APPENDIX A:

FEE SCHEDULE
&
FORMS

Millbury Planning Board
Fee Schedule
(Adopted 7/11/05 – Last Revised 5/14/12)

The following fee schedule sets minimum fees. The Planning Board may require fee amounts in excess of this schedule if, in its opinion, such fee amounts are necessary for proper review of an application or to ensure compliance with Planning Board decisions.

Type	Fees
ANR	**Filing Fee:** $ 150 + $50/new building lot + $10/new survey point
Preliminary Plan	**Filing Fee:** $500 + $50/lot **Technical Review Fee*:** $750
Definitive Plan – Sequin Case	**Filing Fee:** $150/lot + $50/new building lot + $10/new survey point
Definitive Plan – Preliminary / Open Space Community Plan WAS filed	**Filing Fee:** $2,000 + $100/lot (building) **Technical Review Fee*:** $7,500
Definitive Plan – Preliminary / Open Space Community Plan was NOT filed	**Filing Fee:** $2,500 + $150/lot **(building)** **Technical Review Fee*:** $7,500
Waiver Request (from Subdivision Regs)	**Filing Fee:** $50 per specific waiver ($500 maximum)
Major Modification to Approved Definitive Plan	**Filing Fee:** $250 +$50/lot affected or created + $50 for each modification of road +$50 for each modification of drainage structure
Request to Extend Construction Deadline – Definitive Plan	**Filing Fee:** $300.00
Performance Guarantee **Lot Release** **Bond Reduction** **Covenant Extension**	**Filing Fees:** If Preliminary Plan Filed: $100/lot per release request If NO Preliminary Plan Filed: $250/lot per release request Re-issue lot release: $50/lot $300 $300
Site Plan Review	**Filing Fee:** $500 + $20/parking space ($7,500 maximum) or $10/linear foot of wireless facility height ($2,000 maximum) or $50/dwelling unit ($5,000 maximum if Subdivision Plan will be filed) or $100/megawatt over 1 megawatt **Sign Special Permit Filing Fee:** $25 **Technical Review Fee*:** $6,000

Waiver Requests (from Site Plan Review Regs)	**Filing Fee:** $300
Major Modification to Approved Site Plan Review	**Filing Fee:** $300
Stormwater Management Permit	**Filing Fee:** $200 **Technical Review Fee:** $1,800 (0 – 2 acres) or $3,000 (over 2 acres)
Repetitive Petitions	**Filing Fee:** $300
Paper Street Improvement	**Filing Fee:** $300 **Technical Review Fee*:** $5/linear feet of roadway ($1,000 minimum)
Roadway Acceptance	**Filing Fee:** $300
Scenic Road Application	**Filing Fee:** $50

** Ninety days after issued a Certificate of Completion or sixty days after denied plan approval, the Planning Board shall refund any excess amount to the Applicant or the Applicant's successor in interest.*

OTHER FEES:

BOOKS:

Town of Millbury – Rules and Regulations Governing the Subdivision of Land	$20.00	*(Can view free at Library or on Municipal website)*
Town of Millbury – Zoning Bylaws	$20.00	*(Can view free at Library or on Municipal website)*
Town of Millbury – Zoning Map	$10.00	*(Can view free at Library or on Municipal website)*
Town of Millbury – Master Plan 1998	$20.00	*(Can view free at Library)*

PHOTOCOPIES:

BluePrints:	$10.00 per page

RESEARCH:

Per Hour Rate:	$75.00

APPLICATION REVIEW

I, _____ hereby request that my application for _____ be reviewed by the Millbury Planning Department whenever possible. I understand that I will be billed for review of said application at an hourly rate determined by the Town Treasurer for Planning and Secretarial support. Payments to the Town of Millbury, will be in accordance with Article 1, Section 14.6, 14.7 and 14.8 of the Town's Zoning Bylaws, and in accordance with the Town's Rules & Regulations Governing the Subdivision of Land.

Date: _____ Signature: _____

I, _____ hereby request that my application for _____ be reviewed by consultant(s) at my expense on behalf of the Town of Millbury Planning Board. I understand that the Planning Board shall hire the consultant of their choice in accordance with Section 53G, G.L. Chapter 44. Payments to the Town of Millbury will be in accordance with Article 1, Section 14.6, 14.7 and 14.8 of the Town's Zoning Bylaws, and in accordance with the Town's Rules & Regulations Governing the Subdivision of Land.

Date: _____ Signature: _____

TOWN OF MILLBURY, MASSACHUSETTS
FORM A

APPLICATION FOR ENDORSEMENT OF
PLAN BELIEVED NOT TO REQUIRE APPROVAL

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under Subdivision Control Law is not required.

