



Department of Planning and  
Community Development  
Town Hall, 2<sup>nd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442

Application to the Brookline Planning Board  
**Endorsement of ANR (Approval Not Required) Plan**  
(see MGL. c. 41. Section 81T)

**Plan Received (Date Stamp)**

Address(es) of \_\_\_\_\_  
ANR Plan Properties \_\_\_\_\_  
\_\_\_\_\_

Name and Address of \_\_\_\_\_  
Applicant/Contact Person \_\_\_\_\_  
\_\_\_\_\_

Name and Address of \_\_\_\_\_  
Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Description of Proposed \_\_\_\_\_  
Lot Line Changes \_\_\_\_\_  
\_\_\_\_\_

Signature(s) of \_\_\_\_\_  
Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Submission Requirements: All ANR submissions must include:

- ( ) a completed ANR application (this form)
- ( ) appropriate fee (see below)
- ( ) a PDF of the ANR plan (submitted by email or flashdrive)
- ( ) a CAD file of the plan (submitted by email or flashdrive)
- ( ) one 24"x36" to-scale mylar of the plan
- ( ) two 24"x36" to-scale paper copies of the plan

ANR plans must include the following information at a minimum:

- A signature box for the Planning Board to sign/endorse the ANR plan
- A statement that the Planning Board's endorsement of the plan does not constitute a determination on compliance with local zoning requirements
- Parcel ID#s, lot sizes, and frontage values
- If the plan creates a parcel of land that does not have adequate frontage or sufficient lot size, the parcel must be designated as "unbuildable" and any intended conveyance to adjacent properties should be indicated on the plan.

Note that in the case of divisions of land for large or complex properties, Planning staff may request a zoning analysis to assist the Planning and Building Departments in identifying any zoning violations.

#### Fees

All ANR submissions shall include the following fee, provided by check made out to "Town of Brookline": \$100 plus \$200 for each new lot created

#### Post Endorsement

After the Planning Board endorses an ANR plan, Planning staff will coordinate with the Planning Board clerk for the clerk to sign the physical mylar submitted by the applicant as well as the two full-size paper copies. Once signed by the clerk, the mylar will be given to the applicant for them to record the ANR plan with the Norfolk Registry of Deeds.

***Applicants are requested to notify the Planning Department when the ANR plan has been filed with the Registry of Deeds.***