

SECTION 5.0 PRELIMINARY PLANS

5.1 PREAPPLICATION CONFERENCE

Prior to investing in extensive professional design costs for preparation of subdivision plans, the applicant is invited to review the proposed development of the parcel of land with the Board *or its agent* in order to explore general conditions involving the site and to discuss potential problems. Pencil sketches, which need not be professionally prepared, will assist in this discussion, and should show the critical features of a Preliminary Plan. In some cases, this pre-submission review may eliminate the need for the formal submission of a Preliminary Plan.

5.2 SUBMISSION

- a) **General.** An applicant may submit for approval a Preliminary Plan of a subdivision. The submission of such a Preliminary Plan will enable the developer, the Board, the Board of Health, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly recommended in every instance that a Preliminary Plan be filed. Pursuant to G.L. c. 41, s. 81S, a Preliminary Plan shall be submitted for a nonresidential subdivision. Preliminary studies shall be made to determine if the standard cross section for roadways and sidewalks can be utilized in this project. The Highway Superintendent reserves the right to change the standard cross section to address issues of unsuitable soils and drainage conditions at any time in the process before the project is accepted by the Town.
- b) **Application.** An application for approval of said Preliminary Plan shall be filed with the Board on the approved Application Form (3 copies), which shall be submitted together with an original and eleven (11) prints of the plan and profile (copies of which will be distributed by the Board to other Town boards, commissions and appropriate agencies) and a fee as specified on the most recent Fee Schedule adopted by the Board. The applicant shall give written notice, in accordance with G.L. c. 41, ss. 81S and 81T, to the Town Clerk by delivery or by Registered or Certified Mail, stating the date of such submission to the Board. The applicant shall send to the Board's consulting engineer a complete application packet with all associated material at their expense.

5.3 PREPARATION OF PLAN (Conventional Subdivision)

5.3.1 Preparation.

All subdivisions shall be drawn on mylar in ink such that the copies provided the Town agencies shall be of the highest quality and easy to read. The scale for said plan shall be forty feet (40) to the inch, unless otherwise approved by the Board. Plan sheets shall be 24" by 36" unless another size is approved by the Board or required by the Land Court.

5.3.2 Contents. The Preliminary Plan for a conventional subdivision shall show the following information. Should the plan be submitted on more than one sheet, each sheet shall be of the same size, each containing the required title block indicating the sheet number of each sheet.

- 1. Title block as shown in the Appendix, containing the following information:
 - a. Title (subdivision name), date of survey and scale.

- b. Name and address of owner of record and of applicant if other than owner of record. Plans must be updated to reflect current information.
 - c. Name and address of Registered Land Surveyor or Registered Professional Engineer.
2. North arrow depicting whether it is magnetic or true.
 3. Existing and proposed infrastructure such as, but not limited to, streets, ways, curbs, drainage systems, utilities, lines of streets, ways, easements, and any public or common areas within the subdivision (The proposed names of proposed streets shall be shown in pencil until they have been approved by the Board).
 4. All boundary lines shall be shown with bearings and distances depicting mathematical closure of the boundary lines of each lot, roadway layout, easement and subdivision. All infrastructure included in the subdivision shall be geometrically tied to boundaries with associated bearings and distances.
 5. Where the applicant also owns or controls unsubdivided land adjacent to the land shown on the Preliminary Plan, a possible or prospective street layout for such adjacent land shall be included.
 6. Location, names, present widths and status as accepted or unaccepted, of adjacent streets and those streets approaching or within reasonable (reasonable to be defined as 200 feet from the nearest property of the subdivision) proximity of the proposed subdivision. All existing street layouts must be established by survey and shown on the plans with bearings and distances, which tie to the land to be subdivided. All information must be conveyed to the Town for its use, as it deems necessary.
 7. Names of all current abutters as they appear on the most recent local tax list.
 8. A locus plan at a scale of one inch (1") equals eight hundred feet (800') showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision. (USGS Maps are **not** acceptable for a locus plan)
 9. The zoning classification of the land shown on the plan and the location of any zoning district boundaries that may lie within the locus of the plan.
 10. Existing (broken line) and proposed (solid line) topography of the land at two-foot (2') contour intervals for gentle slopes and five-foot (5') intervals for steep slopes. Elevations shown shall be developed on Town base datum. Such datum shall be stated on the plan.
 11. Approximate boundary lines of proposed lots, with approximate areas and dimensions.
 12. Location(s) of any easements or rights of way traversing or adjacent to the locus.
 13. Illustration, by broken line, of all setback lines established by the Zoning By-law.
 14. Wetland resource areas located on the subject plan that are subject to M.G.L. c. 131, s. 40 shall be approved by the Conservation Commission through an Abbreviated Notice of Resource Delineation.