1. Owner of Record _____ Phone _____
   Address _____
   (Street No. And Name) (State) (Zip Code)
   (By Deed recorded in the Worcester District Registry of Deeds in Book/Page _____ or by Land Court Certificate of Title No. _____)

2. Name of Applicant _____ Phone _____
   Address _____
   (Street No. And Name) (State) (Zip Code)

3. Engineer/Land Surveyor _____ Phone _____
   Address _____
   (Street No. And Name) (State) (Zip Code)

4. Name of Agent/Contact Person _____ Phone _____

5. Location of Land: on the _____ side of _____, near _____
   n/s/e/w street nearest cross street

6. Zoning District(s) _____ Overlay Zone(s) _____

7. Tax Map Designation: Map _____ Lot(s) _____ Total size/Acreage _____

8. List all contiguous holdings in the same ownership.
   Map(s) _____ Lot(s) _____

9. Has the Zoning Board of Appeals, Planning Board or Board of Selectmen granted any variance, exception, or special permit concerning this property? _____ (Yes or No)
   (If yes, attach copy of *recorded* instrument)

10. Attach affidavit by Land Surveyor who stamped and signed the plan that all items required are shown and indicating why the plan is entitled to this endorsement.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

Certification as to Grounds for Exemption from Subdivision Control (Select A, B, C, or D)

A. Affected lot(s) have frontage required under the zoning bylaws on:
   1. _____ (street), a public way or way certified by the Town Clerk to be used and maintained as such (attach certification) or;
   2. _____ (street) a way shown on a plan approved and endorsed by the Planning Board under the Subdivision Control Law on _____ (date) or;
   3. _____ (street) a way in existence prior to the effective date of the Subdivision Control Law in town, asserted to be adequate for its planned use (attach documentation)

B. Affected lots have been clearly marked on the plan to be either
   1. Joined to and made part of an adjacent lot or;
   2. Not a Building Lot

C. The affected lot/s contain one or more buildings, now on the same lot, and lawfully existed prior to May 15, 1957

D. The affected lot/s are not changed in area or shape (Section 81X)

I, _____, hereby attest that all above information, required by
(Name of Surveyor)
the Millbury Subdivision Rules and Regulations, is accurately and completely shown

on the plan of land dated _____, regarding Map _____, Lot/s _____ on

_____ (address) in the Town of Millbury, and that the property is entitled to ANR endorsement pursuant to paragraph ____ above (A, B, C or D)

Signature _____ Address _____
Phone Number _____ Registration Number _____

11. Affidavit by Town Planner/Planning Board Clerk that all required items are shown on the Plan or waivers are requested in writing.

    Planning Director/Planning Board Clerk Signature _____ Date _____

CHECKLIST
Millbury Planning Board
Submission of ANR plan

ANR Plan Name: _____

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

Applicant's Name: _____ Address: _____

Submission Checklist:

_____ **1)** Two (2) Properly Executed COPIES OF Form A are attached to the ANR Plan.
_____ **2)** Submission Fee of $_____ made Payable to the Town of Millbury for the ANR Plan.
_____ **3)** The Plan was submitted by delivery or by certified mail, postage pre-paid to the Department of Planning and Development.
_____ **4)** One original ANR Plan and seven (7) copies thereof showing:
_____ a. Identification of the plan by name of the owner of record and location of the land in question including Deed, Book and Page reference, the Assessors' tax map number and lot number, area, frontage in feet, the scale, north point, date, and datum (NAD 83 and NAVD 88).
_____ b. The statement, "Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the signatures of all the members of the Board.
_____ c. A locus map at a scale of one thousand feet to the inch (1"=1,000') showing the boundaries of the abutting properties.
_____ d. Zoning classification and location of any zoning district boundaries that lie within the locus of the plan, including any overlay zoning districts.
_____ e. Site information showing all flood plains and zones, waterways and wetland/resource areas pursuant to the Massachusetts Wetlands Protection Act (on site and within one hundred feet (100') of the property), locations of wells (on site and within one hundred feet (100') of the property), and front/side/rear building setback lines. In the event this information is not accessible by virtue of being denied access to such, the plan shall reflect what information is accessible, and shall describe any limitation encountered.
_____ f. In the case of the creation of a new lot, all the remaining contiguous land area and frontage of the land owned by the Applicant.
_____ g. In the case of the creation of a new lot, the regularity factor calculations in conformance with Millbury Zoning Bylaws, Section 32.12 Odd-Shaped Lots Prohibited.
_____ g. Notice of any and all decisions including but not limited to variances, special permits, etc. regarding the land or any buildings thereon, including the deed book and page numbers where such documents are recorded in the Worcester Registry of Deeds.
_____ h. Names of abutters from the most recent local tax list. If the Applicant has knowledge of any changes subsequent to the latest available Assessor's records, this information shall be indicated on the plan.
_____ i. Names and status (e.g., private or public, how developed and maintained, etc.) of streets and ways shown on plan, and covenants regarding common driveways, if any.
_____ j. The names and addresses of the record owner of the land and Applicant and the name, seal, and address of the surveyor who made the plan.
_____ k. Bearings and distances of all lines of the lot or lots shown on the plan and the distance bearing to the nearest permanent street monument.
_____ l. Areas of frontage that exceed an eight percent (8%) grade and any items that will limit access along the frontage (i.e. guard rails, large ledge outcroppings).
_____ m. Site distances from the proposed access point for each proposed lot.
_____ n. A list of all references used to establish property lines.
_____ o. Location and description of all existing buildings and structures including all septic systems, surface and sub-surface drainage with front, rear and side setback requirements.
_____ p. Location and description of all bounds, fences, walls, guard rails, easements and/or encumbrances, including location of existing trails and other pertinent information. Monuments shall be installed at all property corners; at least two monuments including datum references shall be shown on the property. The distance between monuments shall not exceed three hundred fifty feet (350').
_____ q. The following statement: "Compliance with zoning or other regulations is neither expressed nor implied."
_____ r. If the plan shows any parcel(s) which are not intended as a building lot or which do not meet the minimum requirements set forth in the Town of Millbury Zoning Bylaw, the following statement: "Not a building lot; no further building may occur without further approval by the Planning Board pursuant to the Subdivision Control Law."

