



**Edgartown Planning Board**

P.O. Box 5130, 70 Main Street, Edgartown, MA 02539

Tel: (508) 627-6170 Fax: (508) 627-6173

[planningboard@edgartown-ma.us](mailto:planningboard@edgartown-ma.us)

Town Clerk Stamp

**FORM A**

**APPLICATION FOR ENDORSEMENT OF PLAN**

**BELIEVED NOT TO REQUIRE APPROVAL**

**Filing Fee: \$150.00**

**To the Planning Board of the Town of EDGARTOWN, MA:**

The undersigned wishes to record the accompanying plan and **requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required.** The undersigned believes that such approval is not required for the following reason(s):

- The division of land shown on the accompanying plan is not a subdivision because **every lot shown thereon has the amount of frontage, area and depth required by the Town of Edgartown Zoning by-law and is on a public way, namely \_\_\_\_\_ or a private way, namely \_\_\_\_\_, or a way in existence** on August 6, 1973, the date when the subdivision control law became effective in the Town of Edgartown, 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 the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely \_\_\_\_\_.
- The division of the tract of land shown on the accompanying plan is not a "subdivision" because **it shows a proposed conveyance/other instrument, namely \_\_\_\_\_** which adds to /takes away from/changes the size and shape of, lots in such a manner so that no lot affected is left without frontage as required by the Town of Edgartown zoning bylaw under Article 11.1, which requires 50 feet.
- The division of the tract of land shown on the accompanying plan is not a subdivision because **two or more buildings, specifically \_\_\_\_\_**. Buildings as shown in the plan **were standing prior to August 6, 1973, and one of such buildings remains standing on each of the lots**, as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law is submitted as follows (List type and date of evidence):  
\_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

*(see reverse)*

**OWNERSHIP / DEED / TITLE**

*(Please fill out as completely as possible)*

The owner's title to the land is derived under deed

from: \_\_\_\_\_

to: \_\_\_\_\_

dated: \_\_\_\_\_

and recorded in County of Dukes County Registry of Deeds,

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

or Land Court Certificate of Title,

No. \_\_\_\_\_ registered in \_\_\_\_\_ District Book \_\_\_\_\_ Page \_\_\_\_\_

and the Town of Edgartown Assessors' Book as

Map \_\_\_\_\_ Lot(s) \_\_\_\_\_.

<b>Name on Plan</b>	_____
Owner's Signature	_____
Applicant or Agent	_____
Applicant's Address	_____
Applicant's Telephone	_____
Applicant's Signature	_____

*OFFICE USE ONLY*

**PROCEEDINGS:**

Date of First review: \_\_\_\_\_

Continued to (list all dates): \_\_\_\_\_

**ACTION:**

Date of Final Action: \_\_\_\_\_

- Endorsed       - Denied

*The record of action may be found in the minutes of the Planning Board for the above date(s)*

## ANR (FORM A) PROCEDURES AND POLICIES

### GENERAL LAWS

- ANR plans are reviewed in accordance with MGL Chapter 41 Sections 81L and 81P. Copies are available in the Planning Board office.

### APPLICATION PROCEDURES

- **Pre Filing:** Call the Planning Board office for information as to the next available meeting.
- **Filing:** File (electronically or in person) by the deadline specified by the Planning Office staff (usually, **noon on Thursday** prior to a scheduled Tuesday night meeting). To secure agenda placement, e-mail the Form A application and an 11"x17" plan to: [planningboard@edgartown-ma.us](mailto:planningboard@edgartown-ma.us). Staff will confirm receipt of the application.
- **Meeting:** Bring to the meeting the completed Form A application, three (3) full-size copies of the plan, the original Mylar, and \$150.00 filing fee by check made out to "Town of Edgartown". The application shall be stamped by the Town Clerk.
- **Plan:** Plan should show full surveyor notations and include:
  - Name of road or way on which frontage is asserted
  - All roads or ways leading from the lot(s) frontage to the nearest public road (this can be schematic, but should be clear as to access of lots to the public road)
  - All lots created or affected by the plan, including "remainder" lot(s) fully surveyed
  - All existing structures on the lot(s), by footprint
  - All existing septic systems on the lot(s), by footprint, with distances to lot lines
- **Notes:** Any explanatory notes should be written directly on the plan, for example:
  - *"Lot 3 is created for the purpose of lot line adjustment between abutting lots. It will be conveyed to an abutter. Lot 3 is not by itself a buildable lot under current Edgartown Zoning Bylaws."*
  - *"Lot 5 and Lot 6 will share a common driveway, along the common boundary line as shown on the plan, and will have no additional driveways or curb cuts, in accordance with the Island Road District regulations of the Edgartown Zoning Bylaws."*

### PLANNING BOARD REVIEW PROCEDURES

- **One-meeting Review:** Board will see the application at the Tuesday meeting following filing and will take the application under advisement.
- **One Site Visit:** Board may elect to schedule a site visit. If so, board will make only one site visit to see the adequacy of the proposed road for frontage. Ordinarily, this site visit will take place the morning of the meeting where the application is to be considered. The Board will not conduct "preliminary" site visits before an application is filed.
- **Decision:** The Board will take final action within the 21 days as required by statute. The applicant or applicant's agent should bring the Mylar to be signed at the meeting. Mylars may not be left in the Planning Board office between meetings, for security reasons.