

FORM A

APPLICATION FOR ENDORSEMENT OF
PLAN BELIEVED NOT TO REQUIRE APPROVAL

Tisbury, Mass. _____, 20____

(File one completed form with the Planning Board and one copy with the Town Clerk in accordance with the requirements of Section 32).

To the Planning Board:

The undersigned, believing that the accompanying plan of his/her property in the Town of Tisbury 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 _____
(No.) (Street) (City/Town) (State) (Zip)

2. Name of Surveyor _____

Address _____
(No.) (Street) (City/Town) (State) (Zip)

3. Deed or property recorded in Dukes County Registry of Deeds,
Book _____ Page _____

4. Location and Description of Property: (Continue on reverse side if additional space is needed.)

5. Proposed use of land if other than single family residential

6. Number of lots shown on plan _____

ANR (FORM A) PROCEDURES AND POLICIES

GENERAL LAWS

- ANR plans are reviewed in accordance with MOL 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 and in person) by the deadline specified by the Planning Office staff so as to secure agenda placement, e-mail the Form A application and an 11"x17" plan to auputon@tisburyma.gov The Administrator will confirm receipt and clarify the following procedure:
- Please Deliver the completed Form A application, three (3) full-size copies of the plan, the original Mylar, and \$200.00 filing fee by check made out to "Town of Tisbury". **The Cover Page of the application must be stamped by the Town Clerk first, ahead of Delivery to the Planning Board Office**
- **Plan:** Plan should show full surveyor notations and include:
 - o Name of road or way on which frontage is asserted.
 - o 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)
 - o All lots created or affected by the plan, including "remainder" lot(s) fully surveyed.
 - o All existing structures on the lot(s), by footprint
 - o 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:
 - o *"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."*
 - o *"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 First Available 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 after the Application has been stamped by the Planning Board. The Mylar will be signed after a decision has been rendered by the Planning Board and will be available to pick up from the Planning Board Office once all signatures have been gathered. The Planning Board Administrator will contact the Applicant or Applicant's agent when the Mylar is ready to be picked up and hand delivered to the Registry of Deeds. No Application is complete until this has occurred.