









New ANR Application Process – Applicant Guide (July 2023)

On the [Planning Board webpage](#), there is now a link that will take you to the OpenGov portal:

APPLICATIONS

The Planning Board's policy regarding receipt of complete applications and procedures for receipt of revisions as well as postponements and continuations has recently changed. Please refer to our [Application Review Policy](#) or contact Planning Division staff for more information.

Please note that a **digital copy** of all applications, plans and materials must be submitted as a PDF file to planning@worcesterma.gov. Please refer to applicable instructions for additional details.

Title	Fee	PDF	Notes	Online
81-G Street Opening	165.00			
ANR (Approval Under Subdivision Not Required)	165.00			
Definitive Site Plan	see notes			
Definitive Site Plan - Amendment	330.00			
Definitive Site Plan - Extension of Time	165.00			
Definitive Subdivisions	see notes			

The [OpenGov portal landing page](#) describes the ANR process and the information that needs to be reflected on the plan; select “Apply Online” to begin the application:

City of Worcester, MA Search Login Sign Up

Planning Board / Approval Not Required (ANR) Plan Application

[Apply Online](#)

Approval Not Required (ANR) Plan Application

Approval Not Required (ANR) Plan

USE/PURPOSE: The division of a tract of land into two (2) or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law if, at any time when it is made, every lot within the tract so divided has frontage and access on:

- A. A public way or a way which the City Clerk of the City of Worcester certifies is maintained and used as public way; or
- B. A way shown on a plan therefore approved and endorsed in accordance with the Subdivision Control law; or
- C. A way in existence on June 26, 1939 when the Subdivision Control Law became effective in the City of Worcester 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 proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the building erected or to be erected thereon.

ANR PLAN CHECKLIST: The Planning Board's Rule & Regulations require that the plan provide the following information to determine that it is entitled to an "approval not required" endorsement:

If you have not done so before, **you will need to [set up a OpenGov account](#) in order to continue.**

Step 1: Contact Information – once you have set up your OpenGov account, this information will auto-populate; **please make sure this information is the best way for staff to contact you** if we have any questions about the submission.

The screenshot shows the 'Step 1 of 7' interface for an 'Approval Not Required (ANR) Plan Application'. The title is 'Confirm your contact information'. A sub-header reads: 'Ensure your contact information is up-to-date so that we can get in touch with you if needed.' The form contains several input fields: 'First Name', 'Last Name', 'Email address', 'Phone Number', 'Address 1', 'Address 2 (Optional)', 'City', 'State', and 'ZIP/Postal Code'. A 'Save Draft and Exit' link is located in the top right corner.

Step 2: Location – this search bar accesses the City Assessor database of all parcels with an assigned MBL; once you select “Choose Location” on the appropriate parcel, **it will auto-complete information** about the parcel and property owner. Please make sure you have selected the correct parcel.

The screenshot shows the 'Step 2 of 7' interface for an 'Approval Not Required (ANR) Plan Application'. The title is 'Location for Approval Not Required (ANR) Plan Application'. A sub-header reads: 'Select a primary location for this record. If needed, you can add additional locations later.' The form features a search bar with the text '455 Mair'. Below the search bar, three search results are listed, each with a 'Choose Location' button: '455 MAIN ST, Worcester, MA', '455 LINCOLN ST, Worcester, MA', and '455 MILL ST, Worcester, MA'. A 'Save Draft and Exit' link is in the top right corner.

Step 3: Applicant Information – provide the information about the person completing this application (this may be the same person as listed in Step 1):

The screenshot shows the 'Step 3 of 7' interface for an 'Approval Not Required (ANR) Plan Application'. The title is 'Applicant Description and Identification'. A sub-header reads: 'Please Note: Applicants are encouraged to submit an electronic plan for review and comment to planning@worcesterma.gov prior to submitting this application.' The form contains two input fields for 'Applicant First Name *' and 'Applicant Last Name *', and a dropdown menu labeled 'Select the option that describes the applicant *' with the text 'Select your option'. At the bottom, there are 'Back' and 'Next' navigation buttons. A 'Save Draft and Exit' link is in the top right corner.

Step 4: Property Information – provide a **description of the division of land shown on the plan you have submitted and clearly explain its purpose**, along with the zoning information and *current* recorded deed to the property. If the property is split-zoned, please choose the zoning district in which the parcel has frontage.

The screenshot shows a web form titled "Property Information" for "Step 4 of 7". On the left, it says "Have a project #?" and "Approval Not Required (ANR) Plan Application". On the right, there is a "Save Draft and Exit" link. The main heading is "Property Information". Below it, the field "Detailed Description of Request *" is circled in red and contains the text: "I am seeking to divide my lot into two buildable lots. The existing structure will remain on Lot 1. Both lots will have frontage on (Name of Street)". Below this are four dropdown menus: "Zoning District *" (with "Select your option" text), "Street Status *" (with "Select your option" text), "Overlay District 1" (with "Select your option" text), and "Overlay District 2" (with "Select your option" text). A note below the dropdowns says "Please select Overlay District 1, if known. Select a second Overlay District 2, if appropriate." At the bottom, there is a link: "Add additional addresses the property(s) is known by (if needed)".

Step 5: Owner Information – if the owner of the property is an LLC, please provide it here (staff will check the state directory of registered business entities); if the property has multiple persons listed on the deed, please select the appropriate number of owners:

The screenshot shows a web form titled "Owner Information" for "Step 5 of 7". On the left, it says "Have a project #?" and "Approval Not Required (ANR) Plan Application". On the right, there is a "Save Draft and Exit" link. The main heading is "Owner Information". Below it, the text reads "If Business, enter the name below:". There is a text input field for "Name of Corporation, LLC etc.". Below that, a red warning message states: "Form must LIST and be signed by ALL Owners on Deed of Parcel to be considered for Board Endorsement". Below the warning is a text input field for "Number of Owners *". At the bottom, there are two buttons: a blue "Back" button with a left arrow and a blue "Next" button with a right arrow.

