL NOT REQUIRED
(ANR) PLANS
REQUIREMENTS**

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- A. Description of an ANR Plan: An ANR plan is one which does not require approval under the Subdivision Control Law (MGL Ch 41 § 81P). Such plans may be divisions of land such that each parcel contains the minimum frontage required under the Spencer Zoning Bylaw where the frontage is on an existing street as defined in Article 1 of these subdivision regulations. Where no frontage is specified in the Zoning Bylaw, each parcel must have a minimum of 20 feet frontage.
- B. Plan Requirements: An ANR plan shall be prepared by a land surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn to the requirements of the Recording Rules adopted by the Registry of Deeds in Massachusetts. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan. An ANR plan shall contain the following information:
1. Total frontage and area of each lot shown on the plan, including any "remaining land" area, and including the net useable area of each resulting lot. In cases where a parcel is being subdivided from a large parcel, a copy of the Assessor's map may be used to show the location, approximate boundaries, frontage, and area of the "remaining land".
 2. Existing and proposed boundaries shall be shown with lines of different thickness or types (e.g. solid vs. dashed) to clearly illustrate the purpose of the plan.
 3. Location and approximate area of wetlands as shown on the most recent DEP Wetlands map from MassGIS, to prove compliance with Section 5.3.9 of the Spencer Zoning Bylaw (minimum net useable area; must have 15,000 sf non-wetland if relying on individual septic, or 5,000 sf if on public sewer).
 4. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and monuments or references necessary to establish these lines on the ground.
 5. Location of all existing structures on all lots affected by the ANR, showing setback dimensions for front, side and rear (note that for setbacks that are clearly well above the minimum required by the Spencer Zoning Bylaw, an approximate distance may be used, but shall be so noted on the plan).
 6. Square foot coverage of existing structures (for use in determining compliance with building coverage requirements).
 7. Where practical, boundary lines of contiguous and adjacent land and the names of the owners thereof, as determined from the most recent tax list.
 8. Location, names, present widths, and status of public and private ways abutting the property.
 9. A note indicating the specific purpose of the plan including a description of the proposed changes to the parcels or lots.

10. Locus map, north point, date and scale.
11. Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan.
12. Notice of any decisions by the Planning Board and the Zoning Board of Appeals, including, but not limited to, variances and special permits regarding the land or any buildings thereon plan and/or any classifications by the Board of Assessors under Chapter 61, 61A, or 61 B
13. Suitable space to record the endorsement of the Board that Approval is Not Required and the signatures of the members of the Board or their designee.
14. A note on the plan indicating that any parcel being created that does not conform to the Spencer Zoning Bylaw is not a buildable lot.
15. Name of the record owner, name of the registered land surveyor, and the Worcester Registry of Deeds book and page reference of conveyance to record owner.
16. Town of Spencer Assessors Map and Parcel numbers.

C. Approval Process:

1. Any Person who wishes to cause to be recorded in the Registry of Deeds, or to be filed with the Land Court a plan of land may submit to the Planning Board the mylar for said plan, seven (7) prints thereof, the filing fee, and the application form, accompanied by the necessary evidence to show that the plan does not require approval under the subdivision control law.
2. Applications shall be submitted to the Office of Development & Inspectional Services. The application and plan will be reviewed by the Office, including by the Wetland/Soil Specialist, and when determined to be complete shall be taken to the Town Clerk for stamping for the purpose of commencing the official timeframe for action by the Planning Board. Applicants with incomplete applications will be notified by ODIS within 2 days of receipt of the application with incorrect or missing items, whereupon the process will be put on hold until a modified plan is submitted. The application will be listed on the next available agenda of the Board for consideration, in compliance with the deadline schedule established by the Board.
3. Once endorsed, the applicant will be notified to pick up the mylar and he/she shall be responsible for having it recorded at the Worcester District Registry of Deeds.
4. For purposes of maintenance of Town records, including tax maps kept by the Assessors Office, an electronic copy in compliance with Level III of the current version of the MassGIS Standard for Digital Plan Submission to Municipalities (available at the Office of Development & Inspectional Services or at www.mass.gov/mgis) shall be filed within 14 days of endorsement of the plan, if the plan was produced in CAD or other electronic format. The Planning Board may waive this requirement or allow a submission in compliance with Level I of the Standard upon written request which must include a statement as to the reasons electronic submission is not possible. For Level III submissions, the coordinate system to be used shall be the Massachusetts Coordinate System, North American Datum 1983, with units of US Survey Feet, and the vertical datum shall be the North American Vertical Datum 1988.