Town of North Reading
Massachusetts

Community Planning

DEFINITIVE PLAN - SUBDIVISION OF LAND APPLICATION PACKAGE

In order for the Community Planning Commission to consider an application packet "COMPLETE" all of the following items must be submitted:

1. Filing fee ($500.00 + $5.50/lineal foot of roadway) _____
2. Complete application form (Form C) _____
3. Complete designers certificate (Form D) _____
4. Mortgage statement if applicable (Form R) _____
5. Two (2) original reproducible mylars of each sheet _____
   (Prior to approval.)
6. Nine (9) copies of the plans _____
7. "PDF plan emailed to planning@northreadingma.gov" at time of filing _____
8. Evidence of filing with Town Clerk _____
   (To be provided by the CPC office at the time of submittal.)
9. Letter of authorization if applicant is other than owner _____
10. A brief letter of explanation describing the proposal _____
11. Compete certified list of abutters _____
    (Obtainable from North Reading Assessing Office.)
12. Evidence from assessors that taxes are paid up to date _____
    (Obtainable from North Reading Tax Collector.)
13. All runoff, drainage calculations and compensation flood storage proposal with a report describing all proposed alterations of floodplains, mitigation measures and construction methodology. _____

NOTE: Other supporting documents including, but not limited to traffic studies, fiscal impact studies, environmental reports, decisions of other Boards, conditions or covenants already imposed, etc. may be required by the Community Planning Commission prior to final approval. All costs incurred from legal advertisements and abutters notices will be borne by the applicant.

235 North Street, North Reading, MA 01864 ... 978/664-6050 – FAX 978/664-6052

Town of North Reading
Massachusetts

Community Planning

MEMORANDUM

TO: **Applicants**

FROM: **North Reading Community Planning Commission**

SUBJECT: **Guideline for Processing Applications**

The Community Planning Commission wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations from large scale developments to simple boundary changes. Therefore, not all the Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project for conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in to the Planning Office before the Community Planning Commission board meeting. All applications MUST be submitted to the Planning Office twenty one (21) days prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Department will schedule you for a Public Hearing. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Office, Town Hall.

235 North Street, North Reading, MA 01864 ... 978/664-6050 – FAX 978/664-6052

Procedure and Requirements for Filing an Application for a Definitive Subdivision

The following information must be submitted thirty (30) days prior to the first public hearing. Our deadlines and meeting dates are posted on the bulletin board in the Community Planning Commission Office and Town Hall for completing a filing. All filings must be completed by the date listed prior to 12:00 noon. Any filings brought in after 12:00 noon on the deadline line date listed **will not be accepted – no exceptions are made to this rule**.

- **Step 1: Pick up application package.** Petitioner picks up complete application package, Form C, and the Town of North Reading Subdivision Rules and Regulations to reference specific requirements of the Regulations.

- **Step 2: Application Form**: Petitioner completes three copies of the application form. All information as required shall be completed.

- **Step 3: Plan Preparation:** Petitioner submits all of the required plan and written information of the Subdivision Rules and Regulations. People often forget to supply the written documentation required, such as (1) **List of waivers** being requested and the reason for requesting such waivers; (2) **Anticipated Construction Schedule:** The approximate scheduled time within which the ways in the subdivision will be completed and the public utilities and other improvements required by the Board will be installed therein in the event of approval of the Definitive Plan; and (3) **Type of Performance Guarantee:** A statement of the type of performance guarantee which the applicant plans to submit in the event of approval of the Definitive Plan. **Failure to provide this documentation will result in your application not being complete or accepted by the Planning Department.**

- **Step 4: Submit Application:** Petitioner submits (3) typewritten applications, time-stamped by the Town Clerk, nine (9) copies of the plan prepared by a Registered Professional Engineer in the Commonwealth of Massachusetts, abutters list certified by the assessors office and filing and project review fees (see attached form).

- **Step 5: Mail Application to Outside Consultant:** The petitioner mails a copy of the plans and application to the outside consultant for review at:

  David Giangrande
  Design Consultants, Inc.
  120 Middlesex Avenue, Suite 20
  Somerville, MA 02145-1104

- **Step 6 – Submit Filing Fees:** The petitioner submits two separate checks for filing and project review fees as described in enclosed listing of fees. You must also complete the outside consultant form (in forms drawer) for us to process your check for the project review fees.

