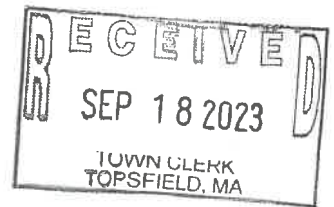


FORM A

APPLICATION FOR ENDORSEMENT
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

File one completed form together with a reproducible and four contact prints of the plan and a non-refundable fee (Fee Schedule Approval Not Required) \$100.00 per application; \$100.00 per lot, parcel created or change of lot line payable to the Town of Topsfield, with the Planning Board and one copy of the completed for with the Town Clerk in accordance with the requirements of Section 3.1.

Topsfield, MA 9-18-2023

To: The Planning Board
Town of Topsfield, Massachusetts

The undersigned, believing that the accompanying plan of his property in the Town of Topsfield, Massachusetts does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

1. Name of Applicant: DANA SANGER
Complete Address: 24 PERKINS ROW Topsfield
Phone Number: 978-887-2179 Email: topsfield105@gmail.com
2. Name of Engineer: PAUL DONOHUE
Complete Address: 363 Boston St Topsfield
3. Deed of property dated 4/20/86 and is recorded
in Essex South District Registry of Deeds in Book 8334, Page 282
4. Location and Description of Property:

Signature of Owner:

Dana Sanger

Complete Address:

24 PERKINS ROW
TOPSFIELD, MA

Date of Submission
Town Clerk

Mary W. White
(Signature)

4.08 Minimum Buildable Area

A. Each lot in the Outlying Residential and Agricultural and the Inner Residential and Agricultural Districts shall have a minimum of thirty thousand (30,000) contiguous square feet of buildable area, and each lot in the Central Residential District shall have a buildable minimum of twenty thousand (20,000) contiguous square feet of buildable area. (Art. 18, 5/5/1981) Yes ☒ No ☐

B. Buildable area shall be comprised of acreage not including any part of a street or any part of any watercourse, water body, vernal pool, bank, and bordering or isolated vegetated wetland as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. Seq., or the Topsfield Wetlands General Bylaw. (Art. 39, 4.08 – B. 5/3/2005) Yes ☒ No ☐

C. For lots created after May 6, 2014, in the Outlying Residential and Agricultural District and in the Inner Residential and Agricultural District, each lot's buildable area shall be capable of containing a 100 foot diameter circle within which there is not more than 5% of buffer zone as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. seq. or the Topsfield Wetlands General Bylaw. Yes ☐ No ☐

If the Board determines that the plan does not require such approval, it shall, without a public hearing, and within twenty-one (21) days of formal submission, endorse or cause to be endorsed on the reproducible copy of the plan by a person authorized by it the words "Planning Board approval under the Subdivision Control Law not required" or words of similar import with appropriate name or names signed thereto, and such endorsements shall be conclusive on all persons. The Board may add to such endorsement a statement of the reasons approval is not required. Such endorsement shall not be withheld unless such plan shows a subdivision. Said plan shall be returned to the Applicant and the Board shall notify the Town Clerk of its action.

If the Board shall determine that in its opinion the plan requires approval under the Subdivision Control Law, it shall, within 21 days of submittal of said plan, give written notice of its determination to the Town Clerk and to the Applicant and return the plan to the Applicant. The Applicant may submit a Definitive Plan for approval as required by these Rules and Regulations or he may appeal from the determination of the Board in accordance with SECTION 81-BB of the Subdivision Control Law.

If the Planning Board fails to act upon the plan or fails to notify the Town Clerk or the Applicant of its action within 21 days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so forthwith the Town Clerk shall issue a certificate, to the same effect. The Plan bearing such endorsement or the plan and such certificate, as the case may be, shall be delivered by the Board, or in case of the certificate, by the Town Clerk, to the Applicant.

