

SUBDIVISION OF LAND

231 Attachment 4

Town of Westminster

Checklist for Receiving Approval Not Required (ANR) Plans

Plan Reference: _____

Owner: _____

Location: _____

Plan date: _____

- _____ Form A application (2 copies)
- _____ Filing fee (See most recent Planning Board Fee Schedule); currently, \$40 per lot
- _____ Application signed by the owner, or has letter of authorization from the owner
- _____ Plans (4 copies)
- _____ Plan contains all items listed in the rules and regulations
- _____ Updated wetlands delineation
- _____ Upland lot area calculations to determine zoning conformance
- _____ Owner is not on the delinquent tax list

If an existing lot proposed to be divided contains an existing dwelling already located on the lot, Title 5 Regulations require that the septic system must be inspected and the results submitted to the Board of Health within 30 days of the inspection date.

Health Agent Sign-off

ANR plans will be put on the Planning Board agenda after the Town Planner verifies that all filing information has been submitted and the application is deemed complete. The application will not be deemed complete until all items on the above checklist have been submitted, and the Board of Health signs off that the plan does not require a Title 5 inspection. If the Health Agent determines that the plan does require Board of Health approval, such approval must be obtained prior to the application being deemed complete. Once the application is deemed complete, the ANR plan will be marked "received" at a regularly scheduled meeting of the Planning Board. The Planning Board will act on the ANR plan within 21 days after the plan is received.