



DEFINITIVE SUBDIVISION PLAN AMENDMENT - CHECKLIST

CITY OF WORCESTER PLANNING BOARD
455 Main Street, Room 404, Worcester, MA 01608
Phone 508-799-1400 Ext. 31440 - Fax 508-799-1406

STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL AND FIFTEEN (15) STAPLED COPIES OF THE FOLLOWING IN THIS ORDER TO THE DIVISION OF PLANNING & REGULATORY SERVICES (DPRS):

A. Letter explaining what the proposed changes are:

- If you are proposing changes to the plan, explain what they are.
- If you are requesting a new sunset/expiration date, you may request up to three years for subdivisions with 10 or fewer lots/5 years for subdivisions with more than 10 lots from the current sunset/expiration date.
- In the letter, you must also request a new work completion date (estimate when construction/installation is completed for utilities, streets, sidewalks, street lights, street signs and trees). You must attach a Subdivision Inspection Form completed by a DPW&P Inspector, if work has commenced on the Subdivision.

C. New Application

- A new application with original signatures by all property owners.

D. New Certified List of Abutters

- The original, signed by the Assessor (2nd floor, City Hall).

F. New Definitive Subdivision Plan depicting changes - See new application checklist for requirements.

G. Original Certificate of Approval Letters

- Copy of the original letter.
- Copy of amendment letters, if any.

H. Original Definitive Subdivision Plan (You may use a reduced copy (11 x17))

- Plan from original approval.
- Copy of amended plans, if any.

STEP 2: ALONG WITH 15 COPIES OF THE APPLICATION PACKAGE, SUBMIT THE FOLLOWING TO DPRS:

A. One Set of **Stamped Envelopes with Assessor's Address Labels for abutters and applicant.**

- Request one (1) sets of Assessor's Address Labels (listing all abutters and abutters to abutters) from the Assessor's Office (2nd floor, City Hall)-prepared for a fee
- Create one (1) set of stamped envelopes with Assessor's labels.
- Include one stamped, addressed envelope for each applicant.
- The return address on the envelopes should be: City of Worcester, Division of Planning & Regulatory Services; 455 Main Street, Room 404; Worcester, MA 01608
- These envelopes will be used to send notices of the public meeting.

B. **Appropriate fee. Please make checks payable to the City of Worcester.**

C. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. All electronic files must be in the following format:

- Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board Special Permit)
- Minimum resolution of 200 dpi
- No single file should be greater than 50 MB (collections may be broken into separate files)

Exceptions:

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

D. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.

DO NOT SUBMIT THIS PAGE – FOR YOUR INFORMATION ONLY

City of Worcester Subdivision Regulations

Definitive Plans

PLAN REQUIREMENTS – The Definitive Plan shall be drawn on linen or mylar with waterproof black India ink. It shall be on sheets of the same size and this size shall be not larger than twenty-four (24) inches by thirty-six (36) inches. It shall be drawn to a minimum scale of one (1) inch equals forty (40) feet or larger and shall show the following and any other pertinent information unless a waiver is permitted by the Board under provisions of Section I Administration.

1. Title, Definitive Plan;
2. Subdivision name, boundaries, north point-basis of bearing, date, scale and legend;
3. Name and address of the record owner, of the subdivider, and of the engineer and/or surveyor, and architect and/or designer if applicable;
4. Location and names of adjacent subdivisions and names of owners of adjacent lots or tracts, as disclosed by the most recent records of the Board of Assessors;
5. Locations, names, dimensions of streets and other ways or areas (including sidewalks) for public use, of lots and of any reservations or easements within the proposed subdivision;
6. Location, names, dimensions of all adjacent public and private ways that are within five hundred (500) feet of the proposed subdivision, as disclosed by the records of the Worcester Department of Public Works;
7. Total area of subdivision, including recreation and wetland areas;
8. Exact data to readily determine the location, direction and length of every street line, lot line, and boundary line and to permit the convenient location of these lines upon the ground. Wherever practicable the survey of subdivision shall be connected to the Massachusetts State Plane Coordinate System on the Nad-83 datum and such connection shall be shown by stating on the plan the coordinates of two (2) or more permanent monuments.
9. The location, by appropriate symbols, of all permanent monuments, street lights and street signs as required per Section IX – General Requirements And Design Standards.
10. The Plan shall be accompanied by seven (7) copies of the profiles of proposed streets showing to a horizontal scale (1"=40') and to a vertical scale (1"=4') the present surface grade on the centerline and on each sideline of each proposed street, and the plan shall also show the proposed grade on the centerline of each proposed street. The elevations of the sills of all structures within the area to be subdivided shall be shown on the plan. The profiles shall be extended to show centerline and sideline elevations on existing streets intersected by proposed streets. The benchmark shall refer to the NAD-83 datum. At least two (2) permanent objects shall be noted as to elevation.
11. Reference to at least two (2) permanent public highway monuments outside the subdivision.
12. Locations and outlines of all existing buildings and site features such as stone walls, fences, large trees (12" caliper) or wooded areas, rock ridges and outcroppings, swamps/wetlands and water bodies within or adjacent to the proposed subdivision.
13. Park or open areas suitable located for playground or recreation purposes within the subdivision, if any.
14. Proposed storm drainage system, including existing natural waterways and the proposed disposition of water from the proposed subdivision to adequate natural drainage channels or to artificial means of disposal.

