

**FORM A**

**APPLICATION FOR ENDORSEMENT OF  
PLAN BELIEVED NOT TO REQUIRE APPROVAL FOR SUBDIVISION**

**INSTRUCTIONS:**

**First:** Bring application to the Planning Department for determination of fee approval (see Fee schedule).

**Second:** Bring copy of application with approved fee to the City Clerk (hand delivery or certified mail).

TO: Gardner Planning Board  
115 Pleasant Street, Room 201  
Gardner, MA 01440

The undersigned, believing that the accompanying plan of land in the City of Gardner 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 (*see Section 4 of the Rules and Regulations Governing the Subdivision of Land*).

1. Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

2. Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_

Certificate of Title: \_\_\_\_\_

3. Location and Description of Property (include acreage and number of lots)  
\_\_\_\_\_

4. Board of Appeals decisions pertaining to land or buildings, if any \_\_\_\_\_  
\_\_\_\_\_

5. Reason(s) plan does not constitute a subdivision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Owner, if different*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Owner's Address

This information is to be filled in by the Department of Community Development and Planning, however, the applicant may find the checklist useful for plan preparation.

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## OFFICE USE ONLY

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ANR Submission Requirements:

Date Plan Filed: \_\_\_\_\_ Decision Deadline: \_\_\_\_\_

- \_\_\_\_\_ Original of Plan (Mylar)
- \_\_\_\_\_ Two Prints of Plan
- \_\_\_\_\_ Form A (original and one copy)
- \_\_\_\_\_ Copy of Form A and Submission Fee to City Clerk
- \_\_\_\_\_ Copy of Plan on CD or Diskette or Fee
- \_\_\_\_\_ Plan Title
- \_\_\_\_\_ Date
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ Scale (1" = 40')
- \_\_\_\_\_ Locus Plan (1" = 2000')
- \_\_\_\_\_ Record Owner
- \_\_\_\_\_ Engineer and/or Surveyor Stamp and Signature
- \_\_\_\_\_ Abutters to Property
- \_\_\_\_\_ Zoning Classification and Boundaries
- \_\_\_\_\_ Notice of Zoning Board of Appeals Decision(s)
- \_\_\_\_\_ Assessor's Reference
- \_\_\_\_\_ Name and Condition of Way Providing Frontage
- \_\_\_\_\_ Location, Direction and Length of Ways Abutting Property
- \_\_\_\_\_ Existing and Proposed Boundary Lines
- \_\_\_\_\_ Permanent Monuments
- \_\_\_\_\_ Wetlands and Floodplain Location or Note
- \_\_\_\_\_ Location of Existing Buildings with Setbacks
- \_\_\_\_\_ Parcels Labeled "Not a Building Lot"
- \_\_\_\_\_ Statement that "No Determination as to Compliance with Zoning Requirements has Been Made or Intended"
- \_\_\_\_\_ Signature Block
  
- \$ \_\_\_\_\_ Submission Fee

\_\_\_\_\_ PLAN ACCEPTED                      \_\_\_\_\_ PLAN REJECTED (Circle missing items)

Planning Board Meeting Date: \_\_\_\_\_

\_\_\_\_\_ PLAN ENDORSED                      \_\_\_\_\_ PLAN NOT ENDORSED (State reasons)

**COMMENTS:**

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