



# PLANNING BOARD Form A

## APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

Date: \_\_\_\_\_

To the Planning Board:

The undersigned, believing that the accompanying plan of his property in the Town of Randolph does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

1) Name of Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name of Engineer or Surveyor: \_\_\_\_\_

Address \_\_\_\_\_

3) Deed of property as recorded in the Norfolk County Registry of Deeds

Plan Book \_\_\_\_\_ Page \_\_\_\_\_

4) Location and Description of Property: \_\_\_\_\_

Address: \_\_\_\_\_

Description/Boundaries \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Agent \_\_\_\_\_

*(If applicable - Letter or other documentation designating authorization of agent/presenter)*

Date Accepted \_\_\_\_\_ Planning Dept: \_\_\_\_\_

Date: \_\_\_\_\_

To the Randolph Planning Board:  
The following applicant(s):

\_\_\_\_\_

wish to submit to the Randolph Planning Board an Application for Endorsement of a Plan Believed Not to Require Approval.

I/we, the undersigned, give full permission to

\_\_\_\_\_

to act as our agent and he/she has full permission to present an A.N.R. (Approval Not Required) plan for me/us for the property located at:

\_\_\_\_\_

\_\_\_\_\_

Signature of owner(s):

\_\_\_\_\_

\_\_\_\_\_

Plan Book: \_\_\_\_\_ Page #: \_\_\_\_\_  
As recorded in the Norfolk County Registry of Deeds.

***Notarization Required***

## Approval Not Required (ANR) Checklist

This checklist is intended to supplement, not to supersede, the existing Town of Randolph Subdivision Regulations. Any inconsistency between the information on this list and those regulations should be resolved in favor of the regulations.

For questions and/or assistance, contact the Planning Department at 781-961-0936

The following items must be present at the time of meeting:

1. One completed Form A signed by the property owner(s)
2. One (1) plan prepared by a Registered Land Surveyor printed on mylar transparency
3. Five (5) contact prints of the above plan
4. Filing Fee: Check made payable to "Town of Randolph" - \$200 per lot
5. Proof of tax compliance for the property (obtained from Town Treasurer/Collector Office)
6. If applicant is not the property owner, a notarized written statement authorizing the applicant's action on the property
7. Plan contents must include the following details:
  - The proposed locus plan, north point, date, scale, legend
  - The names and addresses of the record owner or owners of the property shown on the plan
  - Name of applicant (if not the owner)
  - The date/dates of acquisition of the property
  - All deed references
  - The Town Assessor's sheet and parcel number for the property
  - The name, signature and appropriate seal of the engineer or land surveyor who prepared the plan
  - All property boundary lines
  - The location of all existing structures, streets, ways and easements on or abutting the land
  - The zoning classification of the property and the location of any zoning district boundary lines that lie in the vicinity of the property, including any variances, exceptions or other decisions issued for the property or for any existing or proposed building or structure.
  - Proposed lot lines within the property shown on the plan with approximate areas and dimensions including frontage of such lots and a number on each lot including the entirety of any lot proposing to have its boundaries changed.
  - The location of all existing structures, streets, ways and easements on or abutting the land
  - Sufficient space for the signatures of the five members of the Board.
  - The words "Planning Board approval under Subdivision Control Law not required", above the space for the signatures.
  - A line for the date of the Board's action and the words "The endorsement above is not a determination by the Planning Board as to compliance with the Zoning By-Law." below the space for the signatures.