

CHECKLIST
Millbury Planning Board
Submission of Definitive Plan

Definitive Plan Name: _____

Property Address: _____ Assessor's Map _____, Lot _____

Applicant's Name: _____ Address: _____

Submission Checklist:

- _____ 1) Ten (10) prints of the definitive plan (7 full-scale; 5 reduced) and one (1) electronic copy showing:
- _____ a. Subdivision name, reference north point, legend, date, datum (NAD 83 and NAVD 88), annotation of revision dates and contents, and bar scale.
 - _____ b. Names, addresses and telephone number of record owner and Applicant and the names, addresses, telephone numbers, stamps and signatures of the engineer, surveyor, and any other professionals engaged in the design, in each case certifying that elements of the plan for which they are responsible have been prepared in accordance with these Regulations.
 - _____ c. Location, names and legal references of all abutters, consistent with Form E, as they appear on the most recent tax list, including property owners on the opposite side of any streets abutting the subdivision.
 - _____ d. Sufficient data to readily 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 purpose of easements shall be indicated.
 - _____ e. The area of each lot and easement in square feet and acres.
 - _____ f. Regularity factor calculations.
 - _____ f. Lot numbers shown enclosed in a circle.
 - _____ g. The following statement: "Street numbers are assigned by the Millbury Police Department, for further information call (508) 865-3521".
 - _____ h. Location of all permanent monuments identified as to whether existing or proposed.
 - _____ i. Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision, and designation as to whether public or private.
 - _____ j. Existing and proposed wetlands as defined by the Wetlands Protection Act (MGL Chapter 131, Section 40) and confirmed by a certified wetlands scientist, watercourses and water bodies.
 - _____ k. Reference identifying applicable Street Plans and Profiles, covenants, and/or relevant documents (recorded or not).
 - _____ l. Precise boundaries of any zoning district insofar as the boundaries touch on the subdivision.
 - _____ m. 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 proposed drainage discharging from the subdivision, to the primary receiving water course or other body of water. The applicant shall provide documents establishing the owner's association, to be approved by the Board.
 - _____ n. Size, location and types of existing and proposed water supplies and their appurtenances, hydrants, sewer pipes and their appurtenances and/or sewer disposal systems, storm drains and their appurtenances, and easements pertinent thereto, and curbs and curb dimensions, including data on borings and soil test pits, and methods of carrying water to the nearest watercourse or easements for drainage as needed, whether or not within the subdivision.
 - _____ o. Suitable space for endorsement by the Town Clerk and by the Planning Board, with spaces for annotating date of approval and date of endorsement.
 - _____ p. Location of Base Flood elevation if encountered within one hundred feet (100') of the subdivision.
 - _____ q. At least three (3) boundary marker locations, remotely separated, shall be indicated with Massachusetts Grid Plane Coordinates.
 - _____ r. Relative error of closure shall exceed CMR 250.6 requirement and signed statement to this effect shall appear on Plan.
 - _____ s. Where the owner or Applicant also owns or controls unsubdivided land adjacent to or across the street from that shown on the definitive plan, the Applicant shall submit a sketch plan showing a possible or prospective street layout and the present drainage, natural and constructed, for such adjacent land, unless such a plan has already been submitted to the Board with a preliminary plan.
 - _____ t. Reference to all plans, deeds and oral evidence used to create the subdivision plan.
- _____ 2) Ten (10) copies of locus plan.
- _____ 3) Ten (10) copies of index plan.
- _____ 4) Ten (10) copies of street plans and profiles.
- _____ 5) Ten (10) copies of landscape plan.
- _____ 6) Ten (10) copies of waste control plan.
- _____ 7) Ten (10) copies of operation & maintenance plan.

- _____ 8) Ten (10) copies of the Environmental Analysis (if required).
- _____ 9) Two (2) copies of surveyor's certificate.
- _____ 10) Drainage calculations.
- _____ 11) Evidence of ownership, language of easements, covenants or deed restrictions, rights and easements obtained for utilities or drainage outside the subdivision, description of erosion control methods, cross sections of proposed streets.
- _____ 12) Letter documenting authorizing vote (if the Applicant is acting in the name of a trust, corporation or company).
- _____ 13) Soil surveys and/or test pits or borings.
- _____ 14) Percolation test results (if private wastewater disposal is proposed).
- _____ 15) Signed statement by the property owner authorizing the Board or its authorized representatives to enter upon the property for site visits.
- _____ 16) List of mortgage holders which will be kept current during the period of subdivision development.
- _____ 17) Receipt from Millbury Town Clerk that completed application Form C and Definitive Plan has been received.
- _____ 18) Receipt from Millbury Board of Health that 2 copies of Definitive Plan, Street Plans and Profiles, soils tests and environmental analysis, and Form C has been received by them.
- _____ 19) Receipt from Planning Board's consulting engineer that 1 electronic copy and 1 full-scale print copy of the entire application has been received by him.
- _____ 20) Properly Executed Form C is attached to the Definitive Plan.
- _____ 21) Properly Executed Form D (Designer's Certificate) is attached to the Definitive Plan.
- _____ 22) Properly Executed Form E (Abutter's List) is attached to the Definitive Plan.
- _____ 23) Submission Fee of \$_____ made payable to the Town of Millbury.
- _____ 24) Escrow deposit of \$_____ for professional reviews.

This document certifies that the Millbury Planning Board officially accepted the Definitive Subdivision Plan mentioned above for review and consideration. It does not constitute approval of the Definitive Plan nor can it be inferred that approval will occur. Approval of the Plan is governed by the Town of Millbury, Rules and Regulations Governing the Subdivision of Land.

Planning Director/Planning Clerk Signature _____ Date _____