

FORM A
WILBRAHAM PLANNING BOARD

Application for Endorsement of Plan Believed not to Require Approval

Name of Applicant:	
Address:	
Phone:	
Email:	

Name of Property Owner:	
Address:	
Phone:	
Email:	

Name of Surveyor/Plan Preparer:	
Company Name:	
Address:	
Phone:	
Email:	

Property Information	
Property Address:	
Deed Reference:	
Assessor's Parcel #(s):	
Zoning District:	

Purpose/Description of Plan:	
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The undersigned, believing that the accompanying plan of his/her property in the Town of Wilbraham does not constitute a subdivision within the meaning of the Subdivision Control Law, requests determination and endorsement that Planning Board approval under the Subdivision Control Law is not required for the reasons listed on page 2.

Signatures:

Owner:			
Printed Name		Date:	
Signature of Applicant (if other than Owner)			
Printed Name:		Date:	

Check the appropriate response or explain fully on a separate sheet:

- The accompanying plan is not subdivision because the plan does not show a division of land.
- The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distances as is presently required by the Wilbraham Zoning By-Law which requires _____ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
 - a. a public way or way in which the Town Clerk certifies is maintained and used as a public way namely _____ or
 - b. a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law, namely _____
 - c. a private way in existence prior to 1954, the date when the Subdivision Control Law become effective in the Town of Wilbraham, having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____.
- The division of the tract of land shown on the accompanying plan is not a subdivision because it shows a proposed conveyance/other instrument, namely _____ which adds to/takes away from/changes the size and shape of lots in such a manner that no lot affected is left without frontage as required by the Wilbraham Zoning By-Law.
- The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings were standing on the plan prior to 1954, the date when the Subdivision Control Law went into effect in the Town of Wilbraham, and one of such buildings remains standing on each of the proposed lots shown on the accompanying plan. *Evidence of the existence of such buildings prior to the effective date of the subdivision control law is attached.*

Application Checklist:

- Application Form A
- Filing Fee: **\$110.00**
- Two (2) reproducible mylar (polyester film) plans suitable for recording
- Two (2) paper copies of the plan
- Electronic copy in PDF format or other digital format acceptable to the Town of Wilbraham. (submit on USB drive with paper copies or email to Planning Office staff at planning@wilbraham-ma.gov PRIOR to submittal)

See Plan Requirements on following page

NonSub/ANR Plan Requirements (§3.3)

Note: Applicants are strongly encouraged to submit a PDF (portable document format) Adobe Acrobat file (or other digital format acceptable to the Town) copy of proposed plans to the Planning Office for review prior to submittal of mylar and paper copies of plans.

- Date, north arrow, graphic scale, locus, and title block identifying plan by owner and location
- Name, address, official seal and original signature of Surveyor who prepared the plan
- Names of Abutters
- A note indicating the specific purpose of the plan including a description of the proposed changes to the parcels or lots
- Frontage of all existing or proposed lots correctly dimensioned at the front property line
- Area of all existing or proposed lots
- Number or letter designations on all existing and proposed parcels
- Location of bounds, monuments and pins properly noted as to whether found, set or to be set
- Existing and proposed boundary lines with complete dimensions (bearings, distances, etc.)
- Location, name, present width and status of existing streets and ways
- Book and page reference from the Hampden County Registry of Deeds (or Land Court reference) of conveyance to owner(s) of record
- Zoning district designation and location of any zoning district boundaries within the locus of the plan
- Location of all existing and proposed easements
- Location and total area of wetlands with certification that proposed lots are in conformance with section 4.4.3 of the Zoning By-Law (Minimum Usable Land Area) - ***see following page***
- Location of all existing structures with setback, side yard and rear yard distances
- Standard approval block inscription "Approval Under the Subdivision Control Law Not Required" with one signature line for plan endorsement
- A notation reading "Endorsement of this plan does not certify compliance with the zoning required for a building lot" or similar language to the same effect
- For parcels that are not building lots (such as when land is conveyed to an abutting parcel), the plan shall clearly indicate that such parcels are not building lots.

Note: In exceptional circumstances, the Planning Board may require that the applicant provide additional information

4.4.3 Minimum Usable Lot Area

A specified percentage of the area required for zoning compliance, whether by special permit or otherwise, for any lot in a residence district shall consist of contiguous usable land area as defined in Section 1.3. Said percentage shall equal seventy-five (75) percent of said minimum requirement if it equals or exceeds 34,000 square feet and ninety (90) percent of said minimum requirement if it is less than 34,000 square feet.

1.3 Usable Land Area

That portion of a lot which is not classified as a "wetland" as defined in Chapter 131, Section 40 of the Massachusetts General Laws and the regulations promulgated thereunder in 310 C.M.R. 10.00 and/or the Wilbraham Wetlands Bylaw and the regulations promulgated thereunder, and which does not consist of slopes having a grade of fifteen percent (15%) or greater.

	ZONING DISTRICT				
	R-15	R-26	R-34	R-40	R-60
MINIMUM LOT AREA (square feet)	15,000	26,000	34,000	40,000	60,000
MINIMUM USABLE LOT AREA (square feet)	13,500	23,400	25,500	30,000	45,000