



DEVELOPMENT GUIDE

Approvals Not Required

Wayland's development process strives to protect the town's unique qualities and strong sense of place by carrying out town-wide development and design objectives. The purpose of this Development Guide is to help applicants in preparing projects to be reviewed by the Planning Board. Through materials such as this, the Planning Department seeks to make information available well before the final design of a project saving the applicant, and the Town, time and money.

The subdivision of land can be a confusing and complicated process. The division of land can be accomplished two ways, through the traditional subdivision process and through the Approval Not Required process. The Planning Board has developed uniform regulations that regulate how development occurs and established a process for the division of land.

GETTING STARTED

The first step a property owner or representative should take in determining whether to divide their property is to talk with the Town Planner. The Planner will identify the applicable zoning regulations for the property, natural resource issues, and summarize the subdivision review process.

What is an Approval Not Required?

Massachusetts General Law permits the division of land if the lots to be created have the required frontage and if practical access is available. According to MGL, this division of land is not defined as a subdivision and is called an Approval Not Required (ANR). To determine if land can be divided through an ANR process, contact the Town Planner.

Applicable Regulations

MGL Ch. 41, s. 81-P and Section II.B. of the Wayland Subdivision Regulations--These sections of the law and regulations require the Planning Board to endorse any plan showing a lot(s) that have the frontage required by zoning on an existing approved street(s) and that have actual physical access from that frontage to a potential building site(s) on the lot(s).

APPLYING TO THE TOWN

The first step in submitting an ANR Plan is to review the draft plan with the Town Planner. This initial review will provide the applicant with immediate feedback of issues that may need to be addressed prior to the submittal of the application to the Board. The Planner will also distribute the draft plan to other town departments to solicit comments.

Application

The application for such lot(s) is made on Form A. The application fee is \$100 per application and \$50 for each additional lot created.

REVIEW PROCESS

Once a complete application is assembled, the applicant should submit a copy of the ANR Plan to the Planning Department for review. The Town Planner will review the application to determine whether it is complete. The application should then be presented to the Planning Board at a regularly scheduled meeting. The applicant must also forward a copy of the application to the Town Clerk and state when the application was submitted to the Board.

Approval

The Planning Board must act within twenty-one days of the submittal of a complete application. The Planning Board must either endorse the plan(s) or determine that the submitted plan instead shows a subdivision.

Recording

Once the Board endorses the ANR Plan the Applicant must record the plan with the Registry of Deeds.

ADDITIONAL INFORMATION

SUBDIVISION AND GENERAL INFORMATION

- **Planning Department**
Wayland Town Building
(508) 358-3615

ZBA AND BUILDING PERMIT INFORMATION

- **Building Department**
Wayland Town Building
(508) 358-3600

WASTEWATER DISPOSAL AND HEALTH INFORMATION

- **Board of Health**
Wayland Town Building
(508) 358-3617

WETLANDS AND CONSERVATION INFORMATION

- **Conservation Commission**
Wayland Town Building
(508) 358-3669

CURBCUT PERMITS AND RIGHT-OF-WAY INFORMATION

- **Highway Department**
Highway Building (508) 358-3617