

WOBURN PLANNING BOARD

INSTRUCTIONS FOR FILING AND PROCESSING OF PLANS NOT REQUIRING APPROVAL UNDER THE SUBDIVISION CONTROL LAW (ANR's)

1. APPLICATION REQUIREMENTS

An application for a determination by the Woburn Planning Board as to whether a plan requires approval under the Subdivision Control Law may be made to the Board and shall consist of all of the following:

- a. A completed application (Form A);
- b. A completed surveyor's certificate (Form ES -1);
- c. An original drawing and eight contact prints of the plan, all at a minimum size of 18"x24" with a horizontal scale of 1"=40' and a vertical scale of 1"=4';
- d. A statement by the applicant outlining the particular provisions of law under which the plan does not require approval, along with sufficient evidence satisfactory to the Board to support the application; and
- e. The required filing fee (see Section II.B.3. below)

Neither a plan nor an application shall be deemed to have been submitted to the Board until all items in subsection 1.a. through 1.e. above have been delivered to the Board (a) at a regular or special Meeting thereof or (b) at the Planning Department at City Hall during regular business hours, and all are fully completed in accordance with these Rules and Regulations. Thereafter, the applicant shall file, by delivery or by registered mail, a notice with the City Clerk stating the date of submission for such determination accompanied by a copy of said application.

2. PLAN CONTENTS

Plans shall contain the following information:

- a. Identification of the plan by name of owner of record and location of the land in question cross-referenced to page and parcel numbers of the Assessors Maps;
- b. The statement "Woburn Planning Board approval under the Subdivision Control Law Not Required" along with suitable space for the date and signatures of the Board;
- c. The statement "No determination of compliance with all zoning requirements has been made.";
- d. A locus plan at a scale of 1" = 800';

- e. Zoning classification of property and location of any zoning district boundary lines that lie within the locus of the plan;
- f. In the case of creation of a new lot, the remaining land area and frontage of the land in the applicant's ownership;
- g. Location of all existing buildings including setback and side and rear yard designations;
- h. The name and dimensions of the road purported to provide sufficient and adequate frontage for each lot, including a notation as to whether the road is a public or private way;
- i. The scale, date, and name of the engineer or surveyor who prepared the Plan, along with professional registration stamp;
- j. Metes and bounds and lengths of all existing and proposed boundary lines; and
- k. Notation explaining purpose of ANR (i.e. combining lot "A" with lot "B" to create one buildable lot, making an existing non-conforming lot conforming, etc.).

3. FEES

The fees for submission of ANR plans shall be one hundred dollars (\$100) for plans that do not create new building lots (i.e. lot line adjustments) or, for plans that create new building lots, the fee shall be two hundred dollars (\$200) for each new building lot created.

4. REVIEW/APPROVAL PROCESS

- a. If the Board determines that the plan submitted does not require approval, it shall, without a Public Hearing and within twenty-one (21) days of submission, endorse the plan. The plan then will be delivered to the applicant by the Board, and written notice given to the City Clerk of the date of the Board's determination.
- b. If the Board determines that the plan does require its approval under the Subdivision Control Law, it shall, within twenty-one days (21) of submission, so notify the City Clerk and the applicant in writing, and said applicant may then resubmit the plan for approval as a subdivision, as hereinafter provided by these Rules and Regulations.