

APPENDIX 4.B  
SUBDIVISION

FILING AND PLAN  
REQUIREMENTS

	A	B	C	D	E
1		CONTENTS REQUIRED	ANR	DETERMINATION OF SAFE & ADEQUATE ACCESS	SATISFACTION OF SAFE & ADEQUATE ACCESS
2	GENERAL FILING REQUIREMENTS	Two (2) completed applications signed by the owner(s) or an agent authorized in writing by the owner to do so (such written authorization must also be submitted when filing the plan). All applications to the Board are to be signed by the owner of record, or his authorized representative. Proof of authorization shall be submitted.	YES	YES	YES
3		Two (2) copies of the list of waivers being requested.			
4		Two (2) copies of the Municipal Lien Certificate from the Town Treasurer, indicating that all taxes, assessments, and charges have been <b>paid in full</b> . The applicant shall be responsible for the cost of obtaining such certificate.	YES		
5		A filing fee consistent with the fee schedule	YES	YES	YES
6		<b>Copies of the plans, profiles and supporting documents as follows:</b>			
7		One (1) original on mylar or suitable material for Registry/Land Court	YES		
8		Six (6) full size: 24 inches by 36 inches standard, with a 1/4 inch border, at a scale of not smaller than one inch equals forty (40') feet horizontal; one inch equals four feet (1"= 4') vertical on profiles.	YES		YES
9		Eleven (11) reduced copies no smaller than 8" x 11" and no larger than 11" x 17" with a 1/4 inch border.		YES	YES
10		Two (2) copies of the plan prepared at a scale of 1 inch = 100 feet. The plan shall include the lot numbers and lot areas in acres. Distances and bearings need not be shown.	YES		
11		The proposed system of drainage, including adjacent existing natural waterways, in a general manner.			
12		Two (2) copies of drainage calculations stamped and signed by registered professional engineer along with a topographic plan delineating contributing areas.			
13		Three (3) proposed roadway names shall be submitted. Duplicate roadway names or names similar to existing roadway names shall not be considered.			
14		A computer compact disc containing a file of the subdivision in either .DWG or .DXF file format.			
15	GENERAL PLAN CONTENTS	Names and Addresses of owner(s) of record, petitioner(s) and property deed and plan references.	YES	YES	YES
16		Assessors map and parcel; Zoning districts	YES	YES	YES
17		The name (or names) of the registered professional engineer, and/or land surveyor, along with their seal or certification, as applicable, and signatures of each person responsible for the preparation of the plan.	YES		
18		Names, deed and plan references of all direct abutters as they appear in the most recent tax list and approximate location of intersecting boundary lines of the abutting land.	YES	YES	YES
19		Zoning Compliance Table - see	YES	YES	YES
20		Legend of all symbols	YES	YES	YES
21		Title Block: the subdivision name and respective plan title ie, 'Definitive, As-Built, Revised', date of plan preparation and revisions.			
22		Scaled Locus Map sufficient to determine the actual location of the property in question <b>and showing the intersection of two major roads</b>	YES	YES	YES
23		Plan Scale, Graphic Scale and North Arrow	YES	YES	YES
24		If multiple sheets are used, they shall be accompanied by an index showing the entire subdivision.	YES	YES	YES
25		Notations indicating any variances granted for the property;	YES		
26		Notations stating: "There is no implied compliance with zoning"	YES		
27		Notation Stating: "Covenant to be filed with Plan"			
28		Notations stating approval and/or restrictions of the Board of Health			
29		Town Clerk Certification Note			
30		Planning Board Signature Block			
31		Box for recording: "Date of Preliminary Application", "Date of Preliminary Approval", "Date of Definitive Application", "Date of Definitive Approval", "Date of Endorsement of Definitive"			
32		Total area and dimensions of the parcel			

