



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## FORM A

### **PROCEDURE FOR SUBMITTING APPLICATION FOR APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT**

**A completed application consisting of each of the requirements of §2.2 of the Subdivision of Land Regulations will be filed as follows:**

- **ten (10) packets to be filed with the Town Clerk; AND**
- **a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).**

**Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm of the prior week**.**

The following information and requirements must be filed with all applications for an Approval not Required (ANR) Plan Endorsement consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

**1 – Official Application Form – Original and Nine (9) Copies**

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

**2 – Required Plan(s) and Other Information including Checklist (Ten (10) Copies)**

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Subdivision of Land Regulations. The application shall include each of the requirements of §2.2 as listed in the attached Checklist which is to be submitted as part of the official application.

**3 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$275.00**. The filing fee is non-refundable.

**Note:** Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner's association.

## **ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED**

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date.
- Either you or your agent/representative shall appear before the Board at the scheduled meeting. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit ten (10) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).

Your signature on this application authorizes the Members of the Planning Board and town staff to visit and enter upon the subject property

**Please do not include a copy of these instructions with the application**



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## FORM A

### **APPLICATION FOR DETERMINATION THAT PLAN DOES NOT REQUIRE APPROVAL (ANR)**

To the Planning Board of the Town of Truro, MA

Date \_\_\_\_\_

The undersigned owners of all the land described herein submitted the accompanying plan entitled: \_\_\_\_\_ and dated \_\_\_\_\_, requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required.

Property Location: \_\_\_\_\_ Map(s) and Parcel(s): \_\_\_\_\_

Number of Lots Created: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

The owner's title to said land is derived under deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Barnstable Registry of Deeds Book and Page \_\_\_\_\_ or Land Court Certificate of Title No. \_\_\_\_\_ registered in Barnstable County.

The undersigned believes that such approval is not required for the following reasons: *(check as appropriate)*

- The accompanying plan is not a subdivision because the plan does not show a division of land.
- The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by the Truro Zoning Bylaw under Section 50.1(A) which requires 150 feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
  - a public way or way which the Town Clerk certifies is maintained and used as a public way, namely \_\_\_\_\_, or \_\_\_\_\_
  - a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely \_\_\_\_\_ on \_\_\_\_\_ and subject to the following conditions \_\_\_\_\_; or \_\_\_\_\_
  - a private way in existence on December 8, 1955, the date when the subdivision control law became effective in the Town of Truro having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely \_\_\_\_\_.
- The division of the tract of land shown on the accompanying plan is not a "subdivision" because it shows a proposed conveyance/other instrument, namely \_\_\_\_\_ which adds to/takes away from/changes the size and shape of, lots in such a manner that no lot affected is left without frontage as required by the Truro Zoning Bylaw under Section 50.1(A), which requires 150 feet.

- The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically \_\_\_\_\_ buildings were standing on the property prior to December 8, 1955, the date when the subdivision control law went into effect in the Town of Truro and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law as follows:

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- Other reasons or comments: (*See M.G. L., c.41, §81-L*)

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All other information as required in the Rules and Regulations Governing Subdivisions of Land shall be submitted as part of the application.

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(Printed Name of Owner)

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(Signature)

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(Printed Name of Owner)

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(Signature)

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(Address of Owner(s))

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(Address of Owner(s))

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(Printed Name of Agent)

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(Signature)

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(Address of Agent)

**File ten (10) copies each of this form and applicable plan(s) with the Town Clerk; and a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at  
[esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov)**

## 2.2 - APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT REVIEW CHECKLIST - Applicant

Address:	Applicant Name:	Date:		
No.	Requirement	Included	Not Included	Explanation, if needed
<b>2.2.2 Submission Requirements</b>				
Any person may submit a plan seeking endorsement that the plan does not require approval under the Subdivision Control Law by providing the Board with the following:				
a.	A properly executed application for Approval Not Required Endorsement (Form A).			
b.	Ten (10) paper prints of the plan. Said plan shall be prepared in such a manner as to meet the Registry of Deeds and/or Land Court requirements for recording and shall contain the following information:			
b.1	The boundaries, area, frontage and dimensions of the lot or lots for which ANR endorsement is sought.			
b.2	The date of the plan, scale, north arrow and assessor's map and parcel number of all land shown on the plan and directly abutting the land shown on the plan.			
b.3	The name(s) of the owner(s) of record of the lots shown on the plan and of the applicant, together with the name, address seal and signature of the land surveyor who prepared the plan.			
b.4	Relevant zoning classification data.			
b.5	A locus plan containing sufficient information to locate the land and showing streets bounding or providing access to the property.			
b.6	The name(s) of the way(s) on which the lots front, information as to ownership of the way(s) and the physical condition of the way(s) including actual width, surface type and condition.			
b.7	The location and dimension of any natural features which might affect the use of the frontage for access.			
b.8	The location, including setbacks to all lot lines, of all buildings and other structures on the proposed ANR lots shown on the plan.			
b.9	The location of any wetland on the land shown on the plan or within one hundred (100) feet of its boundaries.			
b.10	The location of all bounds and easements on the proposed ANR lots shown on the plan.			

**2.2 - APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT REVIEW CHECKLIST - Applicant**

<b>Address:</b> _____	<b>Applicant Name:</b> _____	<b>Date:</b> _____		
No.	Requirement	Included	Not Included	Explanation, if needed
b.11	The statement "Approval under the Subdivision Control Law Not Required", and sufficient space for the date of the application submittal and the date of endorsement, docket number and the signatures of all Board members.			
b.12	The statement "Planning Board endorsement of this plan indicates only that the plan is not a subdivision under MGL, Chapter 41, Section 81-L and does not indicate that a lot is buildable or that it meets Zoning, Health or General Bylaw requirements."			