
**TOWNSEND PLANNING BOARD
INSTRUCTIONS FOR
FORM ANR
APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO
REQUIRE APPROVAL**

Dear Applicant,

The Townsend Planning Board has assembled this packet to assist you in gathering together the information required to allow the Planning Board to approve your plan.

Remember: Failure to provide ALL requested information would be cause for denial of your plan!

Procedure:

1. Have a registered engineer or surveyor prepare your plan. Make sure your engineer or surveyor has the most recent rules and regulations of the Planning Board. An unofficial posting of the Rules and Regulations are available on the Townsend website at www.townsend.ma.us. Official paper copies should be obtained from the Town Clerk's or Planning Board office. If the plans aren't prepared in accordance with our rules, they may be rejected, and reapplication will cost you a minimum of an extra \$75.
2. Your engineer or surveyor should prepare one original and at least seven (7) copies, along with a suitable electronic copy on a CD.
3. Your engineer or surveyor must prepare Section 16. with respect to street(s) being used to provide frontage (usually this will be just one street) and also complete, sign & stamp Section 17.
4. You or your engineer or surveyor should complete the application form, and you must sign it. Remember, in the case of property owned jointly, all owners must sign; this is the one of the most common reasons for rejection. In the case of property owned by a trust or corporation, you must provide documentation showing who has signatory authority. If you do not plan to attend the Board Meeting, please provide written authorization for your representative to appear on your behalf. Ann Authorization Form is available the Town website or at the Planning/Land Use Office.
5. Section 15. is for parcels that do not meet frontage or zoning requirements. Normally, we do not permit the creation of non-conforming parcels. However, a very common exception to this is when a parcel is being conveyed to another property, so that the result will conform to zoning. If that is the case, have your engineer or surveyor indicate that in this section, and also indicate the disposition of the parcels on the actual plans. If you are creating a non-conforming lot for any other reason, we suggest consulting with an attorney to be sure that you qualify for ANR status.
6. If you have any questions, or to schedule Agenda time, please contact the Planning Board Administrator at 978-597-1700 x1722, or the Land Use Coordinator at 978-597-1700 x1703. Alternatively, you may submit your plans by certified mail (see Rules and Regulations).