_____ s. Justification/description of basis for claim to ANR endorsement, clearly noted both on the application form and on the plan (i.e: required frontage on a Town accepted road, separation of lots with buildings which preexist subdivision control (including evidence), etc.)."

_____**5)** For plans prepared in a CAD or GIS environment, a CD-ROM or DVD containing the ANR plan and a level III standard digital file (SDF) per MassGIS standards for digital plan submittals to municipalities.

The Millbury Planning Board has accepted the submission of the above ANR Plan. This document certifies that, as currently submitted, the ANR Plan meets the minimum submission guidelines as set forth by the Town of Millbury, Rules and Regulations Governing the Subdivision of Land. This document certifies that the ANR Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the ANR Plan. Approval of the ANR Plan is governed by the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

Planning Director/Planning Clerk Signature _____ Date _____

TOWN OF MILLBURY, MASSACHUSETTS
FORM B

APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN

Date _____

1. NAME OF APPLICANT _____
   Address _____
   Phone Number _____

2. NAME OF PROPERTY OWNER (if different than applicant) _____
   Address _____
   Phone Number _____

3. The undersigned's title to said land is derived by deed dated _____ and recorded in the Worcester District Registry of Deeds Book _____, Page _____, or by Land Court, Certificate of Title No. _____; and said land is free of encumbrances except for the following:
   _____

4. NAME OF CONTACT PERSON _____
   Address _____
   Phone Number _____

5. PROJECT LOCATION _____ ASSESSOR'S MAP, LOT # _____
   Access will be from the following streets _____
   Number of lots proposed _____ Total acreage of tract _____

6. To the Planning Board of the Town of Millbury:

The undersigned, being the applicant/owner as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled _____, drawn by (Surv/Eng's Name)_____, (Address) _____ and dated _____, being land bounded as follows: _____
_____
hereby submits said plan as a PRELIMINARY plan in accordance with the Rules and Regulations of the Millbury Planning Board and makes application to the Board for approval of said plan.

This plan has ____ has not ____ evolved from a Special Permit # _____ granted on (date) _____ and recorded in Worcester District Registry of Deeds Book _____, Page _____.

The undersigned hereby applies for the approval of said PRELIMINARY plan by the Board, and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations.

_____ _____
Applicant's Signature Property Owner's Signature

7. Affidavit that all required items are shown on the Plan or waivers are requested in writing.

Planning Director/Planning Board Clerk Signature _____ Date _____

CHECKLIST
Millbury Planning Board
Submission of Preliminary Plan

Preliminary Plan Name: _____

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

Applicant's Name: _____ Address: _____

Submission Checklist:

_____ **1)** Receipt from Millbury Board of Health that 1 copy of Preliminary Plan has been received by them.
_____ **2)** Receipt from the Planning Board's consulting engineer that 1 full-scale copy and an electronic copy of the entire application has been received by him.
_____ **3)** Two (2) copies of Properly Executed Form B are attached to the Preliminary Plan.
_____ **4)** Submission Fee of $_____ made payable to the Town of Millbury.
_____ **5)** Technical Review Fee of $_____ made payable to the Town of Millbury.
_____ **6)** Three (3) full-scale (24"x36") prints and 7 reduced (11"x17") prints of the Preliminary Plan showing:

