

INSTRUCTION SHEET FOR APPLICATION OF Agreement & Notice of Limits of Municipal Responsibility & Liability (ANLMRL)

Complete Application and Submit to Selectmen with required documentation.

✓ Documentation Needed:

- A. Survey or drawing of property detailing the location of the proposed house or structures, existing structures, proposed driveway, well, septic system, and wetlands. Also copy of building permit application. On plan indicate nearest Class V or better road or highway leading to or from Class VI Road.
- B. Copy of deed.
- C. Names and addresses of abutters of property in question & property owners along Class VI Road for certified mailing [town prepares notice and does mailing – applicant responsible for fees as set by Planning Board regulations]
- D. Copy of proposed Class VI Road improvements from the nearest Class V Road to the proposed driveway – to include drawings of road widening and culvert repair/replacement to be a width of a minimum of 14 feet [plus shoulders if needed.]
- E. Report from the Road Agent (or independent safety consultant), Conservation Committee, Fire Chief and Rescue Chief regarding feasibility and safety concerns and their recommendations must accompany application form.
 - 1. Further studies or permits may be required.
 - 2. Fire Department to review length vs requiring optional fire suppression such as cisterns, sprinklers, etc.
- F. Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds.
- G. Utility Easement to be obtained as needed
- H. Private Rights of Way to be obtained as needed.

Notes:

- Applicant responsible to provide road improvement plans by an engineer to be approved by the Town.
- Road work widening, improving culverts (repaired or replaced), to be inspected by Road Agent (or independent safety consultant) and a written report verifying it is completed to standards or by Selectmen inspection with written report for the file.
- May be required to post bond. [As required under certain circumstances, bond value to be decided when required and to be released once town officials signs off the as built plan]
- Renters/Lease Holders – Landowner and tenant must sign the agreement and supply documentation that rentee is aware of agreement.
- No building permits WILL be issued until roadwork is completed and approved by Selectmen or designee.
- A sample copy of the Agreement and Release form, which will be given if ANLMRL application is approved, is attached for information purposes only.
- Length, Condition and Location of road are factors that will be considered.
- Checked periodically by town officials/road agent.
- Fire Department to review length vs require sprinkler system in home

Waiver Provision: Some requirements of this process may be waived or modified when, in the opinion of the Board of Selectmen, specific circumstances surrounding the application for ANLMRL indicate that such modifications may properly carry out the purpose and intent of the Master Plan and this process. The waiver shall be submitted in writing by the applicant at the time when the application is filed for the consideration of the Board of Selectmen. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the applicant.