- **Step 7: Notification of Parties in Interest:** Petitioner submits a complete abutters list to the Planning Department and the **PETITIONER** sends out all notices. The **petitioner sends the notices out with a return address on the envelopes indicating the North Reading Community Planning Commission, 235 North Street, North Reading, MA 01864 in the upper left hand corners as the return address for all the abutters. Additionally, postage stamps are required for notification to the surrounding cities and towns.**

- **Step 8: Scheduling of Hearing, Preparation and Delivery of Legal Notice:** The Planning Office schedules the applicant for a hearing date and prepares the legal notice for mailing to the parties of interest (abutters) and for publication in the newspaper. The legal notice is completed and paid for by the Planning Department. When the Planning Department receives the invoice for the legal notice from the newspaper, the **petitioner** pays the Planning Department for the advertising cost at that time. **Failure by the petitioner to pay the legal notice will result in the application not being heard before the Planning Board. The petitioner then brings proof of payment of the legal notice to the Planning Department.**

- **Step 9: Public Hearing before the Planning Board:** The petitioner should appear in his/her behalf, or be represented by an agent, engineer or attorney.

- **Step 10: Decision**: Once a decision has been rendered by the Planning Commission on this proposal, the Planning Board's decision will be sent to the applicant, their engineer and abutters.

- **Step 11: Recording Notice of Decision and Plans:** The petitioner is responsible for recording the Notice of Decision and the endorsed plans at the Middlesex Registry of Deeds, Cambridge, Massachusetts and shall provide a certified copy of these documents to the Planning Department. The petitioner is responsible for complying with any and all conditions of approval if a Conditional Approval is issued.

TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION
FORM C

(This form to be accompanied by Forms D, and E. See Form T for Applicant Signature Information)

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

File one completed Form with the Community Planning Commission together with two (2) originals and eight (8) copies of the plan in question; and file a copy of this application with the Town Clerk in accordance with Section III, C-1.

_____ _____

Date of Filing Received By Date

1. **Name of Applicant:**_____
   Address:_____
   Signature of Applicant_____

2. **Name of Subdivision:**_____

3. **Location and Description of Property [include Assessor's Map & Lot and Zoning District (s)]:-**
   _____

   Address of Property Being Affected:_ _____

   Zoning District:_____
   Assessors: Map #:_____ **Lot #**_____

4. **Deed Reference: Book** _____ **, Page** _____ and/or
   Certificate of Title No._____

5. **Name of Surveyor/Engineer:**_____
   Address:_____
   Easements & Restrictions of Record (Describe & Include Deed References)
   _____

6. **Preliminary Plan Submitted?** _____**; Plan approved?** _____**; Plan Disapproved?**_____
   Date:_____

   Signature of Owner(s):_____
   Address:_____

   Signature of Applicant if NOT Owner_____

   Address_____

To the Community Planning Commission:

The undersigned, being an applicant under Chapter 41, 81-O, 81-T, 81-U, MGL, for approval of a proposed subdivision plan, hereby submits a Definitive Subdivision Plan in accordance with the Rules and Regulations of the North Reading Community Planning Commission and makes application for approval to the North Reading Community Planning Commission for approval of said plan.

The undersigned's title to said land is derived from _____

by deed dated _____ and recorded in the Middlesex County Registry of Deeds Book_____, Page_____,

registered in the Middlesex County District Land Court, Certificate of Title No._____ and shown on North

Reading Assessor's Map Number: _____ Parcels:_____and said land is free of encumbrances except for

the following: _____

The undersigned hereby applies for the approval of said DEFINITIVE Plan by the Commission, and in furtherance thereof hereby agrees to abide by the Commission's Rules and Regulations. The undersigned hereby further covenants and agrees with the Town of North Reading, upon approval of said DEFINITIVE Plan by the Commission:

1. to install utilities in accordance with the Rules and Regulations of the Community Planning Commission, the Public Works Department, Fire Department and Police Department, and all general and well as Zoning By-Laws of said Town, as are applicable to the installation of utilities within the limits of ways and streets:

2. to complete and construct the street or ways shown thereon in accordance with Section V of the Rules and Regulations of the Community Planning Commission and the approved DEFINITIVE Plan, profiles and cross sections of the same. Said Plan, profiles, cross sections and construction specifications and specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole or part of said land, and assigns of the undersigned; and

3. to complete the aforesaid installations and construction within two (2) years from the date of approval.

