



## PLANNING BOARD

**TOWN OF WEBSTER**  
350 MAIN STREET  
WEBSTER, MASSACHUSETTS 01570  
(508) 949-3800 ext 1002  
planning@webster-ma.gov  
www.webster-ma.gov

## APPLICATION SUBMISSION REQUIREMENTS

### **ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

---

**Subdivision Rules & Regulations Requirements:** All submissions must adhere to the requirements of the Town of Webster Subdivision Rules and Regulations.

**Pre-submission Review** – It is highly recommended that a pre-filing review be conducted by the Planning Department prior to submission to the Town Clerk,

**Submission:** All application materials must be presented in a complete packet at the time of submission to the Town Clerk.

#### **Required Materials:**

1. **Application and Affidavit Forms** –including all required signatures – one original, one copy.
2. **Plan / Content Requirements** – See the Town of Webster Subdivision Rules and Regulations, Section IIF – Plan Believed Not to Require Approval (attached to this application). Please note the following:
  - Locus Plan – including a locus plan on the mylar and copies is not currently required but highly recommended.
  - The number of copies outlined in the Subdivision Rules and Regulations have been updated. Please see below for the new requirements.
  - The fee schedule outlined in the Subdivision Rules and Regulations has been updated. Please refer to the attached schedule.
3. **Fees** – includes all applicable fees outlined on the Fee Schedule attached to this application.
4. **Additional Materials as Needed / Required to support the Application.**
5. **Copies Required:** Please note that submission requirements cited in Section II.F.1 are outdated. Applicants have the choice to submit what is stated in the Regulations or the following which reflects current best practices.
  - One (1) full size mylar
  - Four (4) full size paper copies

Additional information and guidance can be found on the Planning Board web page at [www.webster-ma.gov](http://www.webster-ma.gov). Please contact the Planning Department if you have any questions. Thank you.



PLANNING BOARD

**TOWN OF WEBSTER**  
350 MAIN STREET  
WEBSTER, MASSACHUSETTS 01570  
(508) 949-3800 ext 1002  
planning@webster-ma.gov  
www.webster-ma.gov

**FORM A**  
**APPLICATION FOR ENDORSEMENT OF PLAN**  
**BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

**DATE:** \_\_\_\_\_

**1. OWNER OF RECORD:** \_\_\_\_\_

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

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

Deed recorded in the Worcester District Registry of Deeds: Book: \_\_\_\_\_ Page: \_\_\_\_\_

ASSESSORS ID: \_\_\_\_\_

**2. NAME OF APPLICANT:** \_\_\_\_\_

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

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

**3. ENGINEER / LAND SURVEYOR:** \_\_\_\_\_

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

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

**4. NAME OF AGENT / CONTACT PERSON:** \_\_\_\_\_

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

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

**5. LOCATION OF LAND:** on the \_\_\_\_\_ side of \_\_\_\_\_  
(N/S/E/W) (Street where property has frontage)

\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(# of feet) (N/S/E/W) Nearest adjacent street

Total Acreage \_\_\_\_\_ Zoning District(s) including overlay districts \_\_\_\_\_

**6.** Has the Zoning Board of Appeals, Planning Board or Board of Selectmen granted any variance, exception, or special permit concerning this property? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain / list including dates: \_\_\_\_\_

**7. FRONTAGE:** The division of land shown on the accompanying plan is not a subdivision. Every lot shown on said plan has the required amount of frontage in accordance with the Town Webster's Subdivisions Rules and Regulations and is on a public / private way, namely

---

which qualifies a lot for frontage under the Subdivision Control Law.