15. Easements at least twenty (20) feet wide over and adjoining property for the maintenance of street drains and sewers where necessary.
16. Location and species of proposed street trees and/or individual trees or wooded areas to be retained.
17. Proposed system of stream drainage, sanitary sewer system and water supply including all appurtenances.
18. Locations and logs of soil test pits as required by the Board.
19. Existing and proposed topography at two (2) foot contour intervals or as required by the Board. Existing topography shall be the result of an actual survey acceptable to the Department of Public Works and the plans shall contain a statement to this effect signed by a registered professional land surveyor.
20. A layout plan on a separate sheet showing sidelines, centerlines, points of tangency, length of tangents, length of curves, for each street in the subdivision, together with all buildings, walks, drives and other existing fixtures within forty (4) feet of the sidelines of such street.
21. The layout plan shall also show the size, type, location of all storm drains, sanitary sewers and water mains and their appurtenances existing in or proposed for each street including natural waterways.
22. Directly above or below the layout plan of each street, a profile showing existing centerline, right and left edge grades and proposed centerline grade of that street, together with figures of elevation at fifty (50) foot stations of all uniform grades and at twenty-five (25) foot intervals along all vertical curves. All proposed drains and sanitary sewers complete with appurtenances shall be shown on the profile complete with invert elevations and drain line and sewer line gradients. The horizontal scale of the profiles shall be forty (40) feet to one (1) inch; the vertical scale shall be four (4) feet to one (1) inch.
23. All elevations and benchmarks shall refer to the NAD-83 datum.
24. Any other information listed under the Preliminary Plan requirements not previously submitted.
25. Suitable space to record the action of the Board and the endorsement of the Board's approval, and any revision date in a title block such as reflected in Form C-1 in the Attachments division of these Regulations.
26. A locus map showing the proposed subdivision, scale 1" = 1,000', or other suitable scale, shall be shown on the title sheet. If the plan is on multiple sheets, a key map shall be included.
27. A statement that the applicant will provide, at no cost to the City, all facilities shown on the plan including but not limited to roadways, curbs, bounds, drainage systems, sanitary sewer systems, utilities, street lights and earthworks, except as otherwise noted.
28. Properly executed easements to the City of Worcester in all ways shown on the Definitive Plan for all purposes for which ways are commonly used in the City and properly executed easements to the City of Worcester in and over all lands not included within the ways which are shown on the plan to be devoted to drainage or other common use. Wherever a drainage easement is shown, there shall also be an easement to discharge and dispose of said drainage whether within or without the subdivision. A sum of money sufficient to pay recording fees shall accompany the easements. Said easements to be duly recorded prior to start of construction.

PLAN CONTENTS

The Definitive Plan, consisting of a title sheet, a key plan, lot layout plan or plans, street plans and profile sheets, a construction plan and an erosion control plan, shall be prepared by a Registered Professional Land Surveyor and/or a Registered Professional Civil Engineer. All plans will be clearly and legibly prepared with black India ink, unless otherwise indicated, on twenty-four by thirty-six (24 x 36) inch sheets of mylar, or other media acceptable to the Registry of Deeds and/or the Massachusetts Land Court. All sheets will have a $\frac{3}{4}$ inch border on the top, bottom and right side and a 1.5-inch border on the left side. Each sheet, except the title sheet, shall incorporate a title block. The Definitive Plan shall contain the following information:

