



TOWN OF OXFORD
APPROVAL NOT REQUIRED PLAN (ANR)
CHECKLIST SUBMISSION REQUIREMENTS



This ANR Plan Review Checklist should be completed by the applicant and submitted with the plan one week prior to the meeting. It is intended to assist the applicant in preparing an ANR plan for Planning Board Action. The applicant is also advised to go through the Subdivision Rules and Regulation Section II (ANR) Plan requirements for full details.

Project Information	Tax Map: _____ Lot: _____ Zoning _____ Deed Book _____ Page _____
	Owner of record: _____ Property Location: _____
	Name of Engineering Firm: _____ Address _____
	Applicant: _____ Address _____

General Information provided on the ANR plans

- ☐ Maximum sheet size shall be 24" x 36"
- ☐ Plan shall be stamped by Commonwealth of Massachusetts - Professional Land Surveyor
- ☐ If possible all plans shall be shown at 1" = 40' and not greater than 1"=100' and shall show a graphical scale
- ☐ Street names and type (private or public and width) and pavement width
- ☐ Appropriate Legend, Plan Title, Date, Plan Revision Date(s) and North point
- ☐ Property & easement lines w/bearings & Distances
- ☐ Name of the record owner, name of the surveyor and the Worcester District Registry of Deeds book and page reference of conveyance to the record owner.
- ☐ Location and ownership of land abutting the property as appearing in the most recent tax list.
- ☐ The exterior boundaries of the entire parcel(s) of land being divided or for which lot lines or easement lines are being created or modified, and the area of each parcel, lot and/or easement and lot number. .
- ☐ Zoning Requirements and Provided Table for: Lot Size, Lot Width, Lot Frontage, and Side, Rear and Front Yard Setback
- ☐ Front, Rear and Side Yard Setback lines drawn on the plan.
- ☐ Provided Regularity Factor and Provided Upland Area.
- ☐ A locus map at a scale of one thousand feet to the inch (1"=1,000') showing the boundaries of the abutting properties.
- ☐ Planning Board signature block, and the following statements:
 - "Approval under the Subdivision Control Law Not Required"
 - "Endorsement by the Planning Board does not guarantee that any of the lots shown on this plan are buildable lots."
 - "Compliance with zoning or other regulations is neither expressed nor implied."
- ☐ A list of all references used to establish property lines.
- ☐ A statement regarding Sight Distances at access to any new lots.
- ☐ A statement regarding potential driveway grade to any new lots that exceed eight percent (8%) grade and any items that will limit access along the frontage (i.e. guardrails, large ledge outcroppings).
- ☐ Location and description of all existing buildings and structures including all septic systems, surface and sub-surface drainage and private wells with setback dimensions to the proposed property line.
- ☐ Location and description of all bounds, fences, walls, guard rails, easements and/or encumbrances, including location of existing trails and other pertinent information. At least 3 monuments must be shown.
- ☐ Notice of any and all decisions including but not limited to variances, special permits, etc. regarding the land or any buildings thereon, including the deed book and page numbers where such documents are recorded in the Worcester Registry of Deeds.
- ☐ Zoning classification and location of any zoning district boundaries that lie within the locus of the plan.
- ☐ Site information showing all flood plains and zones, waterways and wetland/resource areas pursuant to the Massachusetts Wetlands Protection Act. MASS GIS wetland line can be used if applicable.
- ☐ In the case of the creation of a new lot, all the remaining contiguous land area and frontage of the land in the ownership of the applicant shall be shown.