**8. AFFIDAVIT** by Engineer / Land Surveyor who stamped / signed the plan that all items requires are shown (attached attested document)

**9. REQUIRED SIGNATURES**

- Please Note: Both required signatures 9A and 9B must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

**A. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:** Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT** and **OWNER(S)** named above, hereby applies for approval of a Special Permit by the Planning Board and certifies that, to the best of the APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Webster, MA.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(If Not Applicant)

---

**B. REQUIRED SIGNATURE: TAX COLLECTOR**

To be completed by the **Tax Collector**: The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.  
Please make arrangements to pay all outstanding bills at the Tax Collector's Office.*

---

Tax Collector's Office – Name (Please Print)

Initial

Date

---

---

*Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.*

---

---

Town Clerk Signature

Date Received

Time Received

## **Affidavit ANR Plan Submittal**

I, \_\_\_\_\_,  
(Name of Surveyor/Engineer – Please Print)

hereby attest that all above information, required by the Webster Subdivision Rules and Regulations, is accurately and completely shown on the plan of land

dated \_\_\_\_\_,

regarding MAP(s) \_\_\_\_\_ LOT #(S) \_\_\_\_\_

on \_\_\_\_\_ in the Town of Webster.  
(property address)

Signature: \_\_\_\_\_

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

City / Town \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

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



Planning Department  
**Approval Not Required (ANR) – Submission Requirements**

---

Submitted Date: \_\_\_\_\_ Reviewed Date: \_\_\_\_\_

Street Location(s) of Lot(s): \_\_\_\_\_

Number of New Lots Created: \_\_\_\_\_ Zoning District(s) \_\_\_\_\_

Reviewed with: \_\_\_\_\_

**Application – Completed in entirety including:**

<input type="checkbox"/> WDRD information, Assessor ID information	<input type="checkbox"/> Tax Collector Signature
<input type="checkbox"/> Contact information – email address, phone	<input type="checkbox"/> Signed Engineer Affidavit
<input type="checkbox"/> Property Owner Signature	<input type="checkbox"/> Application Fee _____
<input type="checkbox"/> Applicant Signature	<input type="checkbox"/> Lot fee _____

**Copies – Sheet Size (see below)**

One (1) Mylar  Four (4) full size paper copies

**Plan Contents** –Section IIF of the Webster Subdivision Rules & Regulations. All items are required unless otherwise noted.

Sheet Size – only two allowable sizes: 24" x 36" or 18" x 24"

Scale – 1 inch = 40 feet

Locus – *recommended, not required*

Zoning classifications of all areas shown on plan

Title, north point

Date

Name of record owner

Registered Surveyor Seal

Planning Department  
ANR Submission Requirements

---

- Worcester District Registry of Deeds Book / Page
- Existing boundary lines
- Frontage distance \_\_\_\_\_
- Area of all lots and parcels being created or modified - sufficient data to determine location, direction and length of every lot and boundary line
- Location & ownership of abutting land based on recent tax list
- Existing structures and setback distances to proposed property line as required by the Zoning By-law
- Existing & proposed streets and ways – sufficient data to determine location, direction and length of every street & way line
- All permanent bounds properly identified as to whether existing or proposed
- Statement: “Approval Under Subdivision Control Law Not Required”
- Signature Block for five signatures
- Statement: “Endorsement by the Planning Board does not guarantee that any of the lots shown on this plan are buildable lots.”

---

- Compliant with Section 650-32 – Frontage: A minimum lot width of 50 feet must be maintained from the front lot line to the building line.
- Compliant with setbacks for existing structures. \_\_\_\_\_
- ---



# **TOWN OF WEBSTER**

350 Main Street, Webster, MA 01570  
(508) 949-3800 x4010  
[www.webster-ma.gov](http://www.webster-ma.gov)  
[planning@webster-ma.gov](mailto:planning@webster-ma.gov)

## PLANNING BOARD

## **Approval Not Required Under Subdivision Law (ANR) Waiver Request**

Property Location: \_\_\_\_\_

Assessor ID: Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_

| \_\_\_\_\_  
(Applicant or Authorized Agent Name - Please Print)

request waivers from the following requirements of Section II.F.3 of the Webster Subdivision Rules and Regulations (check all that apply):

_____ Sheet Size –two allowable sizes: 24" x 36" or 18" x 24"	_____ Existing structures and setback distances to proposed property line as required by the Zoning By-law
_____ Scale – 1 inch = 40 feet	_____ All permanent bounds properly identified as to whether existing or proposed
_____ Zoning classifications of all areas shown on plan	_____ Statement: "Approval Under Subdivision Control Law Not Required"
_____ Title, north point	_____ Signature Block for five signatures
_____ Registered Surveyor Seal	_____ Statement: "Endorsement by the Planning Board does not guarantee that any of the lots shown on this plan are buildable lots."
_____ Existing boundary lines	
_____ Frontage distance	
_____ Area of all lots and parcels being created.	
_____ Location & ownership of abutting land based on recent tax list	