Print Name of Applicant: _____

Signature of Applicant: _____

Address: _____

Print Name of Owner if other than Applicant: _____

Signature of Owner if not the Applicant: _____

Address:_____

TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION

FORM D

DESIGNER'S CERTIFICATE

_____
Date of Filing

To the Community Planning Commission: _____

In preparing the plan entitled _____

_____ Sections; _____ Sheets; _____ my source of

information about the location of boundaries shown on said Plan were one or more of the following:

1. Deed from _____ to _____ date _____ and

   recorded in the Middlesex County Registry of Deeds Book _____, Page _____.

2. North Reading Assessor's Map No. _____, Parcel _____.

3. Oral information furnished by _____

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

   _____

5. Other sources _____

   _____

Seal of Engineer or Surveyor

Signature: _____

Number of Registered Professional Engineer or Registered Land Surveyor: _____
Address: _____

_____

TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION

FORM R

MORTGAGES ACQUIRED AFTER SUBMISSION OF COVENANT

(This Form to be sent to the applicant by the Community Planning Commission following proof of covenant recording at the Registry of Deed)

A copy of the deed (s) shall be attached to this Form if different from that which accompanied the Definitive Application Form C.

Additional mortgages (i.e. development mortgages):

Description of Mortgages: _____

_____

(Give complete names, addresses and Registry of Deeds reference - date of mortgage, book, page and date recorded) I hereby certify that said property is free of all liens and encumbrances except for the above and the following:

_____

_____	_____	_____	_____
Witness	Date	Signature of Applicant	Date

Assents of Mortgagees to the Covenant:

_____

_____

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Date: _____

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeare _____, proved to me through satisfactory evidence of identification, which wer _____, to be the person whose name is signed on the proceeding or attached document an acknowledged to me that he/she signed it voluntarily for its stated purpose.

_____
Notary Public

NOTE: THE SIGNATURE(S) OF THE MORTGAGEE(S) SHALL BE NOTARIZED AND THIS FORM SHALL BE RETURNED TO THE COMMUNITY PLANNING COMMISSION.

#	CHECK LIST FOR DEFINITIVE PLAN SUBMITTAL - DESIGN CHECK	YES	NO
1.	Form C Review		
2.	Form D Review		
3.	Form E Review		
4.	Stamped and signed by the Engineer or Land Surveyor		
5.	Index sheet with Assessor's map and parcel no. (1" = 100' or 1" = 200')		
6.	Plan and profile each street (1" = 40 Hor. - 1" = 4' Vert.)		
7.	U.S.G.S. datum for all elevations.		
8.	24" X 36" size sheets		
9.	Proper title with name and address of applicant, designer, engineer, and surveyor.		
10.	North arrow, bench mark and boundaries.		
11.	Copy of the deed to be reviewed.		
12.	Location and ownership of abutting property to be checked.		
13.	Major features, waterways, trees, walls, swamps, drainage courses, and etc.		
14.	Lines of existing and proposed streets, ways, lots, lot numbers, easements, public or common		
15.	Proper geometry of all lines, bearing and distances. (Item F - Page13)		
16.	Permanent monuments. (All to be shown)		
17.	Proper notation for existing roadways, rights-of-way, and etc.		
18.	Board of appeals decisions, easements, covenants or restrictions on land.		
19.	Land court information.		
20.	Existing and proposed profiles. (See item 1, page 13) with at least 2 Bench Marks.		
21.	Existing and proposed topography (2' Contour).		
22.	Contour lines 4 feet above highest known high water mark.		
23.	Existing and proposed water supply, etc. (D.I. Pipe) design calculations.		
24.	Existing and proposed drainage - design calculations stamped by a Registered Professional		
25.	Location of sewage disposal system and proposed houses.		
26.	Location and evidence that downstream discharge of stormwater on private property is		
27.	Calculations on stormwater pipe size.		
28.	Location and species of proposed trees.		
29.	Typical cross-section of roadway, street, sidewalk, and etc.		
30.	Location of proposed street lights.		
31.	Calculations to substantiate the fire protection, vehicular flow and safety are provided.		
32.	Tabulations of various area. (Item T, Page 15).		
33.	Proposed location of telephone.		
34.	Proposed location of electric.		
35.	Proposed location of gas. (Where applicable).		
36.	Overall drainage plan of subdivision and total drainage area contributing.		
37.	Overall water plan of subdivision as related to Master Plan.		
38.	Proof that plan of subdivision has been submitted to Board of Health.		
39.	Soil survey or test borings (Item 5, Page 17).		
40.	Zoning classification of land on plan.		
41.	Permit under Chapter 131 (Hatch Act).		
42.	All design standards adhered to. (Section IV and V)		
43.	Location of trees or wooded areas to be retained.		
44.	Open space requirements. (D, page 27)		