Step 6: Owner Information – staff may need to contact the property owner to verify authorization; please provide their contact information.

The screenshot shows a web form titled "Owner 1 Information" for "Step 6 of 8". On the left, it says "Have a project #?" and "Approval Not Required (ANR) Plan Application". On the right, there is a "Save Draft and Exit" link. The main heading is "Owner 1 Information". Below it are four text input fields: "Owner 1 First Name *", "Owner 1 Last Name *", "Owner 1 Mailing Address (Street Address, City, State, Zip) *", and "Owner 1 Phone *". There is also a text input field for "Owner 1 Email *". At the bottom, there are two buttons: a blue "Back" button with a left arrow and a blue "Next" button with a right arrow.

Step 7: Affirmations - select “True” in response to the appropriate statements regarding the status of the street and whether any lots are appropriately labeled Not Buildable.

The screenshot shows the 'Affirmations' section of a web form. At the top, it says 'Step 7 of 8' and 'Save Draft and Exit'. On the left, there is a sidebar with 'Approval Not Required (ANR) Plan Application'. The main content area has the following text: 'If you are using this exemption of the Subdivision Control Law, you must provide proof to DPRS that the two buildings were standing prior to June 26, 1939, and annotate as such on the plan.' Below this, a red line of text states: 'You will be asked to upload this proof at the end of this application before submission.' There are three dropdown menus, each with the text 'Select your option'. The first dropdown is preceded by the question 'Are you using the MGL CHAPTER 41, 81L Exemption? *'. The second and third dropdowns are preceded by statements about frontage and area requirements for Private Ways and Public Ways, respectively. A fourth statement about Developer's Ways is partially visible at the bottom.

Step 8: Attachments – please upload the ANR plan in PDF format and make sure it is legible and to-scale for staff review. It must reflect all of the necessary information outlined in the Subdivision Regulations to be complete; plotted-to-PDF version of the plan (not scanned) is preferred.

The screenshot shows the 'Attachments' section of a web form. At the top, it says 'Step 8 of 8' and 'Save Draft and Exit'. On the left, there is a sidebar with 'Approval Not Required (ANR) Plan Application'. The main content area has the following text: 'Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.' Below this is a table with two columns: 'Attachment' and 'File'. The first row contains the text 'ANR Plan - Named by Project Address and Application Type. (Ex. 495 Main Street - ANR Plan)' with a red 'Required' tag. Below the table, there are sections for 'FORMAT REQUIREMENTS' and 'PLAN REQUIREMENTS'. The 'FORMAT REQUIREMENTS' section lists: 'Portable Document Format (.pdf), readable by Adobe Acrobat v7.0', 'Minimum resolution of 200 dpi', and 'No single file should be greater than 50 MB (collections may be broken into separate files)'. The 'PLAN REQUIREMENTS' section states: 'The Plan shall be prepared by a registered professional civil engineer and/or registered professional land surveyor, shall be drawn to a scale of one (1) inch equals forty (40) or larger feet as to permit a clear comprehension of the details to be considered and shall show the following information:'. Below this, there is a list of requirements for the Title Block of ANR Plan, including: 'Applicant's name and address', 'Name, signature, and seal of a Professional Land Surveyor registered in the Commonwealth of Massachusetts', 'Plan date', 'Scale', 'Space for the endorsement of the Planning Board and date of endorsement', 'The statement "The above endorsement is not a determination of conformance with Zoning Regulations."', and 'Assessor's Plate and Lot Designation.'. At the bottom right, there is a blue 'Upload' button circled in red, and the text 'No file uploaded'.

Confirm your submission – review the information and select “Confirm and Submit” at the bottom:

The screenshot shows a confirmation step. At the top, it says 'I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.' Below this, there are two buttons: a blue 'Back' button on the left and a blue 'Confirm and Submit' button on the right. The 'Confirm and Submit' button is circled in red.

Once you have submitted your application, an email confirmation will be sent to the email listed with your OpenGov account, and you will have access to this user interface which allows you to track your application's progress through the review process.

City of Worcester, MA

My Account Search Stephen

Approval Not Required (ANR)
Plan Application
ANR-23-1

Your submission
Submitted Jun 20, 2023 at 9:36am

Your Submission
Attachments
Guests (0)

Contact Information
Stephen Cary
Email address Phone Number
Mailing Address

Locations
1 location total

PRIMARY LOCATION
455 MAIN ST
Worcester, MA 01608

Applicant Description and Identification

Please Note: Applicants are encouraged to submit an electronic plan for review and comment to planning@worcesterma.gov prior to submitting this application.

Applicant First Name * Applicant Last Name *

Once staff has reviewed the plan and determined it to be endorsable, you will receive an email with the completed application form to be printed and signed by the property owner(s).

Deliver: the 2 copies of the signed application form, check for \$165, and mylar (reflecting any revisions requested by staff via OpenGov) to DPRS Offices - City Hall, Room 404, 4th Floor by 5pm the day before the Planning Board meeting.

After the meeting, mylars signed with Board endorsement can be picked up at DPRS Offices to be brought to the Registry of Deeds for endorsement; please provide staff with Plan Book and Plan Number after recording via the OpenGov comment interface.

Worcester District Registry of Deeds
90 Front Street - Suite C201
Worcester MA, 01608
508-368-7000
Recording Hours:
Monday – Friday 9 am to 4 pm
www.masslandrecords.com