1. Title Sheet – The title sheet shall show the subdivision name, name of owner and developer, name of engineer and surveyor and the date of the preparation of the plans. A location plan, drawn to a proper scale shall be imposed on the title sheet (see Form C in the Appendix).
2. Key Plan – In the event that the lot layout plan requires more than one (1) sheet, a Key Plan of the subdivision shall be prepared to a scale that will fit on one (1) sheet indicating the area covered by each sheet of the lot layout plan. The Key Plan shall show approximate boundary line information, including existing and proposed permanent monuments on and off the subdivision. The Key Plan shall show the names of all abutters and abutters to abutters, as determined in the most recent tax list, in their proper relative locations, the existing and proposed lines of streets, ways, easements, public or common areas and building lots and the north arrow, zoning classification and deed reference will be indicated. All perimeter data on this plan shall be accurate representation of recent actual field survey that conforms to the Technical Standards For Property Surveys as adopted by the American Congress on Mapping and Surveying and promulgated by the Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors and shall be certified by a Registered Professional Land Surveyor.
3. Lot Layout Plan – The Lot Layout Plan shall show the dimension and direction of all boundary lines, and areas of all proposed lots, with said lots designated numerically and in sequence, insofar as possible, to correspond to lot numbers shown on the Preliminary Plan. The plan shall be drawn to a scale of one (1) inch equals forty (40) feet and shall show all streets, ways, easements, public or common areas, north arrow, existing and proposed permanent monuments, location, name and present width of streets bounding, approaching or within reasonable proximity of the subdivision and the location of all soil test pits as required by the Board. In the event that a Key Plan is not required by the Board. In the event that a Key Plan is not used, all the information and data required in above the Key Plan will be shown on the Lot Layout Plan. Abutters as shown on the Key Plan will be shown whenever possible. This plan shall in all cases be certified by a Registered Professional Land Surveyor.
4. Plan And Profile Of Each Street – a plan and profile of each street in the subdivision will be drawn to a horizontal scale of one (1) inch equals forty (40) feet and a vertical scale of one (1) inch equals four (4) feet. The plan and profile of each street or section of street will be shown on the same sheet and will provide the following data:
 - (1) Sufficient information to determine readily the location, direction, length and width of each street, way and easement and to establish these on the ground.
 - (2) All existing and proposed utilities (water, sewer, drainage, telephone, cable, electric and gas).
 - (3) All permanent monuments, existing or proposed.
 - (4) All curbing, properly identified as to type.
 - (5) Graphical and mathematical ties to the nearest accepted street (City, County or State layout) using at least two (2) permanent monuments.
 - (6) The existing ground profile along the proposed centerline and both sidelines of the street.

- (7) The proposed centerline profile showing gradients and vertical curves. All vertical curves will be labeled as to length and design sight distances.
- (8) Existing and proposed centerline grades on fifty (50) foot stations; twenty-five (25) foot stations in vertical curves.
- (9) All equation stations will be shown in both the plan and profile.
- (10) Drainage and sewer line will be shown on the profile (as well as on the plan) showing gradients and manhole inverts. Catch basin inverts will be shown on the plan only.
- (11) All elevations will be on NAD-83 datum and the bench reference will be noted.
- (12) All proposed street names, along with their letter designations corresponding to those on the Preliminary Plan if possible, will be shown in pencil until they have been approved by the Board.
- (13) Lot corners and sideline extensions.
- (14) Curve data, (Delta, R, T, L and Lc) will be shown for both sidelines and centerline.
- (15) North arrow.
- (16) All buildings, walks, drives and other existing fixtures within forty (40) feet of the sidelines of the proposed street.
- (17) Certification by a Registered Professional Civil Engineer and/or Registered Professional Land Surveyor.

5. Construction Plan – The Construction Plan shall be drawn to a scale of one (1) inch equals forty (40) feet and shall contain the following:

- (1) Subdivision name, north point, legend, date, annotation of revision dates and contents and scale.
- (2) At two (2) foot contour intervals, existing and proposed topography from development of streets, drainage and other required improvements.
- (3) Location of tree cover and existing structures including fences and walls, existing water supplies and on site disposal systems, wetlands and, if encountered, the boundary of the Flood Plain District established in the Zoning Ordinance.
- (4) Existing and proposed streets, ways and easements.
- (5) Road centerline stationing; referenced to the street plans and profiles.
- (6) Drainage system schematic layout with elevations and sizes for any facilities not shown on the plans and profiles of streets.
- (7) All elevations used will be on NAD-83 datum and bench reference noted on plan. Plan to be certified by Registered Professional Land Surveyor.
- (8) Water system schematic layout with size of facilities, location of gate valves, hydrants and other appurtenances.