EXCERPTED FROM COMMUNITY PLANNING COMMISSION SUBIDIVISON RULES AND REGULATIONS

Subdivision: Subdivision shall mean the division of a tract of land into two (2) or more lots and shall include a re-subdivision, and , when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two (2) or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law, if at the time when it is made, every lot within the tract so divided has a frontage on

a. A public Way;

b. A way shown on a plan theretofore approved in accordance with the Subdivision control Law; or

c. A way in existence when the Subdivision Control law became effective in the Town, having in the opinion of the Community Planning Commission, 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 the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of a least distance as is then required by Zoning or other By-law.

Conveyance or other instruments adding to, taking away from or changing the size and shape of lots in such a manner as not to leave any lot so affected without the frontage above set forth, or the division of a tract of land on which two (2) or more buildings were standing when the subdivision Control Law went into effect in the Town in which the land lies into separate lots on each of which one (1) of such buildings remains standing, shall not constitute a subdivision. (Section 81-L of Chapter 41 of the General Law.)

DEFINITIVE PLAN

1. General

Any person who submits a Definitive Plan of a subdivision (submitted plan) to the Community Planning commission for approval shall file with the Commission the following: All items required in paragraphs 1a. 1b. and 2 of this section and the minimum filing fee shall be submitted for a Definitive Plan to be "duly submitted" in accord with the General Law of Massachusetts by the commission and the subdivider. Until all required information and materials are submitted, no legal submission will have taken place and the applicant and the Town Clerk will be so notified in writing within fourteen (14) days of the date of filing.

a. Two (2) original mylar drawings of the Definitive Plan and nine (9) contact prints thereof, dark lines on white background. One original drawing shall be returned after approval or disapproval.

b. A properly executed application Form C, Application for Approval of a Definitive Plan including the time within which the applicant agrees to complete the ways and install the public utilities in the subdivision; Form D, Designer's Certificate: and Form E, Certified List of Abutters.

Approval of all plans shall be upon the condition that all ways shown thereon and public utilities required by the Commission shall be completed and installed within the time so specified. The commission may decline to approve any plan unless the applicant agrees to complete the way shown thereon and install the public utilities aforesaid within two (2) years of the date of approval. If the way in any subdivision are not complete and the utilities aforesaid are not installed within the time so

agreed to by the applicant or so required by the Commission, no such way shall thereafter be laid out, constructed, completed or opened for public use unless and until a new application is filed with and approved by the Commission. Ways or portions thereof not completed within two (2) years from the date of approval by the Commission shall thereafter be completed in accordance with the then in force construction standards of the Community Planning commission contained herein.

The applicant shall file by delivery or registered or certified mail a notice with the Town clerk stating the date of submission for such approval and accompanied by a copy of the completed Form C, application for Approval of Definitive Plan.

2. Contents

The Definitive Plan shall be prepared by a professional engineer and land surveyor registered in Massachusetts and shall be clearly and legibly drawn. The plan shall be at a scale of an inch (1") equals forty feet (40') or such other scale as the Community Planning Commission may accept to show details clearly and adequately, and shall include plans and profiles of each individual street at a scale of one inch (1") equals forty feet (40') horizontal and one inch (1") equals four feet (4') vertical. All elevations shall refer to the United States Coast and Geodetic Datum. Sheet size shall be twenty-four by thirty-six inches (24"X36") including one inch (1") border. All plans shall be accompanied by and index sheet at a scale of one inch (1") equals one-hundred feet (100') showing the entire subdivision and adjacent streets and dimensions of the lots and streets and lot numbers. This plan shall indicate the Assessor's Map and Parcel number on the land in question.

