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**Form A**

**APPLICATION FOR ENDORSEMENT OF PLAN**

**BELIEVED NOT TO REQUIRE APPROVAL**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Application Filing Date (to be filled out by the [Town/City] Clerk):** |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Engineer/Surveyor Information**:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Property Address/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deed of Property Recorded in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s Map/Parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Existing Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_\_Number of Proposed Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_Frontage (in feet) of proposed parcels/lots: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signatures****To the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**, the undersigned wishes to record the accompanying plan and requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the reasons listed on page 2:Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant (if other than Owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Circle the appropriate response or explain fully on a separate sheet**

* The accompanying plan is not subdivision because the plan does not show a division of land.
* The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distances as is presently required by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning ordinance under section \_\_\_\_\_\_\_\_\_\_\_\_ which requires \_\_\_\_\_\_\_\_\_\_\_\_ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
* a public way or way in which the [Town/City] Clerk certifies is maintained and used as a public way namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or
* a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and subject to the following conditions *(attach sheet)*, or
* a private way in existence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the date when the sub-division control law become effective in the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The division of the tract of land shown on the accompanying plan is not a subdivision be-cause it shows a proposed conveyance/other instrument, namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which adds to/takes away from/changes the size and shape of lots in such a manner that no lot affected is left without frontage as required by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning Ordinance under section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which requires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feet.
* The division of the tract of land shown on the accompanying plan is not a subdivision be-cause two or more buildings, specifically \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ buildings, were standing on the plan prior to \_\_\_\_\_\_\_\_\_\_\_\_\_, the date when the subdivision control law went into effect in the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law is as follows: *(attach sheet)*

I certify that the above is true and accurate to the best of my knowledge:

Signature of Engineer/Surveyor

Printed Name/Title

Date

**FORM B**

**SUBDIVISION STATUS DATA FORM**

(A general guide for processing of subdivisions plans)

Procedural Steps for Subdivision Approval (Under Subdivision Control Law, Sections 81-K to 81-GG, Chapter 41, G.L. and the Planning Board's Subdivision Rules and Regulations)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and location of development

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan entitled Prepared by Dated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (Owner, his agent or representative) Address

Total acreage \_\_\_\_\_\_\_\_\_ Number of lots \_\_\_\_\_\_\_\_\_\_\_ Zone \_\_\_\_\_\_\_\_\_\_

**PRELIMINARY PLAN SUBMISSION** (Recommended, but not mandatory under the law)

DATES

1. Preliminary Plan and application form filed with Planning Board \_\_\_\_\_\_\_\_\_\_\_

2. Copy of Preliminary Plan filed by applicant with Board of Health & Conservation Commission \_\_\_\_\_\_

3. Notice by applicant to [Town/City] Clerk that he has submitted Preliminary Plan to Planning Board \_\_\_\_\_\_\_\_

4. Board of Health notice to applicant and [Town/City] Clerk:

( ) Plan Approved

( ) Approved with modifications

( ) Plan Disapproved (Detailed reasons must be given within 60 days after submission of plan in the case of disapproval)

5. Board of Health notice to Planning Board of its action \_\_\_\_\_\_\_\_\_\_\_

6. Planning Board at its meeting

a. Reviewed the plan (See Subdivision Regulations what the plan must show) \_\_\_\_\_\_\_\_\_\_\_

b. Determined that plan represents subdivision requiring approval by Planning Board \_\_\_\_\_\_\_\_\_\_\_\_\_

c. Voted on the plan \_\_\_\_\_\_\_\_\_\_\_:

 ( ) Approved

 ( ) Modified and approved

 ( ) Disapproved (Detailed reasons must be given

7. Planning Board notice to applicant of its action by mail (Within 60 days after filing of plan) \_\_\_\_\_\_\_\_\_

8. Planning Board notice to [Town/City] Clerk of its action \_\_\_\_\_\_\_\_\_ (within 60 days after submission of plan)

**DEFINITIVE PLAN** (Final plan of land on mylar)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan entitled Prepared by Dated

9. Definitive plan submitted and application form filed with Planning Board by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ( ) Delivery ( ) Mail ( ) Fee Paid

10. Print of definitive plan filed by applicant with Board of Health \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Notice by applicant to [Town/City] Clerk that he has submitted definitive plan to Planning Board \_\_\_\_\_\_\_\_\_\_\_

12. Planning Board at its meeting:

a. Reviewed the plan \_\_\_\_\_\_\_\_\_\_\_

b. Determined that plan represents subdivision of land requiring Planning Board Approval \_\_\_\_\_

(See Section 81-L for definition of "subdivision")

c. Set public hearing for \_\_\_\_\_\_\_\_\_\_\_

13. Public Hearing advertised by Planning Board on \_\_\_\_ and on \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_ (Newspaper)

(In a newspaper of general circulation in [Town/City], once in each of two successive weeks, the first publication at least 14 days before the day of hearing.)

14. Copies of advertisement sent to:

a. Applicant \_\_\_\_\_\_\_\_\_\_\_

b. Abutters (as appearing on most recent tax list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Board of Selectmen \_\_\_\_\_ (A recommended procedural step but not mandatory under the law)

15. Board of Health report received (Failure to report in 45 days is deemed approval but only in case subdivision is to be serviced by municipal sewerage)

( )Plan approved

( ) Conditionally approved

( ) Disapproved (Specific findings and recommendations required as to lots which can not be used for building sites).

16. Public Hearing held by Planning Board \_\_\_\_\_\_\_\_\_\_\_ (Must be held well within 60 days. See item 18)

17. Vote taken by Planning Board at meeting held on \_\_\_\_\_\_\_\_\_. (Not before approval of plan by Board of Health except \_\_\_\_\_\_\_\_\_\_\_ subdivision serviced by municipal sewerage in which case Board of Health's failure to act in 45 days is deemed approval by that Board.)

