

## City of Waltham

### BOARD OF SURVEY AND PLANNING

#### ANR PLANS SUBMITTAL PROCEDURE

\*Before accepting any submissions the following must be complied with:

1. Plan and ANR submittal form should be stamped(1<sup>st</sup>) by City Clerk and(2<sup>nd</sup>) Board of Survey & Planning \* (there is a \$20.00 fee for filing with City Clerk)
2. Copy of Deed(s) and Registry Plan(s).
3. Check for submission. (payable to The City of Waltham)  
\*\$150.00 for first lot.  
\*\$100.00 each additional lot.
4. One original mylar with twelve (12) paper copies:

Plan to be on mylar 24" x 36" or 24" x 18" with 3/4" border, plan drawn to a scale of 40 or 20 feet to an inch. Title in lower right corner. North Arrow in upper left corner, pointing towards top of sheet. Street numbers (if existing) shown inside the building.

- All structures with dimensions and all offsets.
- All streets with width and whether "public" or "private".
- All easements, streams, brooks, rivers, etc. must be shown.
- All grants, waivers, and restrictions must be shown with the responsible authority (Commonwealth of Massachusetts, Waltham City Council, Zoning Board of Appeals).
- Flood Plain Zone with the Community Panel Number from the latest F.E.M. A. map.
- Building Zone for the lot (if in two or more zones, show the zone Line(s) mathematically on the plan).
- Signature spot for the Clerk of the Board (not the Board members)

\*\* Special note: Any ANR plans showing a Non Buildable Lot must have the following language:

**"Not a Building lot, no further building could occur unless further approval by the Waltham Board of Survey and Planning under the Subdivision Control Law is obtained".**

\*Note: See Land Rules and Regulations of the Board of Survey and Planning

\*\*\*Revised June 5, 2014\*\*\*