CHECKLIST FOR ANR "Plan Thought Not to Require Approval"

For: 24 Perkins Row
(Address)

- a. Identification of the plan by name and address of owner of record and location of the land in question, cross-referenced to page and parcel number of the Assessors' Maps. Yes ☒ No ☐
- b. The statement "Approval Under Subdivision Control Law Not Required," and shall provide sufficient space for the date and the signatures of all five members of the Planning Board. Yes ☒ No ☐
- c. Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan. Yes ☒ No ☐
- d. In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the Applicant shall be shown. Yes ☒ No ☐
- e. Notice of any decision of the Zoning Board of Appeals, including but not limited to variances and exceptions regarding the land or any buildings thereon. Yes ☐ No ☐ NA ☒
- f. List of abutters from latest available Assessors' records unless the Applicant has knowledge of any changes subsequent to the latest available Assessors' records. Yes ☐ No ☒
- g. Distance to the nearest road or to other permanent monument. Yes ☒ No ☐
- h. Location of all existing buildings, including setback and side and rear yard distances to lot lines. Yes ☒ No ☐
- i. Approximate locus of wetland boundaries as indicated in Wetlands and Wildlife Resources Map and any amendments thereof. See Zoning By-Law 4.08b. Yes ☒ No ☐
- j. A locus map at a scale of one inch equals six hundred feet (1" = 600') showing the land in question in conjunction with other roadways and properties. A key map at a scale of one inch equals two hundred feet (1" = 200'), showing the same information as the locus map. Yes ☒ No ☐
- k. The Engineers seal and signature shall be on the plan. Yes ☒ No ☐

Other Variables:

4.07 I No lot shall be laid out which is irregular in shape. A lot is substantially irregular in shape if the area of the lot is less than thirty five (35) percent of the area of a square lot of the same perimeter. The aforementioned percentage standards may be applied to the entire lot, or at the discretion of the Planning Board to the minimum lot area which conforms to all other requirements. Yes ☐ No ☐ NA ☐

**PLANNING BOARD
Fee Schedule**

◆LEGAL ADS

Billed directly to Applicant.

◆SPECIAL PERMITS

Business Park	\$200.00
Common Drive	\$100.00 per lot served (Driveway can serve up to 3 lots)
Elderly Housing District	\$1000.00 (New construction EHDs must be reviewed under Site Plan Review and are subject to the Site Plan Review fees listed below).
Scenic Road Application	
Stone Wall Removal	\$75.00
Tree Removal	\$75.00
Wind Energy Conservation Systems	\$200.00

◆SITE PLAN REVIEW

Two-Step Fee

1). Coverage Fee

\$100/5,000 sq. ft. or any portion thereof of new/alterd lot disturbance (the total square footage of all new/alterd building footprints, plus all paved surfaces, septic installations and stormwater management systems).

_____ sq. ft. ÷ 5,000 sq. ft. x \$100 = _____ area of new/alterd coverage

2). Gross Floor Area Fee

\$200/5,000 square feet or any portion thereof of new/alterd Gross Floor Area (gross floor area – the total square footage of all new floor area on all levels of all new or existing buildings).

_____ sq. ft. ÷ 5,000 sq. ft. x \$200 = _____ area of new/alterd gross floor area

Coverage Fee	\$	_____
Gross Floor Area Fee	\$	_____
Total Site Plan Review fee	\$	_____

◆APPROVAL NOT REQUIRED

\$100.00 per application
\$100.00 per lot, parcel created or change of lot line

◆PRELIMINARY SUBDIVISION PLAN

\$500 per application, plus \$100.00 per lot

◆DEFINITIVE SUBDIVISION

Definitive Plan *with preliminary plan*: \$2000.00 per application, plus \$500.00 per lot and \$1000.00 per lot in excess of the number of lots depicted in the preliminary plan.

Definitive Plan *without preliminary plan*: \$2000.00 per application, plus \$1000.00 per lot

Additional fees shall be assessed when deemed appropriate by the Board, such as, cost of legal notices and technical reviews.

Note: These Planning Board fees have been set in accordance with MGL Chapter 40 Section 22F, and are effective March 10, 2006.