( ) Plan approved

( ) Conditionally approved

( ) Modified and approved

( ) Disapproved (Detailed reasons must be given)

18. Certificate of its action filed by Planning Board \_\_\_\_\_\_\_\_\_\_\_ with [Town/City] Clerk (Failure to file within 60 days after submission of plan is deemed approval).

19. Planning Board notice of its action to applicant by certified or registered mail. \_\_\_\_\_\_\_\_\_\_\_

20. Performance bond or deposit in amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or covenant filed with Planning Board (Amount set by Planning Board to cover cost of construction of roads, etc. under subdivision regulations.)

21. Bond, deposit or covenant sent to [Town/City] Counsel for approval. \_\_\_\_\_\_\_\_\_\_\_

22. Bond, deposit or covenant returned by [Town/City] Counsel \_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_\_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_\_\_\_\_

23. Bond, deposit or copy of recorded (by applicant) covenant filed with [Town/City] Clerk (Must be completed before next step can be taken). \_\_\_\_\_\_\_\_\_\_\_

24. Planning Board's approval endorsed on plan (linen) \_\_\_\_\_\_\_\_\_\_\_ by majority of the Board (not before 20 days after plan approval by the Board without notice of approval to the Superior Court, so certified by [Town/City] Clerk on the plan).

25. Endorsed plan of land (linen) returned to applicant \_\_\_\_\_\_\_\_\_\_\_ for recording in Registry of Deeds or Land Court.

26. Plan of land recorded by applicant with Register \_\_\_\_\_\_\_\_\_\_\_ of Deeds or Land Court (Must be done within 6 months after endorsement).

27. Notice of recording of plan received from applicant (A recommended procedural step but not mandatory under the law) (Photostat copy of recorded plan serves as notice). \_\_\_\_\_\_\_\_\_\_\_

28. Notice from applicant as to completed work ready for inspection. \_\_\_\_\_\_\_\_\_\_\_

29. Notice to DPW Superintendent/Engineer by Planning Board requesting inspection of work completed. \_\_\_\_\_\_\_\_\_\_\_

30. Notice from DPW Superintendent/Engineer that inspection has been made. \_\_\_\_\_\_\_\_\_\_\_

Construction approved ( ) not approved ( )

31. Notice from applicant that all required improvements have been constructed. \_\_\_\_\_\_\_\_\_\_\_

32. A copy of the above notice from applicant mailed by Planning Board to Board of Health\_\_\_\_\_\_\_\_\_\_\_

33. Notice from Board of Health to Planning Board that all required work has been completed in accordance with recommendations of the Board of Health and to their satisfaction (To be detailed if not so completed) \_\_\_\_\_\_\_\_\_\_

34. Planning Board determines at its meeting held on \_\_\_\_\_\_\_\_\_\_ that the required work is:

 ( ) Completed

 ( ) Not completed (Specify in detail to applicant and [Town/City] Clerk by certified mail. Failure to do so within 45 days from receipt of notice from applicant that work is completed, is deemed approval.

35. Planning Board at its meeting held on \_\_\_\_\_\_\_\_\_\_ voted to:

 ( ) Release bond, deposit or covenant

 ( ) Reduce the amount of bond or deposit

36. Notice from Planning Board to [Town/City] Clerk and applicants: \_\_\_\_\_\_\_\_\_\_

 ( ) Bond, deposit or covenant is released

 ( ) Amount of bond or deposit is reduced

**Form C**

**APPLICATION FOR APPROVAL OF**

**PRELIMINARY SUBDIVISION PLAN**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Application Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Engineer/Surveyor Information**:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deed of Property Recorded in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s Map/Parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Existing Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_\_Number of Proposed Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_Number and Length of Proposed Streets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signatures****To the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board,** the undersigned herewith submits the accompanying Preliminary Plan of a subdivision of property located in the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as amended. Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant (if other than Owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form D**

**APPLICATION FOR APPROVAL OF**

**DEFINITIVE SUBDIVISION PLAN**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Application Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Engineer/Surveyor Information**:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deed of Property Recorded in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Identification-Original Parcel’s Assessors Map/Parcel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Existing Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_\_Number of Proposed Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_Number and Length of Proposed Streets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signatures****To the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board,** the undersigned herewith submits the accompanying Definitive Plan of a subdivision of property located in the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as amended. A list of the names and addresses of the abutters of this subdivision provided by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s Office is attached.Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant (if other than Owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form E**

**APPLICATION FOR APPROVAL OF**

**MODIFIED DEFINITIVE SUBDIVISION PLAN**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Application Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Engineer/Surveyor Information**:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deed of Property Recorded in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Identification-Original Parcel’s Assessors Map/Parcel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Existing Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_\_Number of Proposed Parcels/Lots: \_\_\_\_\_\_\_\_\_\_\_Number and Length of Proposed Streets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Describe Modification(s) being requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signatures****To the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning,** the undersigned herewith submits the accompanying Modified Definitive Plan of a subdivision of property located in the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as amended. A list of the names and addresses of the abutters of this subdivision provided by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s Office is attached.Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant (if other than Owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form F**

**REQUEST FOR ABUTTER’S LIST FOR APPROVAL**

**OF DEFINITIVE SUBDIVISION PLAN**

**and ASSESSOR’S VERIFICATION**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Request Filing Date (to be filled out by the Assessor’s Office):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deed of Property Recorded in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Identification-Original Parcel’s Assessors Map/Parcel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signatures**I acknowledge that it is my responsibility to procure the abutter’s list and understand that up to two (2) weeks may be required for its preparation. Requesting Party : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form G**

**DEFINITIVE SUBDIVISION PLAN APPROVAL**

**DECISION/CONDITIONS**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

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**Subdivision Title:**

**Project/File #:**

**Applicant**:

(name, address)

**Property Owner**:

(name, address)

**Property Address**:

**Assessor's Map/Parcel**:

**Filing Date:**

**Legal Notices Published**:

**Public Hearing Opened**:

**Public Hearing Continuations:**

**Public Hearing Closed**:

**Decision Meeting Date**:

**Decision Filing Date:**

+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++

The Applicant requested that the Planning Board approve a Definitive Subdivision Plan under the Massachusetts Subdivision Control Law, Massachusetts General Laws Chapter 41, Section 18K through 81GG (the "Subdivision Control Law"), and under the Town/City of \_\_\_\_\_\_\_\_\_\_\_ Subdivision Rules and Regulations to allow for a subdivision with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) single family home building lots.

