



TOWN OF MONTAGUE

DEPARTMENT OF PLANNING AND CONSERVATION

Subdivision Approval Not Required (ANR) Plan Flow Chart

Submit Original, 5 copies and a PDF of Plan (Form A), Fee, and evidence to Planning Board. One Copy of Form A filed with Town Clerk

Town Clerk Office Hours:
Monday 8:30-5:30
Tuesday 8:30-5:30
Wednesday 8:30-6:30
Thursday 8:30-5:30

Planning Board Meets:
4th Tuesday of the Month, 6:30 PM in Town Hall
(To get on agenda, application must be filed by previous Friday)

Planning board must review plan within 21 days of receipt by Town Clerk

ANR DENIED

Planning board files written notice within 21 days with Town Clerk and applicant that Subdivision approval is required pursuant to MGL CH. 41, 81K-

ANR
APPROVED

Planning board endorses and returns original Plan to Applicant and notifies Town Clerk of Action

Applicant submits Subdivision application to Planning Board

Applicant appeals decision to the appropriate court within 20 days of denial pursuant to MGL Ch. 41, 81Y and notifies Town Clerk

Applicant records endorsed plan with the Franklin County Registry of Deeds

FEES and OTHER EXPENSES:

ANR Application Fee: \$50, plus \$25 per new lot

Consultant Review fee may be required for some projects, to be determined by Planning Board and deposited in advance by applicant.

CONTACTS:

Town Planner (413) 863 3200 ext. 112

planner@montague-ma.gov

Building Inspector (413) 863 3200 ext. 114

inspector@montague-ma.gov

Town Clerk (413) 863 3200 ext. 104

clerk@montague-ma.gov

Registry of Deeds

Franklin County Courthouse

425 Main St. Greenfield, MA 01301

APPROVAL NOT REQUIRED (ANR) PLANS: ANR plans show the creation of (building) lots with frontage on existing roads. The Planning Board must determine if there is adequate frontage, as required by the Zoning Bylaw, and adequate access.

Frontage must be on one of the following types of roads:

- A public way or way which the Town Clerk certifies is maintained and used as a public way;
- A way shown on a subdivision plan which has been previously approved and endorsed by the Planning Board; or
- A way which was in existence when the Subdivision Control Law took effect and which the Planning Board has determined is suitable for the proposed use of the lots