



MONTAGUE PLANNING BOARD

FORM A- Instructions

APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED NOT TO REQUIRE APPROVAL (ANR)

Use: File this form if you are dividing land and believe the division does not constitute a subdivision as laid out in the Montague Subdivision Regulations, Section 3.2, and the Massachusetts Subdivision Control Law, M.G.L. Chapter 41, Sections 81K-81GG (*online www.montague-ma.gov or at Town Hall.*

Instructions for submission:

- Please type or print all information. Incomplete applications will not be considered.
- Deliver the following items to the Montague Town Clerk in Town Hall for review a minimum of 4 business days prior to a scheduled Planning Board Meeting. Office hours are 8:30 a.m. to 5:30 p.m., Monday, Tuesday, Thursday, and 8:30 a.m. to 6:30 p.m. on Wednesdays. The Town Clerk will initial and date stamp the application upon receipt. The Town Planner can review applications prior to submission to the clerk. Applications left with the Planning Department will be filed with the clerk on the business day that they are received.
 - Two copies of the Form A signed by the applicant.
 - An original reproducible Mylar plan prepared by a registered professional engineer or registered land surveyor **and** four (4) paper copies of the original plan. Plans must comply with the requirements of Section 3.2 of the Town of Montague Subdivision Regulations.
 - A compact disk or flash drive, or email containing a digital copy of the plan in PDF format **plus** accompanying documents in PDF format to be submitted. (planner@montague-ma.gov)
- Pay fee in check or money order payable to Town of Montague to the Planning Department to receive a stamp verifying payment (\$50.00 per each new lot or parcel created)

Next steps after submission:

- You will be scheduled to attend the next Planning Board Meeting. The Board typically meets the fourth Tuesday of the month. Possible outcomes:
 1. If the application is complete and meets the requirements of Section 3.2 of the Montague Subdivision Regulations and M.G.L. Chapter 41, Sections 81K-81GG, the plans will be endorsed by the Planning Board. You will receive the signed original Mylar and the Planning Board will keep two signed paper copies.
 2. If the application is not complete or the Planning Board requires more information, the application will be rejected and you will receive additional instructions at that time.
 3. If the Planning Board determines that the plan requires subdivision approval, you will be asked to submit a subdivision application.
- Once the plans have been endorsed, register the ANR at the Franklin County Register of Deeds, located in Greenfield, MA, 413-772-0239. Recording hours are Mon- Fri, 8:45 - 4:00.



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FORM A

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1. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

E-mail Address: _____

Signature: _____ Date: _____

2. Property Owner(s) (If different from above. All entities listed on deed must sign. Please attach additional sheets if necessary.)

Name: _____ Phone #: _____

Mailing Address: _____

E-mail Address: _____

Signature: _____ Date: _____

3. Name of Registered Land Surveyor/Engineer: _____

Mailing Address: _____

Phone #: _____ E-mail Address: _____

4. Parcel ID: Street Address: _____

Map: _____ Lot/Parcel #: _____ Zoning District: _____

Number of existing parcels/lots: _____ Number of new parcels/lots: _____ Fee: _____

5. Description of changes: _____

PLANNING DEPARTMENT RECEIPT

TOWN CLERK RECEIPT