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33	<b>Lots, Ways and Bounds</b>	Gross area of wetlands and uplands for the total parcel in square feet, acres and percentage.	YES		
34		Net area of each lot, including upland and wetland in square feet and acres; also in percentage for clusters.	YES		
35		Lot numbers to be noted on Plan.	YES		
36		Location and setbacks of all existing buildings on lot(s).	YES		
37		The topography of the land.			
38		Mark area(s) subject to the Wetlands Protection Act and approval and/or restriction of the Conservation Commission or the Planning Board (Six Ponds Special District).	YES		
39		Mark areas set aside for conservation and/or recreational use.			
40		The names, locations and widths of existing and proposed right-of-way lines of streets, ways, and easements and public areas within and adjacent to the subdivision.	YES*		
41		Location, names and present widths of streets bounding or providing access to the subdivision from one or more corners of the subdivision parcel.			
42		The approximate boundary lines of proposed lots, with approximate areas and dimensions.	YES		
43		Proposed location(s) of street bounds and property line bounds to be set.			
44		Location of all existing monuments sufficient to establish the roadway/lot lines.			
45		Benchmarks taken from U.S.G.S. datum shall be established within the subdivision. Selection of the benchmark location shall be at a point that will not be disturbed during construction operations. All elevations shall be taken from the U.S.G.S. datum. All benchmarks when available within 500 feet of the subdivision must be noted on plans and profiles.			
46		Base Flood Elevation data shall be provided for all proposals where any portion of the subject property lies within the 100-year flood plain.			
47		Bearings and distances to any Massachusetts Coordinate System point within five hundred feet (500') of the subdivision.			
48		Sufficient data to determine the location, bearing and length of all straight segments of street, lot, easement and boundary lines. On curved segments the arc length, radius and tangent.	YES		
49	<b>Plan and Profile of Roadways</b>	<b><i>The Construction Plan and Profile of proposed roadway(s) shall include:</i></b>			
50		Exterior lines of the proposed way and any intersecting way with sufficient data to determine location, direction and length.			
51		The plan shall delineate centerline, edge of pavement, property corners and all other information necessary for the construction of the road.			
52		Existing ground profile at the right sideline in fine dotted line.			
53		Existing ground profile at the left sideline in fine dashed line.			
54		Existing ground profile at the centerline profile in fine solid line.			
55		Proposed centerline profile in heavy solid line.			
56		Proposed centerline grades (in %) shall be shown, vertical tangents and centerline elevations will be shown at fifty-foot (50') stations.			
57		Proposed centerline elevation will be shown at points of vertical curvature (P.V.C.), points of vertical intersections (P.V.I), points of vertical tangency (P.V.T.), high or low points (whichever may apply) and at twenty five foot (25') stations on the vertical curve.			
58		Proposed location(s) of street bounds to be set.			
59		Size and location of existing storm drains, water mains, utilities and their appurtenances, including hydrants, within and adjacent to the subdivision.			
60		Proposed location, size, grade (in %), invert elevations, finished ground elevation (as applies) of all underground drainage structures, including, but not limited to pipes, manholes, leaching pits, catch basins, etc., shall appear on the plan and profile in view in accordance with accepted engineering practice.			
61		Location of deep soil test hole and percolation test. Include all soil logs and percolation rates.			
62		Stopping sight distance for all vertical curves and intersections according to Table 1.			
63		Approximate limit of clearing.			YES

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65		Evidence of Recording Decision and Performance Guarantee			
66		Completed Inspection Request Form (Inspections 1-9)			
67		<b>Evidence of Satisfactory Performance (As-Built) including:</b>			
68		Final centerline profile and the "as designed" centerline			
69		Street lines, traveled ways, berms and sidewalks.			
70		Permanent monuments and boundary points.			
71		<b>All roadway drainage including:</b>			
72		Basin and manhole rim and invert elevations			
73		Structure type and size			
74		Type and size of all other drainage such as underdrains, trenches, channels and detention/retention areas.			
75		Location of water mains, gate valves and hydrants.			
76		Location of gas mains and gates			
77		Location of above and underground electric components			
78		Location of all easements including drainage and slope			
79		Location of miscellaneous features installed within the street layout such as signs, lights, guardrail, etc.			
80		Location of ancient ways, historic walls, foundations, etc.			
81	DETERMINATION OF SAFE & ADEQUATE ACCESS	Narrative explaining the background and history of the way, its dimensions and general condition.		YES	
82		Backup information in the form of maps, plans, deeds, etc. shall also be filed.		YES	
83		Plan drawn to scale, showing the location of the way relative to the subject lot and the boundaries of the road layout, if any.		YES	
84		One (1) or more photographs of the subject way in its current condition.		YES	
85		Written confirmation from Fire, Police that access exists sufficient for emergency vehicles.		YES	
86		Written confirmation from the Department of Public Works that the roadway passes the private road inspection.		YES	

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