**DECISION**

After conducting a Public Hearing, and at a regularly scheduled meeting, the (Town/City) Planning Board voted \_\_\_\_\_\_ (\_\_) in favor, \_\_\_\_\_\_ (\_\_) opposed and \_\_\_\_ (\_\_) absent/recused on a motion to approve the Definitive Subdivision Plan Application.

On a motion to approve the Definitive Subdivision Plan Application:

 Roll Call Vote:

 Name Vote

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_

**CONDITIONS**

In an effort to ensure and protect the health, safety, and well being of all abutters, area residents, and users of this subdivision, this Definitive Subdivision Plan approval is contingent upon the satisfactory compliance with and completion of the following the conditions:

**GENERAL**

* + - 1. This subdivision shall not have more than \_\_\_\_ single family building lots.
			2. When selling lots, the developer shall retain his rights and ownership of the right-of-way, and such shall be stated and included in all deeds to lots in the development.
			3. A proforma or sample of the individual property deeds to the individual homeowners to be used shall be submitted to and approved by the Planning Board prior to their endorsing the approved definitive plan.
			4. The stormwater retention/detention system located outside of the street right-of-way on lot(s) \_\_, as well as the underground water cisterns on lot(s) \_\_\_\_\_, shall be placed under the control, responsibility and liability of a Homeowner’s Association comprised of the property owners of this subdivision, or another entity that the Planning Board deems acceptable. An easement shall be granted to the entity owning the street (including its successors and assigns) authorizing the discharge of storm water into said stormwater retention area. Sufficient draft legal documentation creating said Association, and its rules and regulations, including the aforementioned and following responsibilities, shall be submitted to and approved by the Planning Board prior to their endorsing the approved definitive plan. Final legal documents must be submitted to and approved by the Planning Board prior to recording and prior to the sale of any lots. Said association shall be responsible for:
* the maintenance, repair, and improvement of the storm water drainage structure ensuring its continued functioning capability as designed and constructed
* the maintenance, repair, and improvement of the underground water cisterns, including keeping them filled, ensuring their continued functioning firefighting capability as designed and constructed
* maintaining a bank account at all times, with a balance of no less than an amount determined by the Planning Board as being sufficient, for the purpose of paying for said maintenance and improvements
* maintaining an insurance policy in an amount of at least one million dollars ($1,000,000.00)
* having said structure inspected, and maintained, repaired and improved as needed, at least once a year by a qualified person/firm (i.e. engineer, landscaper, fire department as appropriate)
* having said qualified person/firm forward a written report, at least once each calendar year, certifying said inspection and any maintenance, repairs, and improvements that were required and undertaken to the Planning Board, (Town/City) Engineer/Department of Public Works (DPW) Superintendent and Fire Department.

Said stormwater drainage and underground water cistern easements and Homeowner’s Association documents shall also include wording specifying that should said association fail in any of its aforementioned responsibilities as listed above, the town has the right to intercede, enter the property and conduct any of the maintenance, repairs and improvements that it feels are necessary to ensure the proper functioning of the stormwater and cistern systems, and assess the association the cost of said maintenance, repairs and improvements, plus a 20% administrative fee.

* + - 1. The petitioner and/or developer of this subdivision must provide each first time buyer of all/any lots within the subdivision, a copy of all conditions and restrictions imposed by the Planning Board.
			2. The applicant shall comply with all other laws and regulations including the (Town/City) Zoning Bylaw and Subdivision Rules and Regulations, unless specifically waived by the Planning Board
			3. The Planning Board specifically grants only the following requested waivers to the Subdivision Rules and Regulations:
1. ...
2. ...
3. ...
	* + 1. The Planning Board retains its jurisdiction and the right to, on its own motion, modify, amend, rescind or revoke its approval of this Definitive Subdivision Plan, after holding a Public Hearing in accordance with Chapter 41, Section 81T, when it believes that there is material noncompliance with the terms of this decision.

**THE FOLLOWING MUST BE SUBMITTED/COMPLETED WITHIN 60 DAYS OF THE EXPIRATION OF THE APPEALS PERIOD, PRIOR TO ENDORSEMENT OF THE PLANS, AND PRIOR TO THE COMMENCEMENT OF CONSTRUCTION**

