



Town of Leicester

3 Washburn Square | Leicester MA | 01524

508-892-7007 www.leicesterma.org

Planning Department

Planning Board

Submitting an ANR Application and Plan

What is an ANR?

An ANR ("approval not required") is the division of land into lots with frontage on existing roads, whether public or private, or simply reconfiguring lot lines. If the plan meets requirements the Planning Board endorses ANRs certifying that approval under the Town's Subdivision Regulations is not required.

Do I need a Public Hearing?

No. ANR's do not require a Public Hearing.

How do I get my ANR on the Planning Board Agenda?

All ANR's should be submitted to the Planning Department 7-days before the scheduled Planning Board meeting.

How much is it?

Applicants will be charged \$160.00. Please pay by check payable to the Town of Leicester.

I want to divide my property, what do I do?

Contact a local surveyor to determine whether your proposed property adjustments will meet the requirements as described in the Zoning Bylaws. Each zoning district has specific requirements.

What do I need?

See the following checklist for what is required to be described on your plan. You will need to submit a mylar and three full size (24"x36") paper copies of your plan. Once endorsed, we will return the mylar to you. The Town of Leicester will keep the paper copies to file with the Planning Department, Town Clerk, and Assessors.

What do I do if the Planning Board Endorses my plan?

You must file your plan with the Worcester Registry of Deeds

What if some of the lots are not building lots?

If any parcels shown on the plan are not building lots, such parcels should be clearly labeled "NOT A BUILDING LOT" and such plans must also contain a notation stating that "No determination of compliance with zoning requirements has been made or intended by the Planning Board's endorsement."

Do I have to attend the Planning Board meeting?

You are welcome to appear, but it is not mandatory. If you cannot attend, please make the Planning Department aware and we will have your plan ready for you to pick up. Remember, you need to pick up your copy to bring to the Registry of Deeds.



TOWN OF LEICESTER

Planning Department
3 Washburn Square, Leicester, Massachusetts 01524

t. 508.892.7000 ext.120

Planning Board ANR Plan Content & Submittal Checklist

Name of Owner _____

Location _____

Representative _____ Phone Number _____

Number of Lots _____ Submittal Date _____ Meeting Date _____

Filing Fee (\$160.00 Check payable to Town _____

of Leicester) _____

Zone _____

Application & Checklist (5 Copies) _____

Frontage (show totals) _____

Mylar & 3 Paper Copies (Full Size) _____

Lot Area (Sq ft and Acres) _____

6 Reduced Copies of Plans (11x17") _____

Metes and Bounds _____

Owner and address of record _____

Abutters _____

MA Surveyor stamp and signature _____

Electronic Copy _____

Endorsement Box _____

Existing Structures, driveways, wells _____

Registry Box _____

Other non-lot parcels _____

Plan and Deed references _____

Variance _____

Certifications of standards and survey _____

Book _____ Page _____

Scale, legend and date _____

Matters for Conservation to Review _____

Locus and north arrow _____

Way a. Public _____

b. Private uses & certified _____

c. Suitable & pre-existing _____

Notes:

Planning Board

Kristen Jacobsen

Town Planner

Town of Leicester Planning Department Application for ANR

(Approval Not Required under the Subdivision Control Law)

ANR 20____ - ____



3 Washburn Square
Leicester, MA 01524
508.892.7000 ext. 120
www.leicesterma.org

Applicant

Name of Applicant (primary contact): _____
Address: _____
Phone: _____ Cell: _____
Email Address: _____

Owner

Parcel ID _____ Name _____ Address _____	Parcel ID _____ Name _____ Address _____
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Surveyor

Name of Surveyor: _____
Company: _____
Address: _____
Phone: _____ Email: _____

Request

Check one: ☐ Boundary Line Adjustment ☐ Create new lot(s); indicate total number including original parcel: _____
Description of proposal: _____

Property

Location of Property: _____
Assessor's Tax Map/Lot Number Affected: _____
Deed References – Hampshire District Registry of Deeds Book/Page Number: _____
Plan References – Hampshire District Registry of Deeds Book/Plan Number: _____
Zoning District: _____

Sign

Note: All affected owners must sign the application.

Applicant's signature: _____

Date: _____

Owner's Signature (s): _____

Date: _____

Date: _____

Town Clerk's Stamp:

Official Use Only:

Fee: \$ _____ Date Paid: _____ Check #: _____

Meeting Date: _____

Date of Decision: _____

Planning Board Decision: _____

Submitted to Assessors' Office on: _____