

### **Submittal Requirements for Approval Not Required (81-P) Plans**

1. Original Form A and one copy
2. Original **notarized** Certificate of Ownership and one copy
  - a. Signatures must be provided from ALL owners of the property
3. Digital Submission of plan in PDF form to include application and certificate of ownership. Electronic submissions can be sent via email to [alove@franklinma.gov](mailto:alove@franklinma.gov)
4. Filing Fee: \$150.00  
Filing Fee: \$350.00 with new buildable lots proposed  
  
Please make check payable: "Town of Franklin"
5. ANR plans hard copy:
  - a. 6 sets of 11" x 17" prints of the plan
  - b. 2 sets of 2' x 3' prints of the plan
  - c. 1 print of the mylar
6. No advertising or abutter notification required
7. If the plan is approved and endorsed, you must submit (1) copies of **signed** plan to the Department of Planning & Community Development and record the mylar at the Norfolk Registry of Deeds. Provide a PDF copy to [alove@franklinma.gov](mailto:alove@franklinma.gov)