



Town of Canton Planning Board Approval Not Required (ANR) Plan Checklist

Please use this checklist to ensure that your Endorsement of Plan Believed Not to Require Approval under the Subdivision Control Law application (Form A) and accompanying plan are filed properly. Incomplete submissions may be rejected, returned to the applicant, and a notice of the determination sent to the Town Clerk.

If the plan is determined not to require approval under the Subdivision Control Law it shall be endorsed by the Planning Board, most likely at their next scheduled meeting, without a public hearing (MGL c. 41, s. 81-P). The Planning Board may take up to 21 days from the time the plan was submitted to the Town Clerk to respond.

The Planning Board reviews the plan to insure that the plan meets three standards: the lots on the plan must front on a street used and maintained as a public way, the lots on the plan must meet the minimum frontage requirements, and the Planning Board's determination that vital access to the lots exist.

All submitted materials must be legible, organized and bound (where appropriate) in a matter that allows for distribution of all proposal materials as 1 package. Please utilize double-sided printing for submitted reports, studies, and statements when possible. A high-resolution .pdf version of the plan should also be submitted with the application to the Planning Board office. The Planning Board Application and other forms can be found on the Planning Department's website: <http://www.town.canton.ma.us/334/Planning>.

Filing Procedure

1. Complete Planning Board General Application (1 copy)
2. Complete Form A (2 copies)
3. Complete Plan (see checklist below) (2 paper copies, 1 electronic copy)
4. Complete plan narrative (see checklist below) (1 paper copy, 1 electronic copy)
5. Submit fee (\$250), completed Planning Board Application, one copy of Form A, one full-sized paper copy of the proposed plan, project narrative, and one high-resolution electronic copy of the proposed plan to the Planning Board
6. Submit one full-sized paper copy and one electronic copy of the plan and project narrative directly to the Planning Board Engineering Consultant
7. Submit one electronic copy of the Plan and the project narrative directly to the Town Planner
8. Submit a paper copy of Form A and the Plan to the Town Clerk (date/time stamp)

The Plan

The plan must be prepared by a Registered Professional Engineer or Registered Land Surveyor and show the following:

- The name and address of OWNER of record and the person for whom the plan is prepared
- The name and address of Surveyor and/or Engineer who prepared the plan
- The scale, north point and date
- The statement "Approval under Subdivision Control Law Not Required"
- A block for the date and the signatures of all members of the Board (5 signatures)
- Names of abutters from the most recent local tax list based upon available Assessor's records
- Names and status (private or public) of Streets, Roads, Roadways, and Ways shown on the plan and any State or County layout
- Bearings and distances of all lot lines in English units on the Mass State Plane Coordinate System
- If elevations are shown, they shall be shown in English units on the North American Vertical Datum of 1988 (NAVD 88)

- Location of all existing buildings, including setback distances from front, side and rear boundaries
- Location of all bounds, fences, and walls
- The remaining contiguous land of the Applicant shall be shown on the plan or a separate plan sheet
- The zoning classification of land shown and any zoning district boundaries including any overlay zoning districts and a zoning table with allowed and proposed uses and required and provided dimension
- Notice of any decisions by the Zoning Board of Appeals, including but not limited to variances and Special Permits
- Federal Emergency Management Agency flood hazard risk zones shall be shown
- Department of Environmental Protection (DEP) designated Zone I and Zone II areas
- The location and area of bordering vegetated wetlands, intermittent and perennial streams and rivers, riverfront areas, land under water, buffer zones and setbacks, and upland areas determined in accordance with the Massachusetts Wetlands Protection Act (MGL Ch. 131 §40) shall be shown. Resource areas shall be located by a qualified wetland scientist and located by survey. Location based upon an Order of Recourse Area Delineation of Notice of Intent is encouraged.

- Project narrative:** A written description of the plan purpose and why the Subdivision Control Law is not Required (separate document)

The submission shall include an Engineering/GIS (Geographic Information System) compatible computer file of the Approval Not Required Plan in compliance with the current "Canton Planning Board Technical Standards for Submission of Plans." A revised computer file shall be submitted with the final plan prior to endorsement.

What Your Plan Must Show

- Evidence whether a way is or has been used as a public way:**
 - Street is on a list of public streets, according to most recent Canton Street map: <https://town.canton.ma.us/491/Help-Desk---Plans-and-Maps>
 - Or if private way, written evidence be submitted by the Town Clerk of public maintenance under vote of the Town Meeting and of continued substantial use by the general public without permission of the landowners for at least twenty (20) years

- Frontage on a Way Adequate for the Intended Use**
 - Lot(s) directly abuts a public or private way (documented public maintenance)
 - Property can be accessed through the frontage
 - Right-of-way is at least forty (40) feet wide
 - The horizontal and vertical alignment are adequate and safe in terms of providing adequate site distance (see Zoning Bylaws 4.2.4 Corner Clearance)
 - The traveled way is at least eighteen (18) feet in width, and has a minimum of 3 inches of hot mix asphalt pavement and minimum of 8 inch thick gravel base

- Vital Access**
 - Show proposed lot division lines
 - Show direct access from the abutting street to the location on the lot where the principal building is located, without steep grades, wetlands, watercourses, or other physical constructs