



TOWN OF ORANGE

APPROVAL NOT REQUIRED (ANR) PLAN FLOW CHART

Date Done:

ANR application (Form A) and filing fee filed with Town Clerk; original Mylar and at least 3 copies of plans are forwarded to the Planning Board

Town Clerk's office hours:

8:00 a.m. to 4:00 p.m. Monday through Thursday
8:00 a.m. to 1:00 p.m. Friday

Planning Board meets the second and fourth Tuesday of each month at 7:00 p.m. in Town Hall Meeting Room (to get on agenda, application must be filed by previous Friday)

Planning Board must review plan within 21 days of receipt by Town Clerk

ANR DENIED

Planning Board files written notice within 21 days with Town Clerk and applicant that Subdivision approval is required pursuant to MGL Ch. 41, §81K-81GG

ANR APPROVED

Planning Board endorses plan and returns original Mylar plan to applicant, retaining 3 copies for other Town offices or boards

Applicant submits Subdivision Plan to the Planning Board

OR

Applicant appeals decision to the appropriate court within 20 days of denial pursuant to MGL Ch. 41, §81Y and notifies Town Clerk

Applicant records endorsed plan with the Franklin County Registry of Deeds

FEES AND OTHER EXPENSES:

ANR Application fee: \$50 per new lot (division of existing lot into 2 new lots costs \$100)

Consultant Review fee may be required for some projects, to be determined by Planning Board and deposited in advance by applicant

APPROVAL NOT REQUIRED (ANR) PLANS:

ANR plans show the creation of lots with frontage on existing roads. The Planning Board must determine if there is adequate frontage, as required by the Zoning Bylaw, and adequate access. Frontage must be on one of the following types of roads:

- a public way or a way which the Town Clerk certifies is maintained and used as a public way;
- a way shown on a subdivision plan which has been previously approved and endorsed by the Planning Board; or
- a way which was in existence when the Subdivision Control Law took effect and which the Planning Board has determined is suitable for the proposed use of the lots.

CONTACTS:

- Building Inspector:** 978-544-1105
135 East Main St., Orange, MA 01364 (Armory)
- Town Hall:** 978-544-1100 x106
6 Prospect St., Orange, MA 01364
- Town Clerk:** 978-575-1100 x101
6 Prospect St., Orange, MA 01364
- Registry of Deeds:** 413-772-0239
Franklin County Courthouse
425 Main St., Greenfield, MA 01301

IMPORTANT NOTICE:

Endorsement of an ANR plan does not certify that the lots shown on the plan qualify as building lots under the Zoning Bylaw. This determination is made by the Building Inspector.