

**SALISBURY PLANNING BOARD**  
**PLAN BELIEVED NOT TO REQUIRE APPROVAL**  
**FILING CHECKLIST**

*Applications will not be stamped in at the Town Clerk's office for the Planning Board, until the Planning Department determines that the following items are included with the application:*

1. Ten copies of the plan and application
  - a. Assessor Office: 1 copy
  - b. Department of Public Works: 3 copies
  - c. Planning Department: 6 copies
2. Form A filing fee - checks payable to the Town of Salisbury.
3. One Mylar suitable for recording at the Essex County Registry of Deeds
4. Copy of Deed
5. Digital Data Submission Requirements – completed sign off form by MVPC **Attachment 6**

IMPROPER OR INCOMPLETE FILINGS WILL RESULT IN A DELAY IN DECISION, TOWN CLERK WILL SIGN AND STAMP AFTER PLANNING DEPARTMENT SIGNS OFF.

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Assessor's Office

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Department of Public Works

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Planning Department

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Town Clerk

**Form A**  
**Application for Endorsement of Plan Believed Not to Require Approval**

\_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_  
Date  
Street Address \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Plan Entitled: \_\_\_\_\_ Dated \_\_\_\_\_

Zoning District: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Amount of Frontage: \_\_\_\_\_

Other Permits Required and Status of Applications: \_\_\_\_\_

\_\_\_\_\_

Waivers Requested: \_\_\_\_\_

Does this ANR result in a change of address number for you or your neighbors? \_\_\_\_\_

If you are applying under 81L, please be aware that this may result in a change of addresses for everyone on your street, which will cause them to incur a cost

***To the Salisbury Planning Board:***

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons:

1. The Division of Land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage, area and depth required by the Salisbury ZBA ordinance and is on a public way, namely, \_\_\_\_\_ or a Private way, namely \_\_\_\_\_.
  
2. The division of land shown on the accompanying plan is not a subdivision for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The owner's title to the land is derived under deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in Essex South Registry of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_ or Land Court certificate of Title No. \_\_\_\_\_, registered in District Book \_\_\_\_\_ Page \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Owner**

Received: \_\_\_\_\_  
**Town Clerk**

## Attachment 6

The applicant shall submit two copies of the Form A Plan in a digital format to the Merrimack Valley Planning Commission (MVPC-160 Main St Haverhill, MA 01830 (978) 374-0519 JJWhitten@mvpc.org). Before any application for a Form A "Approval Not Required Plan" is accepted, the below form must be completed by MVPC. Failure to submit form will cause the application to be incomplete

### **Municipal Mapping –Digital Data Submission Requirements**

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The following requirements apply to the submission of Form A or subdivision plans as well as for plans and as-built drawings for infrastructure projects (water/sewer installation or repair, road work, and other capital improvements).

1. All plans and specifications must be submitted on electronic media (3.5" floppy or CD\_ROM using an IBM-PC or compatible file format). Acceptable file formats include: AutoCAD \*.dwg, AutoCAD \*.dxf, ArcView \*.shp, ArcInfo \*.E00. The files must be identical to the printed plan and contain all information included on the written plan. Upon project completion a digital submission of the "as-built" plan is required for final release of the performance bond associated with any project.
2. All digital mapping data must be delivered in the Massachusetts State Plane Coordinate system with a horizontal datum of NAD83 and vertical datum of NGVD88. All lot lines and easements depicted on the electronic submittal will conform to survey accuracy. Where possible all bearings and distances should be adjusted for true north OR the applicant shall provide a listing of the number of degrees, minutes, and seconds of deviation between true north and magnetic north. If necessary data will be accepted in NAD27 using the aforementioned specifications.
3. Each feature type must be organized in the CAD or GIS data structure as a separate layer. For example, there must be separate CAD layers for buildings, roads, road centerlines, surface water, wetlands, etc. Having all these features in a single CAD layer or GIS file will not be accepted.
4. CAD data may be tiled on paper, PDF or other form of digital output as individual sheets for improved readability, but plans should be derived from a single master drawing. All data will be topologically clean, meaning that polygons are closed (no overshoots or undershoots) and lines connect at nodes. Features that naturally connect such as driveways to roads must connect seamlessly. All text in AutoCAD files will appear on top of other features and will be in separate annotation layer. Features under text should not be erased or 'broken' in order to make the text clearer.
5. Documentation of the data format must be provided with a description of the CAD layers and list of the types of features placed in each layer. Submission of multiple files must also include a list of the files and their purpose.
6. Attributes or databases that are included in mapping files must have a definition of the meaning of each field as well as a definition of any values used in each field. Features that contain an elevation component (z-value) must have that elevation value within the attribute data.
7. The data submitted must include documentation on the method used to gather the data, the name of the person(s) responsible for preparing the data, contact information, an estimation of the horizontal and vertical accuracy, and the date of data capture. All media shall be free from any and all defects and viruses, and labeled as to their contents.

## **DIGITAL DATA SUBMISSION SIGN-OFF**

**Note to applicant: Please allow 10 days for MVPC review and response.**

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plan Engineer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Engineer Project Number: \_\_\_\_\_

- 1) Date submitted to MVPC? \_\_\_\_\_
- 2) Street address of submitted plan? \_\_\_\_\_
- 3) Map and lot of submitted plan if available? \_\_\_\_\_
- 4) Type of lot adjustment (new lot, subdivision, lot line correction, lot combination, easement, other – describe): \_\_\_\_\_
- 5) Projection used by engineering firm (state plane 1927, state plane 1983, or WGS 84)? \_\_\_\_\_
- 6) File name, file format and version of software (if applicable)? \_\_\_\_\_
- 7) Additional comments or instructions (if necessary)? \_\_\_\_\_  
\_\_\_\_\_

### **To be filled out by Merrimack Valley Planning Commission:**

- 8) Presence of latitude/longitude feature on paper plan? \_\_\_\_\_
- 9) Adjusted for true north or declination depicted on paper plan? \_\_\_\_\_
- 10) Arcs closed to create parcel polygons? \_\_\_\_\_
- 11) Are all features independent? \_\_\_\_\_
- 12) Is there documentation of each layer? \_\_\_\_\_
- 13) Has the accuracy been estimated? \_\_\_\_\_

MVPC has reviewed the digital data submitted and finds it acceptable and complete:

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(signature)

(date)