



## PLANNING BOARD

**TOWN OF WRENTHAM**  
WRENTHAM TOWN HALL  
79 SOUTH STREET  
WRENTHAM, MASSACHUSETTS 02093  
P: (508) 384-5441 | F: (508) 384-3174  
[planning@wrentham.gov](mailto:planning@wrentham.gov)  
[www.wrentham.gov](http://www.wrentham.gov)

## APPLICATION SUBMISSION REQUIREMENTS

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

**Plan Requirements:** ANR submissions are to be prepared in accordance with Section 3.2 of Wrentham's Rules and Regulations Governing the Subdivision of Land. The Regulations can be found on the Town's website on the Planning Department webpage.

**Pre-submission Review** – Applicants wishing to discuss or review their application in draft format or prior to formal submission can contact the office to discuss their options.

**Submission:** All application materials must be presented in a complete packet at the time of submission for staff to review and schedule a hearing. All applications must be submitted in person to the Planning Department during regular business hours:

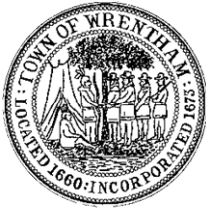
- Monday, Wednesday & Thursday 8 a.m.-4 p.m.,
- Tuesday 8 a.m.-7 p.m., and
- Friday 8 a.m. – 12 p.m.

\*No electronic or mail in submissions allowed.

#### Required Submission Materials:

- Application and Affidavit Forms** – including all required signatures – one (1) original, one (1) copy.
- Fees**, A check for the application made out to the Town of Wrentham:  
Plan which creates no buildable lots: \$100      Plan which results in new buildable lot(s): \$200
- Additional Materials as Needed / Required to Support the Application.**
- Copies Required:**
  - One (1) full size Mylar
  - Three (3) full size paper copies
  - One (1) copy of all plans and additional materials in PDF Format (on disk or flash drive).

Additional information and guidance can be found on the Planning Board webpage located at [www.wrentham.gov](http://www.wrentham.gov). Please contact the Planning Department if you have any questions.



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**FORM 1  
APPLICATION FOR ENDORSEMENT OF PLAN  
BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

Application No.: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER OF RECORD:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Deed recorded in the Norfolk County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**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 zones) \_\_\_\_\_

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

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** by Engineer / Land Surveyor who stamped/signed the plan that all items required are shown (enclosed attested document).

I, \_\_\_\_\_ hereby attest that all above information, required by Wrentham’s Rules and Regulations Governing the Subdivision of Land, is accurately and completely shown on the plan of land dated \_\_\_\_\_, regarding MAP(s) \_\_\_\_\_ LOT #(S) \_\_\_\_\_ located on \_\_\_\_\_ in the Town of Wrentham.

Engineer/Land Surveyor’s Signature: \_\_\_\_\_

**REQUIRED SIGNATURES:**

- Please Note: Both required signatures 1 and 2 must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

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

The undersigned, being the APPLICANT and OWNER(S) named above, hereby applies for Endorsement of a Plan Believed Not to Require Approval 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 Rules & Regulations

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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**2. 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 Wrentham, MA.

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

\_\_\_\_\_  
Tax Collector’s Office – Name (Please Print)                      Initial                      Date