* + - 1. The applicant shall provide the Town with a Performance Guarantee, subject to approval of the Planning Board, prior to the Planning Board’s endorsement of the Definitive Plan. Said Performance Guarantee may take the form of either 1) a covenant, 2) a bond, deposit of money or negotiable security in conformance with the provisions of Section 81-U of Chapter 41, M.G.L. Should the developers choose 2), then the developers shall complete all public roads and utilities twelve (12) months prior to the expiration date of said performance Guarantee to enable the Town to draw upon said Guarantee if necessary. The monetary value of the Guarantee shall be determined by the Town Highway Superintendent, and shall be 100% of the cost of completion of the development as of the date the Guarantee expires. Said Performance Guarantee must be received and approved by the Planning Board prior to their endorsing the approved definitive plan.
			2. No release of the Performance Guarantee, partial or otherwise, will be considered by the Planning Board, without certification by the petitioner’s Professional Engineer, and concurred to by the municipal Engineer/DPW Superintendent or his/her designee, as to the achievement of design and construction standards in accordance with the approved plans.
			3. Documents (deeds) for all easements and other required legal documents shall be presented to, and approved by the Planning Board prior to their endorsing the approved definitive plan.
			4. Within 21 days of the expiration of the 20 day appeal period with no appeal being filed, or if an appeal has been filed within 21 days of the final dismissal or denial of said appeal, the applicant shall present the Planning Board with two (2) complete set of Mylars of the Definitive Plans, with all of the required changes and these Conditions of Approval contained thereon, suitable for the Planning Board’s endorsement. Said mylars muse bear the certification of the Town Clerk that twenty days have elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed or that if such appeal has been filed, that it has been dismissed or denied. One (1) complete set of Mylars of the Definitive Plans, with all of the required changes and these Conditions of Approval contained thereon, containing the Planning Board’s endorsement, shall be retained by the Planning Board. The fee for recording or registering shall be paid by the owner or applicant.
			5. The developer shall, within 60 days after the definitive plan has been endorsed, record said plan, required forms and, whenever applicable, the Planning Board's order of conditions, public easements (plans and documents), restrictive covenants, master deeds, etc., at the \_\_\_\_\_\_\_\_\_ County Registry of Deeds, and in the case of registered land with the Recorder of the Land Court. Within seven (7) days of said recording the applicant shall provide the Planning Board with a copy of the Registry’s receipt of said recording including the book, page number, and date of recording. The cost of said recording shall be borne by the developer.
			6. Within 30 days of their recording, the applicant shall submit to the Planning Board copies of all plans and documents as recorded, complete with the Registry’s Book and Page number. No work which is related to and/or authorized under this approved definitive subdivision plan may commence until, among other things, the applicant has delivered these to the Planning Board.
			7. Definitive Subdivision Plan information pertaining to the creation of the lots (including annotation of frontage, dimensions, acreage, etc.) shall also be submitted in a digital format approved by the Planning Board, using drawing interchange files (AutoCAD compatible DWG or DXF files), in either

ASCII or binary format. Horizontal and vertical controls shall be in accordance with the requirements of the (Town/City) Engineer/DPW Superintendent. All records of control shall be delivered to and reviewed by the (Town/City) Engineer/DPW Superintendent.

* + - 1. Approved Definitive Subdivision Plan information shall also be submitted in a pdf digital format approved by the Planning Board.
			2. No Building Permits may be applied for, and the Building Inspector shall issue no permits for, any of the lots in this development, unless he is notified in writing by the Planning Board that all of the necessary plans and related documents have been recorded at the Registry of Deeds and, if necessary, any release of Performance Guarantees.

**CONSTRUCTION**

* + - 1. The applicant shall provide an “outside consultant” fee to the Planning Board, in an amount determined by the Planning Board, to retain the services of the peer review engineer to conduct periodic on-going inspections of the project to review its compliance with the approved plans.
			2. Prior to the commencement of construction, the applicant shall submit to the (Town/City) Engineer/DPW Superintendent, for his/her approval, a written schedule for regular inspections and notification procedures (ongoing throughout the construction of the project).
			3. No work shall commence until a pre-construction conference (a single meeting) has been held between the applicant, the contractor, the project engineer, and appropriate town officials (i.e. Planner, DPW, Police Department, Fire Department, Building Inspector, etc.). The applicant is responsible for contacting the (Town/City) Departments to make arrangements for such conference.
			4. The developer shall notify the Planning Board, DPW, Police Department, Fire Department, Building Inspector, in writing, five working days in advance of the date of commencement of construction.
			5. The construction of all ways and the installation of all municipal services shall commence within twelve months of the expiration of the appeal period. Failure to so comply may be reason for the Planning Board to rescind approval of the subdivision. The Planning Board may grant extensions for good cause, upon written request by the applicant provided:
1. said request is submitted prior to the expiration of this Approval, and
2. said approval requires the affirmative vote of a majority of the full Planning Board taken at a Public Meeting (no Public Hearing is required).
	* + 1. From the commencement of construction, all work shall continue in an uninterrupted and timely fashion, excepting weather related delays, until the project is completed. Failure to so comply may be reason for the Planning Board to rescind approval of the subdivisions.
			2. All work shall be completed in conformance with the approved plans within three (3) years from the expiration of the appeals period. Failure to so comply may be reason for the Planning Board to rescind approval of the subdivision. The Planning Board may grant extensions for good cause, upon written request by the applicant provided:
3. said request is submitted prior to the expiration of this Approval, and
4. said approval requires the affirmative vote of a majority of the full Planning Board taken at a Public Meeting (a Public Hearing is required).
	* + 1. All work shall be in accordance with:
5. the approved Definitive Subdivision Plans endorsed by the (Town/City) Planning Board
6. where applicable, Title V of the Mass Environmental Code and/or conditions imposed by the (Town/City) Health Department.
7. where applicable, any Orders of Conditions issued by the (Town/City) Conservation Commission or Department of Environmental Protection
8. ...
9. ...
	* + 1. Where applicable, all lots are subject to approval by the appropriate agencies for on-site water supplies and on-site septic systems
			2. When applicable, after the installation of the complete storm water sewer system, the developer shall present a plan, compatible with the municipal Engineering/DPW’s GPS/CAD software, which must be submitted to and approved by the Town Engineer/DPW Superintendent, showing ties to fixed and easily identifiable objects and elevations (whenever applicable) of all appropriate components of said systems, so that they may be physically located in the future.
			3. During construction, adequate provisions shall be made on-site for the parking, storing, stacking of construction and contractor vehicles and materials, as well as delivery vehicles/trucks, including off-hours, sufficient to prevent said vehicles from parking, storing, stacking on the public way.
			4. During construction, adequate and effective measures shall be taken to prevent erosion/siltation from leaving the site, or impacting the on or off-site drainage systems.
			5. All existing topsoil for areas to be disturbed shall be stockpiled on site and shall be surrounded with silt fence and hay bales or shall be covered with a solid woven fabric or tarp to prevent erosion or loss of usable top soil materials. Earthen materials shall only be removed where duly permitted by the town.
			6. During Construction adequate and effective measure shall be undertaken to prevent trucks and construction vehicles from dragging/depositing soil, mud and other debris onto the public way. Sediment tracked onto public roads from construction activities shall be swept at the conclusion of each construction day, until all work areas have been properly stabilized.
			7. The site shall be kept reasonably clear of construction debris and trash, and said debris and trash shall be removed periodically from the site. Debris or trash which becomes a nuisance to abutters or which blows onto the adjacent roadway shall be removed immediately upon notification by the City/Town or its representative.
			8. Each lot within the approved subdivision must be stabilized with permanent plantings and perennial grass cover within twenty-one (21) days after the completion of construction. If construction takes place during winter months (December 1st to March 30th) this condition will not become effective until April 1st. During winter months other erosion control methods shall be utilized (i.e. hay bales).
			9. Should any problems become apparent to the Planning Board during construction, it may vote to attach additional appropriate conditions.
			10. No occupancy permits may be applied for nor shall any occupancy permits be issued by the Building Inspector for any lot in this development until the Planning Board notifies the latter that the following have been constructed by the developers and approved by the Town/City Engineer/DPW Superintendent:
10. all required utilities to and servicing said lot
11. a driveway
12. at least the binder course of the road has been installed
	* + 1. The roadway’s asphalt concrete surface course shall not be installed until the roadway’s asphalt concrete base course and gravel base course, and any utilities underlying the roadway, have been installed for one full winter (see Town/City Engineer/DPW Superintendent for specific dates).
			2. At the conclusion of construction the applicant is responsible for removing, patching and repairing any damage to the town roads resulting from this project, if determined necessary by the municipal Engineering/DPW Superintendent to the extent required by the municipal Engineer/DPW Superintendent.