\*Reason for Request(s)

**Signature of Applicant or Authorized Agent**

Date



**TOWN OF WEBSTER**  
350 Main Street, Webster, MA 01570  
(508) 949-3800 x4010  
[www.webster-ma.gov](http://www.webster-ma.gov)  
[planning@webster-ma.gov](mailto:planning@webster-ma.gov)

**PLANNING BOARD**

**21-DAY WAIVER FOR ANR ACTION**  
**To be submitted to the Planning Department**

In accordance with MGL Ch. 41 § 81P, I \_\_\_\_\_  
(Applicant or Authorized Agent Name - Please Print)

do hereby agree to waive the twenty-one (21) day requirement for the Planning Board to determine whether approval under the subdivision control law is required until \_\_\_\_\_.

Property Location: \_\_\_\_\_

Assessor ID: Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_

---

Signature of Applicant or Authorized Agent

---

Date

---

Linda Krupsky, Town Clerk

---

Received Date



## PLANNING BOARD

**TOWN OF WEBSTER**  
350 Main Street, Webster, MA 01570  
(508) 949-3800 x1002  
[www.webster-ma.gov](http://www.webster-ma.gov)  
[planning@webster-ma.gov](mailto:planning@webster-ma.gov)

## FEE SCHEDULE

**All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.**

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

**Fees – Number of Checks Required:** All Fees can be combined into one check made payable to “Town of Webster”. Credit cards and/or cash are not be accepted.

**Modifications:** Applications for modifications to previously approved permits must follow the same fee schedule.

**Peer Review Fees** – Peer Review Fees are collected in accordance with MGL c54, §53G. Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete.

- **Approval Not Required (ANR)**

Application Fee .....	\$50.00
Lot Fee per each new lot .....	\$100.00 per lot / parcel modified or created

- **Special Permit & Site Plan Review (see Stormwater Permit Fees if required)**

Application Fee .....	\$200.00
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office
Peer Review Fee .....	\$2,500 minimum – if required

- **Stormwater Permit**

Application Fee .....	\$250.00
*Legal Advertising Fee .....	\$100.00
*Abutter Notification Fee .....	based on current mailing rates; contact office
*Peer Review Fee .....	\$2,500.00 minimum – if required

*\* These fees are not required if the Stormwater Permit Application is part of a Site Plan Review Application. Contact the office if you have questions.*

- **Site Plan Review Only**

Application Fee .....	\$100.00
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office
Peer Review Fee .....	\$2,500.00 minimum – if required

**Town of Webster Planning Board**  
**Fee Schedule - continued**

• **Special Permit Only**

Standard Application Fee – all uses except as noted below.....	\$100.00
• Common Driveway Peer Review Fee.....	\$200.00
• Lake Watershed Protection District Peer Review Fee.....	\$200.00 (minimum)
• Over 55 Community Application Fee.....	\$250 base, plus \$50 per unit
Peer Review Fee .....	\$2,500.00
• Redevelopment Overlay District Peer Review Fee .....	\$200.00
• Telecommunications Tower Application Fee.....	\$2,000.00
Peer Review Fee (MGL c54, §53G) .....	\$2,500.00

Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office

• **Scenic Road Hearing**

Application Fee .....	\$50.00
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office

• **Subdivisions**

Application Fees

• Preliminary Plan .....	\$250.00
Peer Review Fee .....	\$2,500.00 minimum
• Definitive Subdivision Plan with Preliminary Plan.....	\$100.00 per lot
Peer Review Fee .....	\$2,500.00 minimum
• Definitive Subdivision Plan without Preliminary Plan.....	\$1,000.00 plus \$100.00 per lot
Peer Review Fee .....	\$2,500.00 minimum
• Waiver Request from Subdivision Rules & Regulations.....	\$20.00 per lot - maximum
	or \$500.00 per waiver request

Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office

• Road Inspection Fee .....	\$50.00 per linear foot of centerline
	This fee to be paid in advance of inspection.