a. A title, appearing in the lower right-had corner of the plan, showing the name of the subdivision, if any, the date, scale, the names and addresses of the applicants, and the names of the designer, engineer and surveyor who made the plan, their seals and signatures.

b. North arrow, benchmark, and boundaries of the subdivision.

c. Location and ownership of abutting property as it appears on Form E, Certified list of Abutters, unless the applicant shall have more recent knowledge of such abutters, including all abutting land owned by the applicant not presently being subdivided. A copy of the deed of the land in question shall also be submitted.

d. Major features of the land, such as existing waterways, swamps and water bodies, natural drainage courses, walls, fences, buildings, wooded areas, outcroppings and ditches which exist on or near the site at the time of survey.

e. Lines of existing and proposed streets, ways, lots, lot numbers or other designation of each lot, easements, and public or common areas within the subdivision. If the subdivision consists of more than one section, all lot numbers shall be consecutive.

f. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground. This shall include the lengths and bearings of plan and boundary lines of all subdivision lot lines including lot frontage on streets, of the boundary lines of all streets on the easements, and the length, radii, tangents and central angles of all curves in lot lines and street lines. All angle points or intersections of tangents along the street lines shall be shown adjoining lands of the applicant not included in the subdivision will be shown.

g. Location of all permanent monuments properly identified as to whether existing or proposed.

h. Location, names and present widths of streets, or private ways bounding, approaching or within reasonable proximity of the subdivision, showing both roadway widths and rights-of-way widths.

i. Indication of all easements, covenants or restrictions applying to the land and their purposes, whether or not within the subdivision, including any decision on appeal or variance or exceptions made by the Zoning Board of Appeals applicable to the subdivision of the land or any buildings thereon.

j. If the property that comprises the subdivision or any part or boundary thereof has been examined, approved, and confirmed by the Massachusetts Land Court, such information shall be noted on the plat with case numbers and other pertinent references to Land Court procedure, and the same requirement shall apply to any adjoining parcels of land of the applicant.

k. Suitable space to record the action of the Community Planning Commission and the signatures of the five (5) members of the Community Planning Commission.

(Items l through s may be submitted on the same sheet as the Definitive Plan or on separate sheets):

l. Existing profiles on the exterior lines drawn in fine black line, dotted for left and dashed far right side, and proposed profile on the finished center-line drawn in fine black solid line of proposed streets at a horizontal scale of one (1") equals forty feet (40') and vertical scale of one inch (1") equals four (4') or such other scales acceptable to the Community Planning Commission. At least two (2) bench marks are to be shown on plans and profiles, and grade elevations at every fifty foot (50') station except in vertical curves which shall be at every twenty-five foot (25') station. All existing and proposed intersections, and sidewalks, shall be shown with all proposed grade elevations calculated. Elevations are to be referred to U.S. Coast and Geodetic Survey. Gradient shall be shown by figures expressed in percent. The plans and profiles of all proposed roadways, at their interface with existing ways, shall be sufficiently detailed to ensure proper and consistent mate-up of proposed with existing facilities such as gutter line grades, berms, sidewalks, grass strips, and off-road grading.

m. Existing and proposed topography at two feet (2') contour intervals and, by sumbols, the highest known differentiating symbols, the contour line four feet (4') above said high water mark. In a subdivision or similar proposal larger than fifty (50) dwelling units or larger than five (5) acres, whichever is less, the applicant shall supply base flood elevation data.

The topographic plans shall clearly indicate the Town's Wetland and Floodplain Protection District as defined in Section 9.4 of the Zoning By-Law. The Town's Aquifer Protection District shall also be identified, if applicable, as defined in Section 8.7 of the zoning By-Law. Additionally, clearly distinguishable boundaries shall outline the following.

i. All unnumbered A and A1-A30 flood zones shown on the latest flood Insurance Rate Map for the Town of North Reading prepared by the Federal Emergency Management Agency.

ii. The wetland boundaries as shown on the Town of North Reading Wetlands Map prepared by Habitat Institute in 1976 and filed with the Town Clerk on September 5, 1985.

iii. Calculated areas of the 100 year flood level for post-development and conditions if different from that for existing conditions as identified in "a" above.

iv. Actual wetland boundary, as defined in Chapter 131 and as determined by an appropriate qualified botanist, if different from that identified in "b' above, with appropriate supporting documentation.

n. Size and location of existing and proposed water supply mains and their appurtenances, hydrants, sewer pipes and their appurtenances and/or sewage disposal systems, storm drains and their appurtenances, and easements pertinent thereto, and dimensions of gutters, including data non borings and percolation tests made, and method of carrying water to the nearest watercourse or easements for drainage as needed, whether or not within the subdivision.

If surface water drains will discharge on adjacent existing streets or onto adjacent properties not owned by the applicant, he shall clearly indicate what course the discharge will take, and shall present evidence to the commission that the discharge is satisfactory and permitted by public or private ownership of adjacent street or property and does not cause any detrimental effects to public or private property. Where surface or subsurface drainage is proposed to discharge into an existing drainage system, the adequacy of the existing drain system shall be evaluated for adverse impact down to the ultimate point of discharge to a significant natural water course.

o. Calculations prepared by a Registered Engineer to substantiate proposed drain pipes sizes. The computations shall be based on the current standard design used by the Department of Public Works and conform with the master Plan on Drainage. All surface runoff computations shall be formulated using the Modified Soil Cover Complex Method of the Soil Conservation Service. Design storm frequencies of 2,5,10, 25, 50 and 100 years shall be evaluated for both existing and post-development conditions. A zero increase in the peak rate of runoff for all storms analyzed shall be maintained by utilizing measure such as retention, detention or, preferably, by induced infiltration where soil conditions permit. Additionally, every attempt should be made to sustain existing runoff volumes by either minimizing the creation of impervious areas or by increasing post-development times of concentration. Runoff volumes for each analysis conducted shall be clearly reported in the drainage calculations for Community Planning Commission consideration.

p. Proposed street trees shall be indicated on the profile sheet and shall be planted in at least $\frac{1}{2}$ cubic yard of loam in the front grass strip at a spacing to be determined by the Community Planning commission depending upon the tree species. A list of acceptable trees is available in the community Planning commission office. The developer will be responsible for ensuring survival of said trees for a period of 18 months after street acceptance.

q. Cross sections typical of each street, roadway and sidewalk to be constructed.

r. Location of proposed street lights and sidewalks.

s. Necessary engineering calculations to provide information to the Community Planning Commission that fire protection, vehicular traffic flow, and all other safety precautions are being provided.

t. In tabular form as follows for each sheet of the subdivision plan as submitted.

   a. The total area which is being subdivided on each sheet.
   b. The total number and area of lots included on each sheet.
   c. The total of areas dedicated for street purposes, drainage, sewer or utility easements on each sheet.
   d. The total of areas reserved for parks, schools, and other public use on each sheet.

SUBDIVISION NAME:

SECTION NO. SHEET NO.

1. Total area of original tract shown on this plan equals. _____

   a. Area in lots nos. (1 through 5, etc.) equals _____
   b. Area in streets (A-B-C, etc.) equals _____
   c. Area reserved for parks, schools, etc. equals _____
   Total area of subdivision (should equal No. 1 above) _____

   d. Street-Station _____ to Station _____ equals _____
   e. Street-Station _____ to Station _____ equals _____
   f. Street-Station _____ to Station _____ equals _____
   Total area of streets (should equal 'b' above)

   g. Sewer Easement: Street-Station _____ to Station _____ equals _____.
   h. Drainage Easement: Street-Station _____ to Station _____ equals _____.
   i. Utility Easement: Street-Station _____ to Station _____ equals _____.
   j. Other _____: Street-Station _____ to Station _____ equals _____.

---

u. As a part of the Definitive Plan, there will be submitted an overall Drainage Plan with topographic details for the subdivision and all areas within the total drainage area plus the area of ultimate disposal. A separate plan, or as part of the above, shall be included for the eater water system as it pertains to the Master Water Plan. The above requirements may be on one plan or on two separate plans, with complete details of the drainage and water system. Approval by the Department of Public Works must be obtained for their concurrence on the overall Water System Plan.