**POST CONSTRUCTION**

* + - 1. At the completion of the subdivision’s construction, and prior to the town accepting said street as a town street, the street, right-of-way, all easements and the entire storm water system shall be cleaned of silt and debris by the developer.
			2. Upon completion of construction, the developer shall present the Planning Board with:
1. Two (2) copies of a plan of the road or way "as built," at a scale of the originally approved plans at size 24" x 36". Said plan to show a center line profile (4 feet per inch on the vertical scale and 40 feet per inch on a horizontal scale) taken at fifty (50) foot intervals along the road or way as it has been completed. All utilities, public and private, above and below grade shall be shown on the plan as they exist. Said plan shall also be submitted in an electronic format acceptable to the Planning Board.
2. All “as-built” Definitive Subdivision Plan information pertaining to the creation of the lots (including annotation of frontage, dimensions, acreage, etc.) shall also be submitted in a digital format, using drawing interchange files (AutoCAD compatible DWG or DXF files), as required by the municipal Engineer/DPW Superintendent.
3. All “as-built” Definitive Subdivision Plan, Record and Street Acceptance Plan information in pdf and AutoCAD compatible format such as dwg or dxf as required by the Planning Board.
4. A written statement from the project’s engineer certifying that all work and systems have been completed in accordance with the approved plans and are functioning as designed and intended and been in use for through one full winter.
5. A video of the interior of the sanitary and stormwater sewer systems.
6. A written statement from the Town/City Engineer/DPW Superintendent, and from a registered professional engineer chosen by the Planning Board (and paid for by the applicant), and all other applicable municipal Boards/Commissions/Departments certifying that all work and systems required by these rules and regulations has been constructed in conformance with the approved construction plans. In the case where roadways will remain under private ownership, the above-mentioned certificate or statement shall be supplied by the project's registered professional engineer.
7. Written evidence from the electric, telephone, gas and cable TV companies and all other public and private utilities stating that their respective underground systems have been installed and are functioning to their satisfaction, or documentation that efforts to obtain such written evidence failed and were not responded to.
8. A written statement from a Registered Land Surveyor certifying that all permanent bounds and monuments on all street lines and on the lot or lots within the subdivision are in place and are accurately located in accordance with the approved Definitive Plan.
9. A written statement certifying that all fees to cover inspections for the release of the performance guarantee have been paid in full by the applicant.
10. A written plan, approved by the municipal Engineer/DPW Superintendent, for maintenance of the subdivision right-of-ways, easements and roads from the time after acceptance by the Town/City and continuing for 20 years. The maintenance plan should include provision for the maintenance of road pavement, soil settling problems, street sweeping, snowplowing, maintaining vegetative stabilization of all rights-of way and easements, erosion controls, fall leaf cleanup, catch basin and drainage system cleaning and maintenance, and other provisions as determined to be necessary by the municipal Engineer/DPW Superintendent.
11. Copies of all of the recorded lot deeds showing that the applicant has retained his/her/their rights to the subdivision road(s) right-of-way, or Certification from developer’s lawyer that all deeds to lots contained phrasing which retained his/her/their rights to the right-of-way(s).
12. A formal petition, accompanied by said plans, requesting that the street be accepted by the Town/City as a Town/City Street.
13. A Roadway Conveyance Plan showing the overall boundary of the proposed roadway to be conveyed to the Town/City. This plan must include the bearing and distance descriptions of the roadway right-of-way.
14. Two (2) copies of the description by metes and bounds of each road and easement considered for acceptance by the Town/City.
15. A Roadway Conveyance Instrument prepared by an attorney and in a form approved by the Town Counsel/City Solicitor suitable for execution by the Board of Selectmen/City Council after acceptance of the roadway. This instrument must include a legal description of the right-of-way and include reference to any easement documents.
16. An Easement Conveyance Plan showing overall boundary of any proposed easements to be conveyed to the Town/City. This plan must include the bearing and distance description of the easement tied to the roadway right-of-way.
17. An Easement Conveyance Instrument prepared by an attorney and in a form suitable for execution by the Board of Selectmen/City Council after formal Town/City acceptance of the easement. This instrument must include a legal description of the easement as well as a description of the Town’s/City’s rights within the easement.
	* + 1. No final release of the Performance guarantee shall be allowed prior to the Planning Board’s receiving and approving of all of the items in Condition 39.

* + - 1. The total responsibility for the maintenance (including snow and ice removal) repair, reconstruction of the roadway and utilities shall remain with the developers, their successors and assigns, until the

Town Meeting/City Council has accepted the streets as Town/City streets.