_____ a. The subdivision name, boundaries, reference north point, date, datum (NAD 83 and NAVD 88), scale, legend and title "Preliminary Plan".
_____ b. The names, addresses and telephone numbers of the record owner and the Applicant and the names, addresses, telephone numbers, stamps and signatures of the engineer and surveyor responsible for the preparation of the plan.
_____ c. The names and addresses of all abutters, as determined from the most recent tax list.
_____ d. The existing and proposed lines of streets, ways, easements, and any public area within the subdivision in a general manner.
_____ e. The proposed system of drainage, including the location of all swamps, marshes and lowland, water bodies, streams, open drains and ditches, natural or man-made, and flowage rights, public and private, adjacent to or within the proposed subdivision in a general manner.
_____ f. The approximate boundary lines of proposed lots, with approximate areas and dimensions, and regularity factor calculations.
_____ g. The names, approximate locations and widths of adjacent streets bounding, approaching or within five hundred feet (500') of the proposed subdivision street(s).
_____ h. Major site features such as existing stone walls, fences, buildings, historic sites, archeological features, large trees with a caliper of twelve inches (12") or larger four feet (4') above finished grade or wooded areas, rock ridges and outcroppings, certified vernal pools, floodplains, wetlands as defined by the Wetlands Protection Act (MGL Chapter 131, Section 40) (estimated location based on best available data), and water bodies.
_____ i. Topography of the land at ten foot (10') contour intervals based upon USGS data and SCS soil maps, if available.
_____ j. The proposed sanitary sewer system and water distribution system, in a general manner.
_____ k. If the preliminary plan does not include all abutting tracts of land that are owned by the Applicant and can be further subdivided, a plan, in a general manner, should be submitted of the overall proposed development.
_____ l. An index plan at a scale of one inch equals four hundred feet (1" = 400'), when multiple sheets are used.
_____ m. A locus plan at a scale of one inch equals one thousand feet (1" = 1,000').
_____ n. Zoning districts of all areas shown on the plan.
_____ o. At least three (3) boundary marker locations, remotely separated, with Massachusetts Grid Plane Coordinates.

The Millbury Planning Board has accepted the submission of the above Preliminary Plan. This document certifies that, as currently submitted, the Preliminary Plan meets the minimum submission guidelines as set forth by the Town of Millbury, Rules and Regulations Governing the Subdivision of Land. This document certifies that the Preliminary Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Preliminary Plan. Approval of the Preliminary Plan is governed by the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

Planning Director/Planning Clerk Signature _____ Date _____

TOWN OF MILLBURY, MASSACHUSETTS
FORM C

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Date _____

1. NAME OF APPLICANT _____
   Address _____
   Phone Number _____

2. NAME OF PROPERTY OWNER (if different than applicant) _____
   Address _____
   Phone Number _____

3. The undersigned's title to said land is derived by deed dated _____ and recorded in the Worcester District Registry of Deeds Book _____, Page _____, or by Land Court, Certificate of Title No. _____; and said land is free of encumbrances except for the following:
   _____

4. NAME OF CONTACT PERSON _____
   Address _____
   Phone Number _____

5. PROJECT LOCATION _____ ASSESSOR'S MAP, LOT # _____
   Access will be from the following streets _____
   Number of lots proposed _____ Total acreage of tract _____

6. To the Planning Board of the Town of Millbury:

The undersigned, being the applicant/owner as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled _____, drawn by (Surv/Eng's Name)_____, (Address) _____ and dated _____, being land bounded as follows: _____
_____
hereby submits said plan as a DEFINITIVE plan in accordance with the Rules and Regulations of the Millbury Planning Board and makes application to the Board for approval of said plan.

Said plan has ____ has not ____ evolved from a preliminary plan submitted to the Board on _____ _____(date), and approved (with modifications) ____ disapproved ____ on _____ _____(date). This plan has ____ has not ____ evolved from a Special Permit # _____ granted on (date) _____ and recorded in Worcester District Registry of Deeds Book _____, Page _____.

The undersigned hereby applies for the approval of said DEFINITIVE plan by the Board, and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations.

_____ _____
Applicant's Signature Property Owner's Signature

7. Affidavit that all required items are submitted or waivers are requested in writing.

Planning Director/Planning Board Clerk Signature _____ Date _____

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 (l00') 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 _____

TOWN OF MILLBURY, MASSACHUSETTS
FORM E

CERTIFIED LIST OF ABUTTERS

To the Town of Millbury Planning Board:

The undersigned being an applicant for approval of a Special Permit and/or Definitive Plan of a Subdivision entitled: _____

_____

requests the names and addresses of each abutter within a 300 foot radius of said property.

Applicant's Signature: _____
Mailing Address: _____
Owner of Property: _____
Property Address: _____
Assessor's Map #: _____
Parcel #: _____
Date of Public Hearing: _____

To the Town of Millbury Planning Board:

This is to certify that at the time of the last assessment for taxation made by the Town of Millbury, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown above, whereas above written, except as follows:

Assessor's Signature: _____
Date: _____

TOWN OF MILLBURY, MASSACHUSETTS
FORM D

DESIGNER'S CERTIFICATE

Date_____

To the Planning Board of the Town of Millbury, Massachusetts

In preparing the plan entitled: _____
_____

I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Millbury, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from _____
   to _____ dated _____
   and recorded in the Worcester District Registry of Deeds in Book _____,
   Page _____, or by Land Court, Certificate of Title No. _____.

