

REQUIREMENTS FOR ANR SUBMISSIONS

\$250 for each plan to be recorded showing a new lot line or lines but creating no new building lots, \$700 for each plan to be recorded plus \$1000 for each new building lot established. The fee shall be submitted to the Planning Board Office in the form of a check payable to the Town of Wellesley.

All plans shall be drawn to a scale of 1"=40', shall be a minimum size of eight and one-half inches by eleven inches (8 1/2" x 11") and a maximum size of twenty-four inches by thirty-six inches (24" x 36") with three-quarter inch (3/4") borders, and shall show:

1. Title, North arrow, date of survey and graphic scale;
2. Name of owner of record;
3. Name and address of Registered Land Surveyor;
4. Names of all abutters as they appear on the most recent tax list;
5. Lines of existing and proposed streets, ways (including private driveways and off street parking areas) and easements;
6. Location of all underground utilities shall be shown with indication of those existing lines that are presently abandoned;
7. Existing and proposed boundary lines, including dimensions and areas of all lots shown;
8. Lot and/or house numbers;
9. Location of all existing buildings, structures and bounds including distances to nearest property boundary lines;
10. Zoning District(s) and any Zoning District Boundary lines including Flood Plain or Watershed Protection District, Water Supply Protection District or Historic District;
11. Existing and proposed Floor Area Ratios must be shown if the plan shows changes to property lines of lots located in whole or in part within commercial districts;
12. Existing and proposed Build Factors must be shown if the plan shows changes to property lines in Single Residence Districts;
13. Water bodies including intermittent streams, bordering vegetated wetlands as specified in the Wetlands Protection Act, M.G.L. chapter 131, Section 40. (only required for plans creating new building lots).
14. Suitable space to record the action of the Planning Board and signatures of the five members of the Board;
15. A three and one-half inch (3 1/2") blank square reserved for the use of the Registry of Deeds;
16. A certification clause signed by the preparer stating that he/she has conformed with the rules and regulations of the Registry of Deeds in preparing the plan; and
17. Other information as may be required by the Board.