

CITY OF BEVERLY
FORM A: ANR PLAN APPLICATION
CHECKLIST

Please use the following checklist to ensure that your ANR Plan Application is complete prior to submitting the plans to the Planning Department for Planning Board analysis. Please check with the Administrative Assistant for the Planning Department at 978-921-6000 if you have questions about what should be shown.

- One (1) mylar original of the completed ANR Plan
- One (1) mylar reproducible of the completed ANR Plan
- Three (3) prints
- Three (3) fully-executed copies of Form A (ANR Plan application)
- Filing fee of \$100 to adjust lot lines OR \$200 per lot created
- Copy of any decision(s) of the Zoning Board of Appeals, including, but not limited to, variances and exceptions regarding the land or any buildings thereon
- One (1) digital/electronic filing of the all material in PDF form by email or flash drive to be emailed or submitted to: Darlene Wynne, Assistant Planning Director, at: dwynne@beverlyma.gov (*preferred*)

All ANR plans should be drawn to scale, and applications should contain the following:

- Identification of the plan by name of owner of record and location of the land in question, cross-referenced to page and parcel number of the Assessor's Maps
- The statement "Approval Under the Subdivision Control Law Not Required," and shall provide sufficient space for the date and the signatures of the majority of the Board
- A locus plan at eight hundred feet (800') to the inch shall be included in the plan
- Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan
- In the case of the creation of a new lot, the remaining land area and frontage of the land in ownership of the Applicant shall be shown.
- Notice of any decision of the Zoning Board of Appeals, including, but not limited to, variances and exceptions regarding the land or any buildings thereon
- Abutters from the latest available Assessor's records unless the Applicant has knowledge of any changes subsequent to the latest available Assessor's records (See Form E, Certified List of Abutters, Appendix E)
- Distance to the nearest road or other permanent monument(s)
- Location of all existing buildings, including setback and side and rear yard designations
- The scale, date, and name of the Engineer or Surveyor who prepared the Plan
- Location of nearest fire hydrant(s)
- Metes and bounds of all existing and proposed boundary lines
- Notation explaining the purpose of ANR (details of transactions, making an existing nonconforming lot conforming, etc.)
- Notation stating that "endorsement of this plan as one not requiring approval under the Subdivision control Law is not a determination as to conformance with zoning."