



Town of Ludlow

Office of the Planning Board

ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5624, ext. 1280 / Fax: (413) 583-5603

Information Sheet

Subdivision Approval Not Required (ANR) Endorsement

What is the purpose of an ANR?

Under State law, MGL Ch. 41, Section 81P, the division of land on a public way with adequate access can be endorsed by the Planning Board as not being subject to the Subdivision Control Law. Sometimes ANR plans are filed as a form of “perimeter plan” as well.

How long can I expect this to take?

If your ANR plan meets all the requirements for endorsement, the Planning Board will endorse it within 21 days of the Town Clerk's date stamp.

What is required on this ANR plan?

Your plan must include (See Subdivision Rules and Regulations Section II.C):

1. property owner's name, date of plan, and scale of plan;
2. a space for endorsement by the Planning Board;
3. the names of all abutters;
4. the lines of existing streets, ways, property lines, and easements (indicate whether streets and ways are public or private);
5. the approximate distance from the property to the nearest street intersection, town line, or other definable physical feature;
6. sufficient data to determine the location and length of every property boundary line in the new parcel and to establish these lines on the ground (indicate the area(s) of the new parcel(s));
7. the location of all property corner monuments and whether they were found or set;
8. the location, frontage, and area of the land remaining in the original parcel after establishing the new parcel;
9. the north arrow for bearing system used on the plan and whether it is true, magnetic, or assumed north;
10. the location of all existing buildings and the distance from the existing buildings to the new property lines;
11. if a building lot is intended, the frontage requirement at the setback line must be shown.

What do I have to submit and where?

You must bring two complete application forms to the Town Clerk's office to be stamped in. The Clerk's office will retain one copy. The other copy of the application must be brought to the Planning Board office along with the fee in force at the time of filing, a copy of the deed for the property, four print copies of your ANR plan, and two mylar copies.

What else do I need to know?

YOU are responsible for recording the plan with the Registry of Deeds. Proof of recording **MUST** be given to the Planning Board.

Bring your complete submission to the Town Clerk's office to be date stamped. Once it is stamped, you must deliver it to the Planning Board office.

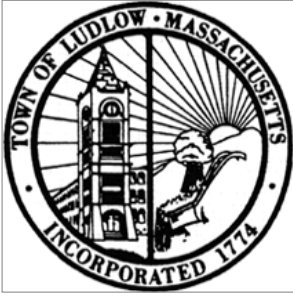
What's next?

If the Planning Board grants your waiver, you must then apply to the Board of Appeals for variances from any relevant dimensional requirements, **including frontage**. The Board of Appeals can only grant a variance if it makes **all three of the following findings**:

1. that the need for a variance owes to circumstances related to soil conditions, shape, or topography of the parcel(s) in question and not the general zoning district
2. that a literal enforcement of the bylaw would involve substantial hardship, financial or otherwise, to the applicant
3. and that the variance may be granted without undermining the public good and is consistent with the purpose and intent of the Zoning Bylaw.

Once you receive both the waiver and the variance, **you must file these documents with the Registry of Deeds in order for them to be valid.**

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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Master Application

Date submitted to Planning Board: ___ / ___ / _____

Location of Property: (address) _____, Assessors' Map ___, Parcel _____

Zoning of Property: _____

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): _____

Type Of Application (Check All That Apply):

* denotes supplemental application sheet required

Site Plan Control:

- Change of Occupancy
- Site Sketch
- Site Plan Approval

Subdivision Control:

- ANR *3
- Preliminary Subdivision Plan *3
- Definitive Subdivision Plan *3
- Waiver of Frontage *4

Special Permitting:

- Special Permit
- Home Occupation *1
- Home Professional Office
- Accessory Apartment *2
- Comprehensive Plan (MRD)

Other:

- Zone Change *5

Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.

Contact Information:

Applicant:

Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-Mail: _____
 Signature: _____

I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.

Contact Person (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Property Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Building Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Detailed Description of Proposal: _____

**All applications require a completed certificate of ownership / authority.
Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

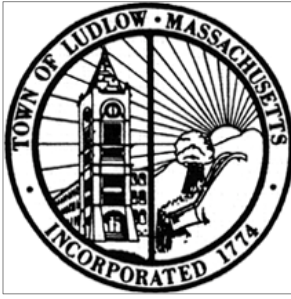
Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: _____
Special Permit #: _____
Date Received: _____

Fee Amount Received: _____
Supporting Documents? YES / NO
Verified By: _____



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Certification of Ownership / Authority

If the applicant is not the owner (such as a tenant)

The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: _____

For individual applicant:	For corporation/LLC:
_____ Signature	_____ Name of Entity By: _____ Signature Title: _____

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: _____

For individual owner:	For corporation/LLC:
_____ Signature	_____ Name of Entity By: _____ Signature Title: _____



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Application Supplement 3 - Subdivision

Deed of Property recorded _____ Registry, Book _____, Page _____

Number of Lots: _____

This application is for:

- ANR Endorsement
- Preliminary Approval
- Definitive Approval
- Definitive Approval with the benefit of an approved Preliminary Plan

If this application is for preliminary or definitive approval, please indicate the type of applicant:

Individual, Partnership, Corporation

Additional Contact Information:

Land Surveyor:

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____

Engineer (if any):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____

File one complete application, including master application, with the Planning Board and one copy with the Town Clerk in accordance with the requirements of the Subdivision Rules and Regulations.

For Office Use Only:

Application #: _____