



## TOWN OF DEERFIELD

Planning Board  
8 Conway Street  
South Deerfield MA 01373  
Voice: 413.665.1400 ext.112  
Facsimile: 413.665.1411

### Form A: Application For Endorsement of a Plan Believed Approval Not to Required (ANR)

**Use:** File this form if you are dividing land and believe the division does not constitute a subdivision as laid out in Chapter 264 of Deerfield's Bylaws, Subdivision of Land dated 9-15-2005, Sections 2400 and 2500 and the Massachusetts Subdivision Control Law, M.G.L. Chapter 41, Sections 81K-81GG (*a link is available on the Town website and a hard copy is available in Town Hall*).

**Instructions for submission:** (*See also attached ANR Plan Flow Chart*)

- Please type or print all information. Incomplete applications will not be considered.
- Make copies and deliver the following items to the Deerfield Inspections Services Office in Town Hall for review **a minimum of 4 business days prior to a scheduled Planning Board Meeting**. Office hours are 9 a.m. to 4 p.m., Monday through Thursday.
  - Two copies of the completed Form A application signed by the applicant.
  - An original reproducible Mylar plan prepared by a Registered Land Surveyor **and** at least 3 paper copies of the original plan. Plans must comply with the requirements of Deerfield Code c.179 §2420 Subdivision of Land.\*
  - A Standard Digital File (SDF)<sup>1</sup> and a copy of the original CADD file in PDF format **plus** accompanying documents in PDF format to be submitted.
- Pay fee of \$150 + \$50/new lot in check or money order (payable to Town of Deerfield)
- Return completed Form A to Deerfield Town Clerk for stamp and signature.

#### Next steps after submission:

- Your application will be reviewed at the next Planning Board Meeting. Possible outcomes:
  1. If the application is complete and meets the requirements of Chapter 264, Subdivision of Land, Sections 2400 and 2500\* and M.G.L. Chapter 41, Sections 81K-81GG, the plans will be endorsed by the Planning Board. You will receive the signed original Mylar and the Planning Board will keep 3 signed paper copies.
  2. If the application is not complete or the Planning Board requires more information, the application will not be acted on and you will receive additional instructions.
  3. If the Planning Board determines that the plan requires subdivision approval, you will be asked to submit a subdivision application.
- Once the plans have been endorsed, the ANR must be recorded at the Franklin County Register of Deeds, located in the Franklin County Courthouse at 425 Main St., Greenfield, MA 01302, telephone 413-772-0329. Recording hours are Monday through Friday, 8:45 a.m. to 4:00 p.m.

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<sup>1</sup>Standard Digital File (SDF) is defined by Version 2.0 of the MassGIS Standard for Digital Plan Submittals to Municipalities October 2007 (*a link is available on the Town website and a hard copy is available in Town Hall*).

\* Town Bylaws are available through the Town Website at [www.deerfieldma.us](http://www.deerfieldma.us)





## Form A: ANR Application

## Town of Deerfield Planning Board

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1. **Name of Applicant:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. **Property Owner(s)** (If different from above. All entities listed on deed must sign. Please attach additional sheets if necessary.)
- Name:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Name:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. **Name of Registered Land Surveyor/Engineer:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
4. **Parcel ID: Street Address:** \_\_\_\_\_  
**Map:\*** \_\_\_\_\_ **Lot/Parcel #:\*** \_\_\_\_\_ **Zoning District\*:** \_\_\_\_\_
- \*This information can be found on your tax bill or you can call the Board of Assessors.*
- Number of existing parcels/lots:** \_\_\_\_\_ **Number of new parcels/lots:** \_\_\_\_\_
5. **What are the proposed changes to the plans? (Please describe in detail):** (Plans should include a statement that the Planning Board's endorsement is not a determination that the lots shown are buildable lots.)

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- I hereby request and grant an extension of the time for the Planning Board to take action pursuant to M.G.L. Ch. 81, Sec. 81P with regard to this application until \_\_\_\_\_ (3 days after the next posted meeting of the Planning Board). **Please initial here:** \_\_\_\_\_

**Applicant must file this form with the Town Clerk, Town of Deerfield.**

Town Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the reason why the submitted plan is not a subdivision is not obvious,** complete or have your surveyor or lawyer complete the following:

If all lots meet one of the following criteria, the plan is not a subdivision and approval under the subdivision control law is not required, but rather requires only a simple endorsement that it is not a subdivision. Please indicate the grounds on which you believe your plan not to be a subdivision (either A, B, or C) (cannot be a combination).

Lot Numbers

A. Each lot on the plan or altered by it meets one of these criteria:

1. Has all the frontage required under zoning on

a) a public way, or \_\_\_\_\_

b) a way shown on a plan approved earlier by the Planning Board under this law, or \_\_\_\_\_

c) a way preexisting the effective date of subdivision regulations, and which the Board finds adequate for its planned use. \_\_\_\_\_

2. Has been clearly marked on the plan to be either

a) joined to and made part of an adjacent lot, or not a building lot. \_\_\_\_\_

B. Each lot on the plan contains a building which preexisted the effective date of subdivision regulations. \_\_\_\_\_

C. The plan simply describes already existing parcels with no new lot divisions. \_\_\_\_\_

Signature of Owner of Record: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**FEEES AND OTHER EXPENSES:**

**ANR Application fee:** \$150.00 **plus** \$50.00 per proposed new lot to be created

**Consultant Review fee:** May be required for some projects. Fee to be determined by Planning Board and deposited in advance by applicant

**CONTACTS:**

**Building Inspector:** 413-665-1400 x110  
8 Conway St., South Deerfield, MA 01373

**Inspection Services Office:** 413-665-1400 x108  
8 Conway St., South Deerfield, MA 01373

**Town Clerk:** 413-665-1400 x100  
8 Conway St., South Deerfield, MA 01373

**Registry of Deeds:** 413 772-0239  
Franklin County Court house, 425 Main St., Greenfield, MA 01301

**Town Website:** [www.deerfieldma.us](http://www.deerfieldma.us)

**HOURS AND SCHEDULES:**

**Town Clerk's Office:** 9:00 a.m. to 4:00 p.m. Monday through Thursday

**Inspections Services Office:** 9:00 a.m. to 4:00 p.m. Monday through Thursday  
(Planning Board administrative staff in this office will assist you.)

**Planning Board Schedule:** Typically meets the first Monday of each month at 6:30 p.m. in Town Hall Meeting Room. This schedule or location may change due to holidays, earlier meeting start times, extra meetings in addition to the monthly meeting, etc. Please check with the Selectmen's Office to determine the next scheduled Planning Board meeting