* + - 1. Upon the installation of the first coat of pavement, or the start of construction of the first home, whichever occurs first, the applicant shall install street signs and a stop sign at all intersections of the subdivision roads as shown on the approved plans.
			2. Until the Town Meeting/City Council accepts such streets as Town/City Streets, the developer shall install blue “Private Way” signs on all of the development’s street signs.
			3. The maintenance of the detention/retention ponds and associated appurtenances located outside of the right-of-way, even if and after the street is accepted by the town as a town street, shall remain the responsibility and liability of the individual lot owners or subsequent established homeowner’s association.

* + - 1. Work on this development shall only take place between the hours of 7 AM - 5 PM Mondays thru Fridays and 8 AM - Noon on Saturdays. No work is permitted on Sundays and town recognized Holidays unless prior written approval is issued by the Town Administrator/Mayor. Such requests must be received by the Town Administrator’s/Mayor’s Office at least seven (7) calendar days prior to the Holiday.

* + - 1. The paved roadway shall be widened at the cistern locations sufficient for access of the cisterns by the Fire Department.
			2. ...
			3. ...

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**ENFORCEMENT**

The Building Department will issue no permits for construction until notified, in writing, by the Planning Board that a properly executed performance guarantee on the project is in effect.

**EXPIRATION OF DECISION**

Approval of this Definitive Subdivision plan is conditional upon an acceptable performance guarantee agreement between the petitioner and the (Town/City) Planning Board within 60 days from the vote to approve the plan. The Planning Board will not endorse the approved definitive plan prior to this security agreement being finalized and accepted by a majority vote of the Planning Board.

Failure to comply with all conditions and restrictions listed, as part of this decision may be cause for the rescinding of this plan as an approved subdivision.

**SIGNATURE OF THE PLANNING BOARD MEMBERS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 , Chair , Vice Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies:

DPW

Engineering Department

 Water Department

 Building

Assessors

Conservation Commissions

Applicant (Registered Mail)

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**TOWN/CITY CLERK’S CERTIFICATION**

*TOWN/CITY CLERK’S OFFICE*

TOWN/CITY OF (TOWN/CITY), MASSACHUSETTS

*I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CLERK OF THE TOWN/CITY OF (TOWN/CITY) HEREBY CERTIFY THAT THE NOTICE OF APPROVAL OF THIS DEFINITIVE SUBDIVISION PLAN BY THE (TOWN/CITY) PLANNING BOARD HAS BEEN RECEIVED AND RECORDED AT THIS OFFICE, AND THAT NO NOTICE OF APPEAL WAS RECEIVED DURING THE TWENTY DAYS NEXT AFTER SUCH RECEIPT AND RECORDING OF SAID NOTICE.*

**Form H**

**DEFINITIVE SUBDIVISION**

**CONSTRUCTION COST ESTIMATE**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |  |  |
| --- | --- | --- |
| **Applicant Information** |  | **Subdivision Information** |
| Name |   |  | Name |   |
| Address |   |  | Address |   |
|   |  |   |
| Phone |   |  |  |  |
| Email |   |  |  |  |
|  |  |  |  |  |
| **Engineer Information** |  | **Developer / General Contractor Information** |
| Name |   |  | Name |   |
| Company |  |  | Company |  |
| Address |   |  | Address |   |
|   |  |   |
| Phone |   |  | Phone |   |
| Email |   |  | Email |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item**  | **Item Description**  | **Unit** | **Quantity**  | **Unit Cost** | **Total Cost** |
| 1 | Site Clearing, Grubbing, Earth Excavation |   |   |   |   |
| 2 | Backfill and Grading to Sub-Base |   |   |   |   |
| 3 | Drainage Utility System (pipe, structures, basins, etc) |   |   |   |   |
| 4 | Water Utility System (pipe, hydrants, services, valves, etc) |   |   |   |   |
| 5 | Telecommunication Utility System |   |   |   |   |
| 6 | Electrical Power Utility System |   |   |   |   |
| 7 | Lighting Utility System |   |   |   |   |
| 8 | Gas Utility System |   |   |   |   |
| 9 | Other Utility System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 10 | Gravel Placement and Compaction on Sub-Base |   |   |   |   |
| 11 | HMA Roadway - Base / Binder Course |   |   |   |   |
| 12 | HMA Roadway - Top Course |   |   |   |   |
| **Item**  | **Item Description**  | **Unit** | **Quantity**  | **Unit Cost** | **Total Cost** |
| 13 | HMA Sidewalk - Binder Course |   |   |   |   |
| 14 | HMA Sidewalk - Top Course |   |   |   |   |
| 15 | HMA Berms / Curbs |   |   |   |   |
| 16 | Linestriping |   |   |   |   |
| 17 | Signage & USPS Collection Box |   |   |   |   |
| 18 | Guardrails & Fencing |   |   |   |   |
| 19 | Landscaping |   |   |   |   |
| 20 | Loam Placement and Seeding |   |   |   |   |
| 21 | [Town/City] Inspection Fees |   |   |   |   |
| 22 | Engineering / Testing / As-Built Fees |   |   |   |   |
| 23 | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |   |   |   |
|  |  |  |  |  |  |
|  | **Total Projected Construction Cost** |  |   |
| **Cost Adjustment Municipal Prevailing Wage Rates** |  |   |
| **Cost Adjustment for a Factor of Safety / Inflation** |  |   |
| **Total Adjusted Construction Cost** |  |   |
| **Legal and Administrative Cost** |  |  |

|  |
| --- |
| **Definitive Subdivision Construction Cost Estimate Certification** |
| Name |   |
| Title |   |
| Company |   |
| Address |   |
|   |
| Phone |   |
| Email |   |
| Certification Date |   |

**Form I**

**PERFORMANCE BOND AGREEMENT**

(Review with Town Counsel/City Solicitor)