2. Other plans as follows _____
   _____
   _____

3. Details and topography have been established by aerial survey _____;
   on ground survey _____; other _____

4. Actual measurement on the ground from a starting point established by _____
   _____

5. Other sources _____
   _____
   _____

Signed _____

(Registered Professional Engineer or Registered Land Surveyor)

Address _____
Phone Number _____

(Seal of Engineer
or Surveyor)

TOWN OF MILLBURY, MASSACHUSETTS
FORM H

INSPECTION FORM

Name of Subdivision _____

Name of Roadway _____

From Sta. _____ To Sta. _____

Name of Applicant _____ Phone of Applicant _____

Subject	*Initials of Inspector*	*Date of Inspection*
1. Erosion & Sediment Controls	_____	_____
2. Clearing of Right of Way	_____	_____
3. Sub-base Preparation	_____	_____
4. Sewer Mains	_____	_____
5. Water Mains & Hydrants	_____	_____
6. Drainage Facilities	_____	_____
7. Other Utilities	_____	_____
8. Subbase	_____	_____
9. Sewer Services	_____	_____
10. Water Services (Aquarion)		
11. Gravel Base	_____	_____
12. Binder Course (Roadway)	_____	_____
13. Street Signs	_____	_____
14. Street Lights	_____	_____
15. Curb	_____	_____
16. Finish Course (Roadway)	_____	_____
17. Concrete Sidewalks	_____	_____
18. Street Trees	_____	_____
19. Grass Strips	_____	_____
20. Monuments & Bounds	_____	_____
21. Final Clean Up	_____	_____
22. As-Built & Acceptance Plan	_____	_____

23. Maintenance _____ _____

APPENDIX B:

DEVELOPMENT IMPACT STATEMENT

DEVELOPMENT IMPACT STATEMENT

In accordance with Section 5.2(4) of the Town of Millbury's Subdivision Rules and Regulations, the Applicant shall submit a Development Impact Statement (DIS).

It is an Applicant's responsibility to prepare and document the DIS in sufficient detail to permit an adequate evaluation by the Planning Board; however the Board may request in writing additional data. It is necessary that the Applicant respond to all sections of the DIS form except in the event that the Planning Board grants a written exemption.

The Board may waive any section(s) of the requirements when, in their opinion and submission of evidence from the Applicant, the requirements are nonapplicable to the proposed project.

The entire cost of the Development Impact Statement shall be the responsibility of the Applicant.

Name of Project: Type of Project:

Applicant(s): Project Location:

Parcel Number(s): Total Acreage:

Name of Individual(s) Preparing this DIR:

I. PROJECT DESCRIPTION

A. Number of Units:

_____ Total _____ Single Family

_____ Duplex

_____ Multi-family

B. Number of Bedrooms:

_____ Total _____ Single Family

_____ Duplex

_____ Multi-family

C. Approximate Price/Unit:

_____ Single Family

_____ Condominium

_____ Rental

II. SITE DESCRIPTION

A. Present land uses by percentage of the site.

Land Use	Approximate Acreage At Present	Approximate Acreage In Future
Meadow or Brushland (non-agriculture)		
Forest		
Agriculture (orchards, cropland, pasture)		
Wetland		
Water Surface Area		
Flood Plain		
Unvegetated (rock, earth, fill)		
Roads, Buildings & Other Impervious Surfaces		
Other (indicate type)		

B. List the zoning districts (including overlay zoning districts) in which the site is located and indicate the percentage of the site in each district.

District	Percentage

III. NATURAL ENVIRONMENT

A. Land

1. Describe the potential and probable impacts of the proposed development on the existing geology, topography, and land use of the project site and surrounding area. What is the approximate percentage of the proposed site with slopes between 0-10%, 10-15% and greater than 15%?
2. Describe any unusual or unique features such as bogs, kettle ponds, eskers, drumlins, quarries, distinctive rock formations, or bedrock outcroppings on the site.

3. Describe any limitations on the proposed project caused by subsurface soil and water conditions, and methods to be used to overcome them.
4. Describe procedures and findings of percolation tests conducted on the site.
5. Describe the methods to be used during construction to control erosion and sedimentation and siltation including use of sediment basins and type of mulching, matting, or temporary vegetation; approximate size and location of land to be cleared at any given time and length of time to exposure; covering of soil stockpiles; and other control methods used. Evaluate effectiveness of proposed methods on the site and the surrounding areas.
6. Describe the permanent methods to control erosion and sedimentation. Include descriptions of:
    a. Areas subject to flooding or ponding;
    b. Proposed surface drainage system;
    c. Proposed land grading and permanent vegetation cover;
    d. Methods to be used to protect existing vegetation;
    e. The relationship of the development to the topography;
    f. Any proposed alterations of shorelines, marshes or seasonal wet areas;
    g. Estimated increase of peak runoff caused by altered surface conditions, and methods to be used to return water to the soils.

B. Air

1. Describe possible sources and duration of significant amounts of odors, smoke and dust.
2. Describe the relationship of the location of the subdivision and prevailing wind patterns to nearby residences, businesses, recreation areas, and other public areas.
3. Describe precautions to eliminate or minimize the adverse environmental effects of the smoke, dust or odors generated.