3. Review by Board of Health as suitability of the Land

At the time of filing of the Definitive Plan with the Community Planning Commission, the applicant shall also file with the Board of Health one (1) contact print of the Definitive Plan, dark line on white background, test holes as the Board of Health may require, plus the information required on Schedule B, Board of Health Review. Proof of submittal of Definitive Plan to the Board of Health shall accompany the Definitive Plan filing with the Community Planning Commission. The Board of Health shall within forty-five (45) days after the filing of the plan report to the Community Planning Commission, in writing, approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on such plan cannot be used for building sites without determent to the public health, and include such specific findings and the reasons therefore in such report, and, where possible, shall make recommendations for the adjustment thereof. Every lot shall be provided with the sewerage system or sewer connection satisfactory to the Board of Health.

4. Review by Other Town Officials

The Clerk of the Community Planning Commission may transmit copies of the Definitive Plan to Town officials other than the Board of Health as follows:

One (1) copy each to the Town Counsel for review of easements and agreements; the Department of Public works; the Building Inspector; the Fire Department; the Police Department and the Community Planning

Commission Agent. Before the Definitive Plan is approved, the Community Planning Commission may request written statements from the above officials with regard to the proposed improvements in the following respect.

a. Town counsel as to the forms of easements, covenants and performance guarantees.
b. Department of Public works and/or the Community Planning Commission Agent as to the design of the street system, location of easements, monuments, drainage system, water system, and if applicable, the sewage system.
c. The Fire Department as to location of hydrants, and with regard to safety requirements.
d. The Police Department as to street safety.

5. Soil Survey and Percolation Tests

Where appropriate, the Community Planning Commission may require, at the expense of the applicant, soil surveys and/or test borings to establish the suitability of the land for the proposed storm drainage system and proposed street construction. Such soil surveys and tests must be filed with all plans for non-residential subdivision or multi-family residence.

6. Public Hearing

Before taking any action to approve, approve with modification, or disapprove a Definitive Plan, the Community Planning Commission shall hold a hearing at which parties in interest shall have an opportunity to be heard, in person or by agent or attorney. Notice of the time and place of such hearing and of the subject matter, sufficient for identification, shall be published in a newspaper of general circulation in the Town once in each of two (2) successive weeks, the first publication to be not less than fourteen (14) days before the date of the hearing, and by mailing a copy of such advertisement to the applicant and to all owners of land abutting the land shown on the plan and shown on the most recent tax list.

The procedure that the community Planning commission will follow with regards to approval, disapproval or modification of the final plan submitted by the applicant will be that as set forth in Chapter 41, Section 81-U of the General Law, as amended. In summary, the Commission, after receiving the final plan and profiles, will review the same to determine whether they are in compliance with its adopted Rules and Regulations and the Zoning Bylaw.

Before final approval of the plan, the applicant shall comply with all applicable regulations and rules of the Department of Public works and the Board of Health not otherwise covered by these Rules and Regulations. Specific reference is made to the specification for sewerage systems, which shall conform with the rules and regulations of the Board of Health.

Before final approval of the plan, the applicant shall establish that the lots in the Definitive Plan are in conformity with the North Reading Zoning Bylaw, and failure of the lots to comply will be adequate grounds for disapproval of the Definitive Plan.

(Chapter 41, Section 81-Q of the General Law, and amendments thereto.) The commission may, as a condition of granting a permit under Section 81-Y, impose reasonable requirements designed to promote the health, convenience, safety and general welfare of the community and to benefit the Town. In such event, the Commission shall endorse such conditions on the plan to which they relate; or set forth a separate instrument, attached thereto, to which reference is made on such plan and which shall for the purpose of the Subdivision Control Law be deemed to be a part of the plan.

Before final approval of the plan, all necessary permits under Chapter 131 of the General Law as written or revised and from the Massachusetts Department of Public works, and any other state agency shall be obtained and copies forwarded to the Community Planning Commission.

Notations shall be made on the plans of any revisions and the date revisions were made. A letter shall also accompany the plans fully describing all revisions in detail.

Following endorsement by the Community Planning Commission, the applicant shall supply a duplicate mylar of the sheets to be recorded and the original mylar of all other sheets and nine (9) prints of the signed plan. All legal documents shall be marked for return to the Community Planning Commission by the Registry of Deeds.