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| THIS AGREEMENT made this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20\_\_ , and at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the County of \_\_\_\_\_\_\_\_\_ and Commonwealth of Massachusetts, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ party of the first part, hereinafter called the SUBDIVIDER, and the [TOWN/CITY] OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a [Town/City]ship within said County of \_\_\_\_\_\_\_\_\_ acting through its Planning Board, party of the second part, hereinafter called the [Town/City].WITNESS:WHEREAS the subdivider has petitioned the [Town/City] for approval of a Definitive Plan of a subdivision entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, said Plan has been submitted to the [Town/City] Planning Board, copies of which are on file in the office of said Board.NOW THEREFORE, in consideration of the approval of said Definitive Plan and plan-profile by the Planning Board of said [Town/City], the Subdivider agrees with the [Town/City] as follows:(1) To construct and install streets, ways, utilities and improvements as shown on the approved Definitive Plan, cross-sections and plan-profile in strict compliance with the subdivision rules and regulations of the Planning Board and in accordance with the following general specifications:(a) Streets and ways shown on the Plan shall be cleared for the entire width, including the necessary side slope excavations, and the roadway shall be excavated to sub-base grade and below sub-base grade where specified by the Planning Board and/or Highway Superintendent, and then brought up to sub-base grade by compacting gravel the required number of inches.(b) Utilities shown on the Definitive Plan and plan-profile endorsed by the Planning Board shall be installed, where specified, including water mains, hydrants, sanitary sewers, storm water drains, manholes, catch basins, electrical and telephone wires and cables, together with their appurtenances.(c) All roadways shall consist of a gravel base course of good binding gravel in accordance with the approved definitive subdivision plan and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subdivision Regulations.(d) The hardened surface of the roadway shall be paved the required width, and the hardened surface treatment shall be compacted bituminous concrete as specified in the Subdivision Regulations of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(e) Monuments, sidewalks, curbs, loaming and seeding, planting and street signs shall be installed as shown on the Definitive Plan and in accordance with the Subdivision Regulations.(2) To file with the Planning Board a Certificate of Performance attesting to the satisfactory performance of all works and installations as set forth in this agreement and the subdivision rules and regulations of the [Town/City] at which time the Planning Board or their authorized representative shall inspect the works and installations and said Board will proceed with the release of the deposit or bond if the provisions of this agreement have been completed.(3) SPECIAL CONDITIONS:The Planning Board, its representatives, or other agents of the [Town/City] shall have right of entry at all times during the life of this agreement for the purpose of examination and inspection of works and installations included herein and that the [Town/City] at its discretion shall have the right to use whatever materials may be in or on the land for completion of said works and installations as hereinafter provided.(a) All easements to be transferred to the [Town/City] by recording said instruments in the \_\_\_\_\_\_\_\_\_ County Registry of Deeds or Land Court at the expense of the Subdivider before the final bond is released.(b) Sale or transfer of any lot or lots abutting any street covered in this Bond Agreement shall not release the Subdivider of any obligation contained herein to complete any roadway construction, including clearing, excavation, side slopes, utility installations, grading, gravel or paving, monuments, sidewalks, curbing, loaming and seeding, planting, and street signs in the right-of-way strip.(4) To deposit with the [Town/City] Treasurer cash in the form of a Certified Check or Pass Book payable to the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or file with the [Town/City] Treasurer a bond with sufficient sureties, approved by the [Town/City] in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which shall insure to the said [Town/City] the faithful performance, by the subdivider, of the within covenants, promises and agreements, which shall be applied in one of the following ways:(a) Full amount to be deposited before the Definitive Plan is endorsed and to be released on satisfactory completion of this agreement.(b) Full amount to be deposited before the Definitive Plan is endorsed and at the request of the subdivider, partial releases to be made upon satisfactory completion and approved by the Planning Board of items1 (a), 1 (b), 1 (c), 1 (d), and the remainder to 'be released upon completion of the remaining conditions of this agreement.NOW, THEREFORE, if the Subdivider shall, on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_ make and complete the work and installations as set forth herein and file with the Planning Board the Certificates of Performance required, any cash deposited hereunder shall be released to the Subdivider, and, the obligation under any surety bond filed with the Board shall be null and void; otherwise the amount which the [Town/City] pays to complete said work and installations shall be deducted from such cash deposit, and, the principal and surety shall pay to the Treasurer of the [Town/City] the amount which the [Town/City] pays to complete said work and installations; provided, however, the amount shall not exceed the total deposit required or the penal sum of the bond.This agreement shall terminate upon satisfactory completion of all requirements under the subdivision rules and regulations of the Planning Board and of said work and installations agreed to.This instrument includes the Subdivider, his administrator, executor successor or assigns.The Subdivider herein states as one of the material allegations that induce the said [Town/City] to approve this Subdivision that he/it is the owner of the tract in fee, subject to the following encumbrance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that he will not sell, convey, mortgage or pledge the tract in whole or in part, except as individual building lots, without consent of the [Town/City] and without making such sale, conveyance, mortgage or pledge subject to the conditions set forth herein.IN WITNESS WHEREOF, the said Subdivider and mortgagee has/have caused his/their seals to be affixed and these presents to be signed the day and year first above written.MORTGAGEE SUBDIVIDER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RECEIPT of the original, hereof, together with the cash deposit or Bond stipulated in paragraph (4) is hereby acknowledged.Approved by Majority of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form J**

**COVENANT**

(Review with Town Counsel/City Solicitor)

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County, Massachusetts, hereinafter called the “Covenantor,” having submitted to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board, a definitive plan of subdivision, entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ made by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does hereby covenant and agree with said Planning Board and the successors in office of said Board, pursuant to General Law (Ter.Ed.) Chapter 41, Section 81U, as amended, that: * The covenantor is the owner of record of the premises shown on said plan;
* This covenant shall run with the land and be binding upon the executors, administrators, heirs, assigns of the covenantor, and their successors in title to the premises shown on said plan;
* The construction of ways and the installation of municipal services shall be provided to serve any lot in accordance with the applicable Rules and Regulations of said Board before such lot may be built upon or conveyed, other than by mortgaged premises by foreclosure or otherwise and any succeeding owner of the mortgaged premises or part thereof may sell any such lot, subject only to that portion of this Covenant , which provides that no lot so sold shall be built upon until such ways and services have been provided to serve such lot;
* Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board without first providing such ways and services.
* This covenant shall take effect upon the approval of said plan;
* Reference to this covenant shall be entered upon said plan and this covenant shall be recorded when said plan is recorded.