15. For roadway profiles that will be lower than four (4) feet below existing grade, a report must be submitted identifying quantities of earth to be removed from the subdivision site. A plan sheet shall be submitted along with the report-identifying cut and fill locations at an appropriate scale to show the subdivision on one (1) plan sheet. If the Board determines the amount of material to be removed appears to be excessive, the developer will be required to obtain an earth removal permit from the Board of Selectmen.
16. Existing, under construction and proposed drainage systems within or near the proposed subdivision, including all public and private flowage rights, accompanied by drainage calculations prepared, stamped and signed by registered professional engineer, which shall include design criteria, drainage area and other information sufficient for the Planning Board to verify the adequacy of any proposed drain, drain field, culvert, catch basin, detention or retention basin, other storm water management facility, or bridge, and to verify compliance with Department of Environmental Protection Storm water Guidelines.

5.4 PREPARATION OF PLAN (Other than Conventional Subdivision)

a) Preparation.

As a minimum, the Preliminary Plan for an open space preservation subdivision and Transfer of Development Rights yield plan, which includes a conventional plan shall be drawn on mylar, in ink such that the copies provided the Town agencies shall be of the highest quality and easy to read. The scale for said plan shall be forty feet (40) to the inch in plan and 1 inch in 4 feet in profile sections, unless otherwise approved by the Board. The Board in advance of submittal shall have approved a submission at an alternate scale. Plan sheets shall be 24" by 36" unless another size is approved by the Board or required by the Land Court.

b) Contents. The Preliminary Plan shall show the following information. Should the plan be submitted on more than one sheet, each sheet shall be of the same size, each containing the required title block indicating the sheet number of each sheet.

1. Title block as shown in the Appendix, containing the following information:
 - a. Title (subdivision name), date of survey and scale.
 - b. Name and address of owner of record and of applicant if other than owners of record. Plans must be updated to reflect current information.
 - c. Name and address of Registered Land Surveyor or Registered Professional Engineer.
2. North Arrow.
3. Existing and proposed infrastructure such as but not limited to; streets, ways, curbs, drainage systems, utilities, lines of streets, ways, easements, and any public or common areas within the subdivision (The proposed names of proposed streets shall be shown in pencil until they have been approved by the Board).
4. All boundary lines shall be shown with bearings and distances depicting mathematical closure of the boundary lines of each lot, roadway layout, easement and subdivision. All infrastructure included in the subdivision shall be geometrically tied to boundaries with associated bearings and distances.

5. Where the applicant also owns or controls unsubdivided land adjacent to the land shown on the Preliminary Plan, a possible or prospective street layout for such adjacent land shall be included.
6. Location, names, present widths and status as accepted or unaccepted, of adjacent streets and those streets approaching or within reasonable (reasonable to be defined as 200 feet from the nearest property of the subdivision) proximity of the proposed subdivision. All existing street layouts must be established by survey and shown on the plans with bearings and distances, which tie to the land to be subdivided. All information must be conveyed to the Town for its use, as it deems necessary.
7. Names of all current abutters as they appear on the most recent local tax list.
8. A locus plan at a scale of one inch (1") equals eight hundred feet (800') showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision. (USGS Maps are **not** acceptable for a locus plan)
9. The zoning classification of the land shown on the plan and the location of any zoning district boundaries that may lie within the locus of the plan.
10. The location of all major features of the land such as but not limited to existing walls, fences, monuments, buildings, large trees (18" or larger diameter tree measured 3 feet up from stump) or wooded areas, large boulders, rock edges or ledge outcroppings, wetlands, water bodies, and natural and man made water courses, including drainage ditches.
11. The location of the General Soils Classifications identified by the Soil Conservation Service, United States Department of Agriculture as depicted on maps available at the Board Office. Plans must show not only soil classification but also sieve analysis demonstrating gradation, drainability of material and load bearing characteristics at sub grade elevation and two feet below sub grade of the road. These test areas shall be of sufficient quantity and quality that a determination may be made by the Highway Superintendent that the standard cross section can be utilized. In the event that unsuitable materials are encountered outside the test site but within the roadway, more stringent standards will be imposed.
12. Existing (broken line) and proposed (solid line) topography of the land at two-foot (2') contour intervals for gentle slopes and five-foot (5') intervals for steep slopes. Elevations shown shall be developed on Town of base datum. Such datum shall be stated on the plan.
13. Approximate boundary lines of proposed lots, with approximate areas and dimensions.
14. Proposed systems of storm drainage, water and sewage disposal including adjacent existing natural waterways.
15. Profiles of existing grades and approximate finished grades of proposed roadways, and drain and sewer systems at a scale of 1" = 40' horizontally and 1' = 40' vertically.
16. Limits (perimeter) of all contiguous land under the ownership or control of the applicant.
17. Location(s) of any easements or rights of way traversing or adjacent to the locus.
18. Illustration, by broken line, of all setback lines established by the Zoning By-law.