C. Water and Wetlands

1. Evaluate how and to what extent the project will affect the quality and quantity of any existing or potential public or private water supplies, including watersheds, reservoirs and groundwater.
2. Indicate whether the site is located on an aquifer and note its approximate yield.
3. Discuss the project's effects on groundwater supply and efforts to recharge groundwater supplies.
4. Discuss the effect of the proposed sewage disposal methods on surface and groundwater supplies and quality.
5. Discuss the probability that the project will increase pollution or turbidity levels within receiving waterways and the precautions to be taken to minimize the effects.
6. Discuss the project's effect on the waterway's aquatic biota and use as habitats.
7. Discuss what effect the project will have on increasing the incidence of flooding, including areas outside the subdivision.

D. Flora and Fauna

1. Discuss the project's effects on land-based ecosystems, such as the indigenous wildlife, stream bank cover, and vegetal or wooded growth.
2. Describe proposed types and amounts of vegetal cover.
3. Discuss the existence of rare or endangered plant, wildlife or fish species in the project area.

E. Open Space & Recreation

1. Discuss whether there is any farmland or forest land on the site that is protected under Chapter 61A or 61B of the Massachusetts General Laws.
2. Discuss whether the site is adjacent to conservation land or a recreation area.
3. Describe existing or proposed recreational facilities, including active and passive types, age groups participating, and state whether recreational facilities and open space are available to all residents.
4. Discuss how the location and construction of the project will affect existing and potential park and recreation areas, open spaces, and natural areas.
5. Discuss whether the site includes scenic views and if the proposed development will cause any scenic vistas to be obstructed from view.

III. MAN-MADE ENVIRONMENT

a. Aesthetics and Visual Impact

1. Discuss whether the project contains buildings of historic or archeological significance (consult with the Millbury Historical Commission).
2. Describe the agricultural and landscaping techniques which will be used to blend the structures with the surrounding area.
3. Discuss the heights of the structures in relation to the surrounding area.
4. Discuss the project's visual impact and possible interference with scenic views.
5. Describe type of construction building materials used, location of common areas, location and type of common service facilities (laundry, trash, garbage disposal).
6. Describe the type, design, location, function and intensity of all exterior lighting facilities. Attention given to safety, privacy, security, and daytime and nighttime appearance shall be detailed.

b. Noise

1. Describe the time, duration and types of noises generated by the project (including traffic generated from the development), both during and after construction.
2. Describe the controls which will be used to eliminate or minimize the adverse impacts of these noises.

c. Water Supply

1. Discuss the demands of the project for consumption and fire protection. Estimate the daily average and the summer peak daily average demand for the proposed subdivision when completed.
2. Describe the groundwater and/or surface water supply to be used to supply the subdivision.

d. Solid Waste

1. Estimate the amount and type of solid waste generated by the subdivision per year.
2. Indicate the most likely means of disposal and probable disposal site(s).
3. Describe the average and peak daily disposal and the impact of such disposal on the ground water.

e. Stormwater System

1. Indicate the location of all proposed outfalls.
2. Describe the effect of the outfalls and their discharge on the receiving waters, i.e., increased flows, pollution, etc…
3. Discuss the quantity of stormwater to be discharged.

f. Circulation System

1. Discuss existing traffic conditions, including average daily and peak hour volumes, average and peak speeds, sight distances, accident data for the previous three years, and levels of service (LOS) of intersections and streets affected by the proposed development. Generally, such data shall be presented for all streets and intersections adjacent to or within 1000 feet of the project boundaries, and shall be no more than 12 months old at the date of application, unless the Board specifically approves other data.
2. Discuss the expected impact of traffic generated by the proposed development on area roadways, including projected peak hour and daily traffic generated by the development on roads and ways in the vicinity of the development, sight lines at the intersections of the proposed street(s), sight lines of existing intersections, condition of existing streets, and projected post development traffic volumes and levels of service of intersections and streets likely to be affected by the proposed development.

   In determining the impact of vehicular traffic generation from a development, the following standards and definitions shall be used (unless the Applicant demonstrates to the Planning Board that given the nature of the proposed project or applicable road systems, other standards are appropriate):
   - A registered professional engineer experienced and qualified in traffic engineering shall prepare the traffic analysis.
   - Trip generation rates for land uses shall be as contained in the most recent update of Trip Generations, Institute of Transportation Engineers, Washington D.C.

3. Describe efforts to minimize traffic and safety impacts through such means as physical design and layout concepts, roadway and intersection improvements, drainage improvements, and pedestrian and bicycle facility improvements.
4. Describe the proposed pedestrian circulation pattern. Identify existing sidewalks within 1,000 feet of the proposed site.

IV. COMMUNITY SERVICES

A. Schools

1. Estimate the probable number of students generated by the subdivision.
2. Describe the location of the nearest schools.
3. Describe projected school bus routing changes and projections of future school building needs resulting from the proposed project.

B. Police

1. Describe the expected impact on police services, time and manpower needed to protect the proposed development and service improvements necessitated by the proposed development.

C. Fire

1. Describe expected fire protection needs.
2. Describe on-site fire fighting capabilities, fire flow water needs, and source and delivery system needs. In the event of fire, estimate the response time of the fire department (consult with fire department).
3. Describe fire department service improvements necessitated as a result of the proposed project.

D. Public Works

1. Calculate the total linear feet of roadway to be publicly maintained and plowed.
2. Calculate the linear feet of street drains, culverts, sanitary sewers, and waterlines to be publicly maintained.
3. Analyze projected need, responsibility and costs to the Town of roadway maintenance.

APPENDIX C:

DEVELOPMENT GUIDES
BY
LANDSCAPE TYPE

DEVELOPMENT GUIDELINES BY LANDSCAPE TYPE

The guideline provides criteria for categorizing land into five landscape types, based on land form, vegetation, and existing development. For each landscape type, guidelines are provided for development consistent with town goals and character. The layout and construction of ways within subdivisions shall be so designed as to comply with these guidelines and so as to facilitate vegetative cover and building development consistent with them. Included in these guidelines are considerations beyond subdivision control, such as suggested building siting and design. These are included here as a reference, for possible implementation at the developer's option.

Developers who believe that alternative guidelines would better meet the general goals being sought are encouraged to state those alternative guidelines as part of their plan submittal.

Open Plain

Identification: flat land generally cleared of trees, now cropland or fields.

Objectives: maintain the open sweep of the land.

Building Siting: cluster tightly, avoid scattered structures.

Road Location: lanes in clusters possibly rectilinear, others curving in response to minor land features.

Vegetative Cover: protect any existing tree belts, plant street trees within clusters. Mow, plow, graze.

Building Design: strong textures, wood preferred. Variation in basic building designs encouraged.

Other considerations: agricultural encouraged.

Wooded Plain

Identification: flat land generally wooded.

Objectives: protect forest ecology.

Building Siting: cluster preferred; scattered buildings away from or on edges of clearings, screened from roads.

Road Location: frequent curves. Staggered intersections.

Vegetative Cover: clear underwood, only selectively clear trees.

Building Design: less critical than in other areas.

Other Considerations: better suited to development than most landscape types.

Hillside

Identification: predominantly steep and wooded.

Objectives: to protect the fragile hillside ecology, protect the visual quality of the Town's "backdrop".

Building Siting: cluster on less steep portions and in land folds, away from crests.

Road Location: follow contours, minimizing cuts and fills.

Vegetative Cover: preserve existing cover to degree possible.

Building Design: low structures, slope-following. No large, light surfaces, bright paint, or exposed metal. Muted color, soft form. Wood, earth, weathered silvers, grays, browns.

Other Considerations: extraordinary care necessary to avoid erosion. Development generally undesirable.

Village

Identification: land in vicinity of concentrated development, whose character is established by and impinges upon the existing development.

Objectives: to continue and provide transition from the pattern and character of existing development.

Building Siting: compact clustering. Avoid scattered structures.

Road Location: short rectilinear segments in clusters, others curving in response to land features.

Vegetative Cover: retain or plant street trees, preserve other trees where feasible.

Building Design: anything consistent with scale, texture, and colors of nearby structures. Wood preferred. Variety in basic building designs encouraged.

Near Wetlands

Identification: flat land showing wetland vegetation, ranging from grasses through swamp forest; also areas near streams or ponds or beaches.

Objectives: minimum impact on fragile ecology, protection of water quality and quantity, wildlife, protection from onsite or offsite flooding.

Building Siting: cluster on higher areas and away from banks and beaches.

Road Location: avoid wetlands, build so as not to affect movement of surface or groundwater.

Vegetative Cover: preserve natural wetland and bank vegetation, plant or preserve barrier to screen building from surface waterbodies.

Building Design: minimize ground coverage, and height in unforested wetlands.

Other Considerations: development undesirable.

APPENDIX D:

METHODS FOR CONTROLLING PEAK DISCHARGES IN A SUBDIVISION

METHODS FOR CONTROLLING PEAK DISCHARGES IN A SUBDIVISION

EXPLANATION: The methods proposed to control runoff in a subdivision are many and varied. This Appendix is here as a convenience and is not meant to be a definitive listing of storm water management techniques.

The desired end result of any storm water management design is either to reduce the volume of runoff or delay the rate of runoff. The keys to the effectiveness of any control method are available storage, the outflow rate and the inflow rate.

Table D-1 presents a tabulation of measures for reducing or delaying storm runoff. Table D-2 lists some advantages and disadvantages of each measure.