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wife, husband, of the covenantor hearby agree that such interest as I, we, may have in said premises shall be subject to the provisions of this covenant and insofar as is necessary release all rights of tenancy by the courtesy, dower, homestead and other interest therein.OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXECUTED as a sealed instrument this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** COMMONWEALTH OF MASSACHUSETTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ss. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_Then appeared\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and acknowledged the foregoing instrument to be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_free act and deed, before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_ |

**Form K**

**SUBSTITUTION PERFORMANCE GUARANTEE**

(Review with Town Counsel/City Solicitor)

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the County of \_\_\_\_\_\_\_\_\_ and Commonwealth of Massachusetts, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called the SUBDIVIDER and the [TOWN/CITY] OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a municipal corporation located within said County acting through its Planning Board, hereinafter called the [TOWN/CITY].**W I T N E S S E T H:**WHEREAS on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Planning Board approved a certain Definitive Subdivision Plan entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in return for which the Subdivider executed a certain Performance Agreement, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the performance was secured by the Covenant of the Subdivider, duly recorded in \_\_\_\_\_\_\_\_\_ County Registry of Deeds, Book \_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_\_\_\_\_\_\_.WHEREAS the Subdivider now desires to have certain lots released from the operation of said Covenant and offers to provide other security for the faithful performance of said Agreement.NOW THEREFORE, the parties, in consideration of their mutual undertakings, agree as follows:1. The Subdivider deposits with the [Town/City] hereunder the following collateral: in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with payment order in the name of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to insure the true and faithful performance of all of the requirements of said Performance Agreement as they relate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street in its entirety, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street for a distance of \_\_\_\_\_\_\_\_\_ feet from the end of the present public way.2. In the event the ways described in the Performance Agreement are laid out as public ways subsequent to the date of that Agreement, the Subdivision agrees to complete the work required by the Performance Agreement nevertheless.3. The [Town/City] will deliver forthwith to the Subdivider its formal Release (from the aforesaid Covenant) as to lots \_\_\_\_\_\_\_ through \_\_\_\_\_\_\_, inclusive, on Subdivider’s Definitive Plan.**IN WITNESS WHEREOF** the said parties have caused these presents to be signed, sealed, and delivered the day and year first above written.OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved by Majority of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form L**

**CERTIFICATE OF PERFORMANCE – RELEASE OF LOTS**

(Review with Town Counsel/City Solicitor)

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Certification and Signatures**The undersigned being a majority of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Massachusetts hereby certify that the requirements for work on the ground called for the covenants dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and recorded in the Hampden County Registry of Deeds, Book \_\_\_\_\_\_, Page \_\_\_\_\_\_, (or registered in Land Registry District as Book \_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_\_\_) have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on a plan entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recorded with said Deeds, Plan Book \_\_\_\_, Page \_\_\_ (or registered in Land Registry District as Book \_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_\_\_) and said lots are hereby released from the restrictions as to sale and building specified thereon.Lots Designated on said Plan as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Majority of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **COMMONWEALTH OF MASSACHUSETTS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ss. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2003Then personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ one of the above named members of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notary PublicMy commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form M**

**REQUEST FOR INSPECTION OF CONSTRUCTION**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Request Filing Date (to be filled out by Department):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Engineer/Surveyor Information**:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Name of Subdivision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Descriptions of works and/or installations to be inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Certification and Signature**To the Planning BoardThe undersigned hereby certifies that the above described works and/or installations have been made in accordance with the approved plans as designed and laid-out by me.Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Seal: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REQ’D** | **ITEM** | **DATE** | **INSPECTOR** | **DEPT.** | **REMARKS** |
|  | 1. Roads |  |  |  |  |
|  |  a. Subbase |  |  |  |  |
|  |  b. Base Course |  |  |  |  |
|  |  c. Binder Course |  |  |  |  |
|  |  d. Top Course  |  |  |  |  |
|  | 2. Berms |  |  |  |  |
|  | 3. Sidewalks |  |  |  |  |
|  |  a. Subbase |  |  |  |  |
|  |  b. Base Course |  |  |  |  |
|  |  c. Cement Concrete |  |  |  |  |
|  |  d. Binder Course |  |  |  |  |
|  |  e. Top Course |  |  |  |  |
|  | 4. Loam & Seed |  |  |  |  |
|  | 5. Street Trees |  |  |  |  |
|  | 6. Street Name Signs |  |  |  |  |
|  | 7. Monuments |  |  |  |  |
|  | 8. Fire Alarm |  |  |  |  |
|  | 9. Police Call System |  |  |  |  |
|  | 10. Drainage System |  |  |  |  |
|  | 11. Water System |  |  |  |  |
|  | 12. Sewer System |  |  |  |  |
|  | 13. Other Improve. |  |  |  |  |
|  | 14. Final Acceptance |  |  |  |  |

cc: Planning Board

**Form N**

**Engineer’s Certification of Performance**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Request Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner Information**(if different from applicant)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Name of Subdivision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Property Address/Location/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Descriptions of works and/or installations certified to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Certification and Signature**To the Planning BoardThe undersigned hereby certifies that the above described works and/or installations have been made in accordance with the approved plans as designed and laid-out by me, and all systems are functioning as designed.Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name/Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Seal: |

**Form O**

**Definitive Subdivision Extension Request**

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board**

|  |
| --- |
| **Filing Date (to be filled out by the [Town/City] Clerk):**  |
| **Applicant Information**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Property Information**: Name of Subdivision:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **To the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Board,** please accept this request for an extension to the time period for the following project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I would like to extend the Planning Board’s (circle one): * Public Hearing to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)* Deadline date for filing its decision with the City Clerk to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)* Deadline for completion of construction to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved by Majority of the Planning Board of the [Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |