



TOWN OF CONCORD PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
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MARCIA A. RASMUSSEN, PLANNING DIRECTOR

Definitive Subdivision Plan Application Checklist

◆ Applicant must submit the following to the Planning Board:

- Seventeen (17) copies of the completed Form C, Planning & Land Management Definitive Subdivision Plan Application
 - A completed Form D, Designer's Certificate
 - Seven (7) prints of the Definitive Subdivision Plan showing all requested information
 - Seven (7) prints of the street plans and profiles
 - Eleven (11) copies of an 11" x 17" reduction of the Definitive Subdivision Plan
 - Seventeen (17) copies of all supporting materials, including three (3) copies of stormwater reports
 - A copy of the Abutters List Request Form documenting that a request has been filed with the Assessor's Office for a certified list of abutters.
 - If applicable, a list of any requested waivers of the regulations and the reasons for the request
 - A non-refundable filing fee in the amount of two hundred and fifty dollars (\$250.00)
 - An additional fee of one hundred and fifty dollars (\$150.00) for each lot if a Preliminary Subdivision Plan has been reviewed and approved within the past seven months
- OR-**
- An additional fee of three hundred dollars (\$300.00) for each lot if a Preliminary Subdivision Plan has **not** been reviewed and approved within the past seven months

◆ Applicant must submit the following to the Board of Health:

- A completed Form C, Application for Approval of a Definitive Subdivision Plan
- A completed Form D, Designer's Certificate
- Two (2) copies of the Definitive Subdivision Plan
- Appropriate Board of Health fee

◆ Applicant must submit the following to the Town Clerk:

- Eighteen copies of Form C, Definitive Subdivision Plan Application to be signed and dated by the Town Clerk. The Town Clerk will keep one copy, the remaining seventeen are to be submitted to the Planning Division.
- A completed Form D, Designer's Certificate

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- ◆ **ALL** plans must be prepared by a Massachusetts Registered Land Surveyor and/or Civil Engineer and contain at least the following information:
 - Drawing is at a scale of one inch equals forty feet (1" = 40') on sheets 24 x 36 inches in size.
 - Sheet index if plan is drawn on multiple sheets.
 - Subdivision name, legend, date, scale, north arrow, and other reference points.
 - Locus plan at a scale of one inch equals one thousand feet (1" = 1,000') and one inch equals four hundred feet (1" = 400').
 - Names and address of record owner and of the Applicant (if not the owner) and contact information.
 - Stamp and signature of Registered Land Surveyor and/or Civil Engineer and any other professionals engaged in the design, in each case certifying that those elements of the plan for which they are responsible have been prepared in accordance with these regulations.
 - Location and names of all abutters as they appear on the most recent tax list, including owners of property on the opposite side of any streets abutting the subdivision.
 - Sufficient data to determine the location, direction, and length of every existing and proposed street, way, easement, lot and boundary line, and to establish those lines on the ground
 - The area and dimensions of each proposed lot.
 - Lot numbers enclosed in a circle.
 - Location of all permanent monuments, identified as to whether existing or proposed, including right-of-way curvature and angle points and center point of all cul de sacs.
 - Location, names, and present widths of streets bounding, approaching or in proximity of the subdivision.
 - Existing and proposed water courses and water bodies.
 - Existing and proposed topography at two-foot intervals.
 - Precise boundaries of any zoning district, including overlay districts (Flood Plain, Wetlands, Groundwater Conservancy Districts).
 - Location of base flood elevation if encountered within one hundred (100) feet of the subdivision.
 - Existing and proposed topography at two (2) foot contours.
 - The volume of "earth" to be removed as defined in the Concord Zoning Bylaw, if applicable, or a statement indicating that no earth is to be removed.
 - Size and location of existing and proposed water supply mains, services and their appurtenances; hydrants; sewer pipes, services and their appurtenances and/or sewage disposal systems; storm drains and their appurtenances; all easements pertinent thereto; and data on borings and soil test pits.
 - Indications of all easements, covenants or restrictions applying to the land, including zoning setbacks.
 - The proposed location of all buildings within the subdivision.
 - Suitable space for endorsement by the Board and certification by the Town Clerk, with spaces for annotating dates of approval and endorsement.
 - On a separate sheet: existing and proposed drainage, including drainage areas inside the subdivision, areas outside the subdivision which drain into it, and the route for all existing and

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proposed drainage discharging from the subdivision to the primary receiving course or other body of water. Cross sections for each drainage ditch or pond shall be included.

- If surface water drains discharge onto adjacent existing streets or onto adjacent properties not owned by the Applicant, the Applicant shall indicate what course the discharge takes and show evidence from the Town Engineer and the owner of the adjacent property that such discharge is satisfactory and permitted.

◆ For each street there shall be a separate plan showing the following information:

- Drawing is at a scale of one inch equals forty feet (1" = 40') on sheets 24 x 36 inches in size.
- A profile at a horizontal scale of one inch equals forty feet (1" = 40').
- A vertical scale of one inch equals four feet (1" = 4').
- Existing grades along the center line and both side lines of the street.
- Existing and proposed curbing type, location and details.
- Existing and proposed street and site lighting and details.
- Proposed finished center line grades with elevations at every 50-foot station, location of vertical curves and gradient, with the rate of grade indicated.
- Bearings and distances, radii and arcs, central angle and tangent distances on all curves with stationing on the center line.
- The grade of all streets intersecting the proposed street(s) shall be shown for at least one hundred (100) feet on each side of the intersection of the proposed street center line.
- Proposed drainage, catch basins, manholes, pipes and any other drainage facilities, including details.
- Existing and proposed sidewalks, including handicap ramps and their construction details.
- Typical sections of streets showing widths and grades of street lines, pavement, sidewalks, grass strips, location and size of all utility lines, and the depth of sidewalk and roadway pavements and base courses.
- The location and elevation of the starting benchmark and at least one other bench mark. All elevations shall refer to U.S. Coast and Geodetic Survey Benchmarks.

◆ A Site Evaluation shall be submitted for all subdivisions that create frontage for six (6) or more lots.

The Board may require that qualified experts prepare certain elements of the Site Evaluation.

Due to special circumstances relating to the location, natural features, or the proposal itself, the Board may require that certain of the following information is necessary to evaluate a plan for less than six (6) lots as well:

The Site Evaluation Plan shall be at a uniform scale, encompassing the entire subdivision on a single sheet not larger than 24" x 36", and contain the following information.

- Boundaries of the subdivision, existing and proposed streets, and proposed lot lines;
- Topography at two (2) foot contour intervals, with graphic drainage analysis.
- Location of all existing structures, including fences and stone walls.
- Location of all surface water bodies, wetlands, and aquifer or recharge areas for existing public water supplies.

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- Vegetative cover analysis, including identification of general cover type (wooded, cropland, brush, etc.).
- Location of all major tree groupings and outstanding trees, important wildlife habitats, and identification of areas not to be disturbed by construction.
- Soil types (based on the U.S. Department of Agriculture soils study), approximate groundwater level, and location and results of soil percolation and other subsurface tests.
- Visual analysis, including analysis of scenic vistas and the visual impact of the subdivision on other properties.
- For Town water and sewer, flow test and capacity calculations stamped by a registered Professional Engineer.