

City of Worcester Planning Board



DETERMINATION OF APPROVAL NOT REQUIRED (ANR) APPLICATION (FORM A)

Office of the City of Worcester Planning Board c/o Planning & Regulatory Services Division

City Hall, 455 Main Street, Room 404 (4th floor), Worcester, MA 01608

P | (508) 799-1400 x31440 F | (508) 799-1406 E | planning@worcesterma.gov W | www.worcesterma.gov/planning-regulatory

1. PROPERTY INFORMATION

Address(es). Please list all addresses the property(s) is known by

Parcel ID or Map-Block-Lot (MBL) Number(s)

Worcester County Registry of Deeds: Book

Page

Current Owner(s) Recorded Deed/Title Reference(s)

2. APPLICANT INFORMATION

Name(s)

Address

Email

Phone Number

Interest in Property

Signature

Print Name

3. OWNER(S) OF RECORD (IF NOT APPLICANT)

Name(s)

Address

Email

Phone Number

Signature

Print Name

FORM MUST BE SIGNED BY ALL OWNERS ON DEED OF PARCEL TO BE CONSIDERED FOR BOARD ENDORSEMENT

4. LAND SURVEYOR/ENGINEER INFORMATION

Name(s)		Firm/Business	
Address	City/Town	State	Zip
Email		Phone Number	

5. THE APPLICANT BELIEVES THAT APPROVAL IS NOT REQUIRED FOR THE FOLLOWING REASONS:

a) Every lot shown on the enclosed plan has the amount of frontage and area required by the City of Worcester Zoning Ordinance and is on a way on the Official Map, named

_____ which is a **Private / Public / Developer's** Way. (Check one/more if multiple)

b) If lots do not have the required frontage and area, they are labeled as not buildable, and the explanation is that:

SUBMISSION GUIDELINES

RECOMMENDED PROCEDURE

1. Email a to-scale PDF of ANR plan to planning@worcesterma.gov reflecting the below-listed items for staff review; be sure to include in the subject line the term “ANR” and the address of the parcel(s) to be divided or reconfigured.
2. Once the plan has been reviewed by DPRS staff and subsequently revised as needed, the mylar can be printed, wet-stamped, and signed by your surveyor.
3. Hard-copy materials can be dropped off at DPRS Offices - City Hall, Room 404, 4th Floor; these include:
 - Completed Form A
 - Wet-stamped & signed black-lined mylar of the ANR plan
 - Check for the application fee payable to the City of Worcester (Cash is acceptable *only* in exact amount)

DEADLINES

- Application for ANR plans must be submitted electronically **by noon the Friday before** the scheduled Planning Board meeting to allow for processing and adding to the meeting agenda in compliance with Open Meeting Law.
- All hardcopy materials must be delivered to the Division of Planning and Regulatory Services (City Hall Room 404) **no later than Tuesday at noon** ahead of a Planning Board meeting or the application will be considered incomplete and not properly before the Board.

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:

- a. ☐ A title block including:
 - i. ☐ Applicant’s name and address
 - ii. ☐ Name, signature, and seal of a Professional Land Surveyor registered in the Commonwealth of Massachusetts
 - iii. ☐ Plan date
 - iv. ☐ Scale
 - v. ☐ Space for the endorsement of the Planning Board and date of endorsement
 - vi. ☐ The statement **“The above endorsement is not a determination of conformance with Zoning Regulations”**
 - vii. ☐ Assessor’s plate and lot designation
 - viii. ☐ Current zoning district
 - ix. ☐ Applicant’s name and address
- b. ☐ North arrow.
- c. ☐ Boundaries, dimensions, and frontage for any lots being created, revised, or recorded.
- d. ☐ Regularity factor for any lots being created, revised, or recorded.
See Article IV Table 4.2 Note 5 of the zoning ordinance for formula.

- e. ☐ Locus plan.
- f. ☐ Names and status—including whether or not it is on the Official Map—of all ways that abut the land. *If street is partially improved, please reflect where grading and/or paving terminates.*
- g. ☐ Names of all owners of abutting land.
- h. ☐ If you are creating non-buildable lots (lots that do not meet Zoning Ordinance dimensional requirements), you must label them as such on the plan.
- i. ☐ Plan must be labeled **“Approval under the Subdivision Control Law not required”**.
- j. ☐ Whenever applicable, a statement that lots shown on the plan are part of a subdivision and are subject to its terms and conditions of approval, plus a reference to the subdivision name and approval date.

ZONING NONCONFORMITIES

Please note that endorsement of ANR plans only represents approval of new or reconfigured lot lines relative to frontage requirements and adequacy of the way and is in no way a determination of compliance with applicable zoning regulations or suitability to build or obtain permits to do so. If any zoning violations or nonconformities are created through the filing and endorsement of this ANR, the Inspectional Services Department may refuse issuance of building permits and/or may issue cease and desist orders until such time those zoning violations or nonconformities are cured.

MGL CHAPTER 41, 81L EXEMPTIONS

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.

RECORDING ANR(S)

After endorsement by the Planning Board, ANR plans will be available for pickup at City Hall Room 404 the next day and should be subsequently recorded at:

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

FURTHER INFORMATION

If you have other questions regarding approval not required (ANR) plans under the Subdivision Control Law, M.G.L. Chapter 41, Subdivision Control Law, Section 81P, please refer to Section IV of City of Worcester Subdivision Regulations; permitted lot dimensions with regard to area and frontage in each zoning district can be found in Table 4.2 of the City of Worcester Zoning Ordinance.

Copies of the City of Worcester Zoning Ordinance are [online](#) and can be purchased in hard copy at the City Clerk’s office, Room 206, 2nd floor of City Hall.

Copies of the City of Worcester Subdivision Regulations are [online](#) and can be purchased in hard copy at the Division of Planning & Regulatory Services Office, 455 Main Street, Room 404; Worcester, MA 01608.

More information about M.G.L. Chapter 41, Subdivision Control Law, Section 81P can be [found here](#).