19. Wetland resource areas located on the subject plan that are subject to M.G.L. c. 131, s. 40 shall be approved by the Conservation Commission through an Abbreviated Notice of Resource Delineation.
20. (Reserve for Future Use)
21. The location of all permanent existing or proposed monuments and property features, including natural objects and surfaces, including stone walls, fences, buildings, structures, historic sites, rock ridges, ledge outcroppings, large boulders, steep slopes, trees larger than eighteen (18) inches in diameter, wells, subsurface sewage disposal systems, wetland resources areas, one-hundred (100) year floodplain boundaries and flood elevations, natural drainage courses, waterways and bodies of water. Groundwater elevation and the bottom elevation of all streams and water bodies within the subdivision shall be given and ground surfaces identified as to type and spot elevations of high and low points shall be shown and identified. Said contours shall be shown in two (2) foot intervals using dashed lines for existing and solid lines for proposed contours. The contours must correspond to the existing and proposed grades of street shown on profile drawings.
22. The location and boundaries of any land subject to the protections of the Wetlands Protection Act, c.131, section 40, as amended by the Rivers Protection Act, St. 1996, c.258, or the Watershed Protection Act, St. 1992, c.36, codified at M.G.L. c.92, section 104,107A, 108, 113 and 113A.
23. For roadway profiles that will be lower than four (4) feet below existing grade, a report must be submitted identifying quantities of earth to be removed from the subdivision site. A plan sheet shall be submitted along with the report identifying cut and fill locations at an appropriate scale to show the subdivision on one (1) plan sheet. If the Board determines the amount of material to be removed appears to be excessive, the developer will be required to obtain an earth removal permit from the Board of Selectmen.
24. Existing, under construction and proposed drainage systems within or near the proposed subdivision, including all public and private flowage rights, accompanied by drainage calculations prepared, stamped and signed by registered professional engineer, which shall include design criteria, drainage area and other information sufficient for the Planning Board to verify the adequacy of any proposed drain, drain field, culvert, catch basin, detention or retention basin, other storm water management facility, or bridge, and to verify compliance with Department of Environmental Protection Storm water Guidelines.

5.5 PROCEDURES

- a) **Review of Plan.** The Preliminary Plan will be transmitted to the Board of Health, Building Department, Highway Department, Sewer Department, applicable Water District, Town Planner, Fire Chief, Police Chief, Conservation Commission, and such other boards, committees or agencies as the Board may deem appropriate.
- b) **Public Discussion Notice.** The Board will hold a Preliminary Plan public discussion. A public discussion shall be held by the board, notice of the time and place of which and of the subject matter, sufficient for identification, shall be given by the board at the expense of the applicant by advertisement in a newspaper or general circulation in the town once, the first publication being not less than seven days before the day of such public discussion and then posting such public discussion notice in a conspicuous place in the town hall for a period of not less than seven days before the day of public discussion, and by mailing a copy of such

advertisement to the applicant and to all owners of land abutting upon the land included in such plan as appearing on the most recent tax list. During discussion of the Preliminary Plan, the parties will review Definitive Plan requirements and the financial arrangements necessary to secure performance and maintenance of the project. Also, at this time a determination will be made as to whether an evaluation of the potential for erosion and sedimentation, runoff, and/or environmental impacts will be necessary.

c) Observation Pits. During discussion of the Preliminary Plan, the location of observation pits having the only purpose of supplying soil data to the Board to assist in evaluating the design of a subdivision shall be determined. Observation pits shall be made 200' along the centerline of the proposed roadway in the presence of the Highway Superintendent, Board of Health Agent or Board's Consultant. At this time, the centerline of the roadway shall be staked out. A cross section of such observation pits shall be taken, in accordance with the regulations concerning such pits as provided in Title 5 of the State Environmental Code (310 CMR 15.00), prior to submission of the Definitive Plan. The minimum depths of such pits shall be as follows:

1. Cut Sections: Five (5) feet below proposed finished grade or to bedrock whichever is less.
2. Fill Sections: Eight (8) feet below existing grade or to bedrock, whichever is less, except in unstable soils (i.e., peat, muck, etc.) where the minimum depth shall be five (5) feet below hard bottom.

Sieve analysis of the underlying soils may be required per the request of the Board, Highway Superintendent or the Board's Agent. All information concerning the observation pits (location, depth, soil descriptions, depth of water table) shall be submitted to the Planning Board in a written report to be made, evaluated and stamped by a Registered Professional Engineer.

d) Planning Board Action. Within forty-five (45) days after submission of a Preliminary Plan the Planning Board shall approve such Preliminary Plan with or without modifications, or the Board shall disapprove such Preliminary Plan, and, in the case of disapproval shall state the reasons therefore. The forty-five (45) day period shall be adhered to unless the Applicant agrees upon an extension by the Board and in writing. The Applicant shall also comply with Massachusetts General Laws, Chapter 41, Section 81S. see Form B, Form B-1, Form B-2

e) Effect. Such approval does not constitute final approval of a subdivision but does facilitate the procedure in securing final approval of the Definitive Plan.