



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)

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**Subdivision Rules & Regulations Requirements:** All submissions must adhere to the requirements of the Town of Webster Subdivision Rules & Regulations. Please note that the fee schedule cited Section II.E has been adjusted to reflect updated pricing for peer review, abutter notification and legal advertising fees. Please refer to the most recent fee schedule to calculate all fees.

**Pre-submission Review** – 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,

**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. **Fees** – includes all applicable fees outlined on the Fee Schedule.
3. **Additional Materials as Needed / Required to support the Application.**
4. **Copies Required:** Please note that submission requirements cited in Section II.F.1 are outdated.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 full size mylar
  - Four 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.



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**PLANNING BOARD**

**FORM A**  
**APPLICATION FOR ENDORSEMENT OF PLAN**  
**BELIVED 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: \_\_\_\_\_



## 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 Grafton.  
(property address)

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

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

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

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

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



# TOWN OF WEBSTER

350 Main Street, Webster, MA 01570

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## PLANNING BOARD

### 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:** Two checks are required at the time of submission as follows:

1. Application fee + Legal Advertising Fee (only if required) + Abutter Notification Fee (only if required). See attached worksheet to assist in calculating Abutter Notification fee which is based on current postage mailing rates.
2. Peer Review Fees

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

**Peer Review Fees** – 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.

**\*\* All Checks to be made payable to the “Town of Webster”\*\***

#### • **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**

Application Fee ..... \$200.00  
 Legal Advertising Fee..... \$100.00  
 Abutter Notification Fee .....based on current mailing rates; contact office  
 Peer Review Fees (MGL c54, §53G), separate check..... \$2,500 minimum – if required

#### • **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 Fees (MGL c54, §53G), separate check..... \$2,500 minimum – if required

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

• **Special Permit Only**

Application Fees

- Standard – all uses except as noted below ..... \$100.00
- Common Driveway ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Lake Watershed Protection District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200 (minimum)
- Over 55 Community ..... \$250 base, plus \$50 per unit
- Redevelopment Overlay District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Sign Exception ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Telecommunications Tower \$2,000  
Peer Review Fees (MGL c54, §53G), separate check ..... To be Determined

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  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Definitive Subdivision Plan with Preliminary Plan ..... \$100 per lot  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Definitive Subdivision Plan without Preliminary Plan ..... \$1,000 plus \$100 per lot  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Waiver Request from Subdivision Rules & Regulations ..... \$20 per lot - maximum  
or \$500 per waiver request

Legal Advertising Fee ..... \$100.00

Abutter Notification Fee ..... based on current mailing rates; contact office

- Road Inspection Fee ..... \$50 per linear foot of centerline  
This fee to be paid in advance of inspection.