



Town of Granby

PLANNING BOARD
Senior Center, 2nd Floor
10-B West State Street
Granby, MA 01033
413-467-7177 Fax 413-467-2080
Website: www.granby-ma.gov

GUIDELINE TO FILE “ANR” PLAN (Pursuant to Section 3.00 Town of Granby Subdivision Regulations)

Submission must have:

- Two (2) “FORM A” applications completed
- Two (2) original mylars prepared by a registered land surveyor to include “NO DETERMINATION HAS BEEN MADE AS TO THE BUILDABILITY OF ANY LOT SHOWN ON THIS PLAN.”
- Four (4) prints of the Plan. (Two (2) of the prints shall have significant features illustrated according to required color scheme) to include “NO DETERMINATION HAS BEEN MADE AS TO THE BUILDABILITY OF ANY LOT SHOWN ON THIS PLAN.”
- Plan must contain the following: (See Subdivision Regulations Section 3.03)
 1. True North arrow, date, scale, legend and title, “Subdivision Approval Not Required”.
 2. The names and addresses of the owner(s) of record, the applicant, and the Professional Engineer and/or Land Surveyor and official seal(s).
 3. Location, names, lines and widths of all existing streets with distances and bearings and any common or public areas.
 4. Location, distances and bearings and purpose of all easements, both existing and proposed, within and adjacent to the land in question.
 5. The plan shall show boundary lines, distances and bearings of all lots, sites or divisions, lot areas in square feet, with all lots designated numerically and in sequence.
 6. Location of all monuments properly described and identified as to whether existing or proposed.
 7. Suitable space to record the action of the Planning Board and the signatures of members.
 8. A locus plan at a scale of one (1) inch equals four hundred (400) feet showing the exact location of the plan of land in relation to two (2) or more existing streets.

9. Significant site features such as existing stone walls, fences, buildings, wetlands, flood plains, large trees over 18 inches and rock outcroppings as well as the location of natural objects and surfaces such as waterways, water bodies and natural drainage courses within and adjacent to the site. (Amended 6/23/03)
10. The names of all abutters as determined from the most recent tax list, and book and page from the Registry of Deeds.
11. At least two (2) of the prints required shall have the significant features illustrated according to the following color scheme:
 - Roads – dark gray
 - Streams and water bodies – blue
 - Wetlands – solid red
 - Wetlands 100’ buffer zone – dotted red
 - One hundred-year floodplains – orange
 - Open space and recreation areas – green
 - Pedestrian and bicycle paths – brown
 - ANR boundaries – black (Amended 6/23/03)

- Filing Fee-\$125.00 for each new lot created. (minimum of \$250.00 total)

If the Plan is completed, the Applicant will call the Town Administrative Assistant for the time and place of next Planning Board meeting to be put on the agenda and file the plan and other documents with the Planning Board at that time. Plan on either the Applicant or a representative to attend the meeting in person in case the Planning Board has questions. If the Planning Board determines that the plan submittal is complete it will acknowledge “receipt” of the Plan.

The Applicant will leave two (2) completed copies of “FORM A”, the two (2) original mylars and four (4) prints of the plan and the filing fee with the Planning Board. The Planning Board will file documents with the Town Clerk, which constitutes the “effective date of submission” and at which time the review process will begin. The Planning Board has twenty-one (21) days from the “effective date of submission” to act on the Plan.

THIS GUIDELINE TO BE GIVEN TO APPLICANT