TABLE D - 1
MEASURES FOR REDUCING OR DELAYING URBAN STORM RUNOFF

Areas	Conservation of Water (Runoff Reduction)	Runoff Delay
Large flat roof areas	1. Cistern storage 2. Roof-top gardens 3. Pond storage or fountain	1. Ponding on roof by constricted downspouts 2. Increasing roof roughness A. Rippled roof B. Graveled roof
Parking lots	1. Porous pavement a. Gravel parking lots b. Porous or punctured asphalt surfaces 2. Concrete ponds and cistern beneath parking lots in high value areas 3. Grassy ponds around parking lots 4. Gravel trenches	1. Grassy strips on parking lots 2. Grassy channels draining parking lot 3. Ponding and detention measures for impervious areas A. Rippled pavement B. Impervious depressions
Residential areas	1. Cisterns for individual homes or groups of homes 2. Gravel driveways (porous) 3. Contoured landscape 4. Groundwater recharge A. Perforate pipe or hose B. Gravel (sand) trench C. Porous pipe	1. Reservoir or detention basin 2. Planting a high delating grass (high roughness) 3. Gravel driveways 4. Grassy gutters or channels
General	1. Gravel driveways 2. Porous sidewalks 3. Mulched planters	1. Gravel driveways

TABLE D-2
ADVANTAGES AND DISADVANTAGES OF EACH MEASURE

Measures	Advantages	Disadvantages
Cisterns and Covered Ponds	1. Water may be used for: a. Fire protection b. Watering lawns c. Industrial processes d. Cooling purposes 2. Reduce runoff while only occupying small area 3. Land or space above cistern may be used for other purposes	1. Expensive to install 2. Cost required may be restrictive and the cistern must accept water from large areas drained 3. Requires slight maintenance
Roof-top gardens	1. Esthetically pleasing 2. Runoff reduction	1. Higher structural loadings on roof and building 2. Expensive to install and maintain
Surface pond storage (usually residential areas)	1. Controls large areas with low release 2. Esthetically pleasing 3. Possible recreational benefits a. Boating b. Ice fishing c. Fishing d. Swimming 4. Aquatic life habitat 5. Increases land value of adjoining property	1. Requires large areas 2. Pollution from storm water siltation 3. Mosquito breeding areas 4. Algae blooms as a result of eutrophication 5. Possible drowning
Ponding on roof by constricted downspouts	1. Runoff delay 2. Cooling effect for building a. Water on roof b. Circulation through building 3. Roof ponding provides fire protection for building (roof water may be tapped in case of fire)	1. Higher structural loadings 2. Clogging of constricted inlet requiring maintenance 3. Freezing during winter (expansion) 4. Waves and wave loading 5. Leakage or roof water into building (water damage)

Table D-2 continued

Measures	Advantages	Disadvantages
Increased roof roughness a. Rippled roof b. Gravel on roof	1. Runoff delay and some reduction (detention in ripples or gravels)	1. Somewhat higher structural loadings
Reservoir or detention basin	1. Runoff delay 2. Recreational benefits a. Ice skating b. Baseball - football, etc. (if land is provided) 3. Esthetically pleasing 4. Could control large areas with low release	1. Considerable amount of land is necessary 2. Maintenance costs a. Mowing grass b. Herbicides c. Cleaning periodically (silt removal) 3. Mosquito breeding area 4. Siltation in basin
Converted septic tank for storage and groundwater recharge	1. Low installation costs 2. Runoff reduction (in filtration & storage) 3. Water may be used for: a. Fire protection b. Watering lawns and gardens (water should be disinfected) 4. Groundwater recharge	1. Requires periodic maintenance (silt removed) 2. Possible health hazard 3. Requires a pump for emptying after storm
Groundwater recharge a. Perforated pipe or hose b. French drain c. Porous pipe	1. Runoff reduction (infiltration) 2. Groundwater recharge with relatively clean water 3. May supply water to garden or dry areas 4. Little evaporation loss	1. Clogging of pores or perforated pipe 2. Initial exepnse of installation (materials)
High delay grass (high roughness)	1. Runoff delay 2. Increased infiltration	1. More difficult to mow
Routing flow over lawn	1. Runoff delay 2. Increased infiltration	1. Possible erosion or scour 2. Standing water on lawn in depressions

Table D-2 continued

Measures	Advantages	Disadvantages
Porous pavement (parking lots & alleys) a. Gravel parking lot b. Holes in impervious pavements - 1/4" (filled with sand)	1. Runoff reduction (a & b) 2. Potential groundwater recharge (a & b) 3. Gravel pavements may be cheaper than asphalt or concrete (a)	1. Clogging of holes or gravel pores (a & b) 2. Compaction of earth below pavement or gravel decreases permeability of soil (a & b) 3. Groundwater pollution from salt in winter (a & b) 4. Frost heaving for impervious pavement with holes (b) 5. Difficult to maintain 6. Grass or weeds could grow in porous pavement (a & b)
Grassed channels and strips	1. Runoff delay 2. Some runoff reduction (infiltration-recharge) 3. Esthetically pleasing a. Flowers b. Trees	1. Sacrifice some land area for grassy strips 2. Grassed areas must be mowed or cut periodically (maintenance costs)
Ponding and detention measures on impervious pavement a. Rippled pavement b. Impervious depressions c. Constricted inlets	1. Runoff delay (a,b,c) 2. Runoff reduction (a,b,c)	1. Restricted movement vehicle (a) 2. Interferes with normal use (b, c) 3. Damage to rippled pavement during snow removal (a) 4. Depression collects dirt and debris (a,b,c) 5. Ice in winter