6. Erosion And Sedimentation Control Plan – A plan for erosion and sedimentation control covering all proposed excavation, filling and grade work for improvements shall be required. Said plan shall be prepared and certified by a Registered Professional Engineer and shall show proper measures to

control erosion and reduce sedimentation. Such erosion and sedimentation control plan shall consist of the following:

- (1) All construction plan contents.
- (2) Existing and proposed topography of entire subdivision at two (2) foot contour interval.
- (3) Location of areas to be stripped of vegetation and other exposed or unprotected areas.
- (4) A schedule of operations to include starting and completion dates for major development phases such as land clearing and grading, street, sidewalk and storm sewer installation and sediment control measures.
- (5) Seeding, sodding or revegetation plans and specifications for all unprotected or unvegetated areas.
- (6) Location and design of structural sediment and erosion control measures such as diversions, waterways, grade stabilization structures, temporary or permanent sedimentation basins to protect abutters.
- (7) General information relating to the implementation and maintenance of the sediment control measures.

The Board may refer these plans to the Worcester Conservation Commission.

7. Additional Professional Services – The Board may at its discretion, and the applicant's approval, obtain at the applicant's expense such additional engineering advice as it deems necessary or desirable in order for it to determine to approve, modify and approve or to disapprove the Definitive Plan.

PRELIMINARY PLAN REQUIREMENTS – The Preliminary Plan shall be prepared by a registered professional civil engineer and/or registered professional land surveyor, shall be drawn to a scale of one (1) inch equals forty (40) or larger feet as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, preliminary Plan;
2. Subdivision name, boundaries, north point-basis of bearing, date, scale (locus plan scale 1"=1000') and legend; the entire limits of remaining contiguous land owned by the applicant on a separate plan if necessary;
3. Name and address of the record owner(s), of the developer and of the registered professional civil engineer and/or registered professional land surveyor and architect and/or designer if applicable;
4. Location and names of adjacent subdivisions and names of owners of adjacent lots or tracts, as disclosed by the most recent records of the Assessor's office; all others to whom notices should be sent as specified by the planning Board may be included.
5. Location, names and dimensions of all adjacent public and private ways that are within five hundred (500) feet of the proposed subdivision, as disclosed by the records of the Worcester Department of Public Works;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;

8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (20 foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of subdivision, including recreation and wetland areas;
12. Major site features should be submitted, such as existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one (1) zoning district, all zoning boundaries shall be shown and the districts designated accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future street layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.

City of Worcester Planning Board



DEFINITIVE SUBDIVISION PLAN APPLICATION

**Division of Planning & Regulatory Services
455 Main Street, Room 404, Worcester, MA 01608
Office 508-799-1400 Ext. 31440 – Fax 508-799-1406**

1. The undersigned applicant, being the owner of all land included within a proposed subdivision shown on the accompanying plan entitled _____
_____ and prepared by _____
Massachusetts Registered (Engineer) (Surveyor), Registration Number _____,
dated _____ 20____, submits such plan as a Definitive Plan of the proposed subdivision and makes application to the Board for approval thereof.

2. The land within the proposed subdivision is subject to the following easements and restrictions:

3. There are appurtenant to the land within the proposed subdivision the following easements and restrictions: _____

4. A preliminary Plan of the proposed subdivision was approved by the Board on _____ 20____. The modifications recommended at this meeting have been incorporated in the accompanying plan.

5. The applicant agrees if the Definitive Plan is approved, to construct and install all improvements within the proposed subdivision required by the Rules and Regulations of the Worcester Planning Board as in force on the date of this application and as modified and supplemented by the work specifications and other requirements of the Public Works Commissioner and the Health and Code Enforcement Commissioner.

6. The applicant covenants and agrees to complete all said required improvements; (1) within three (3) years from the date of approval of a Definitive Subdivision Plan of ten lots or fewer; or (2) within five years from the date of approval of a Definitive Subdivision Plan of more than ten lots.

7. The applicant agrees if this application is approved, to file with the Board within twenty (20) days of such approval a bond in form satisfactory to the Board and conditioned on the completion of all required improvements in the time and manner prescribed, in a penal sum sufficient in the opinion of the Planning Board upon the advice of the Commissioner of Public Works to cover the cost of such work and executed by the applicant as principal and a surety company authorized to do business in the Commonwealth of Massachusetts and satisfactory to the Board as surety or secured by the deposit with the City Treasurer of money or negotiable securities satisfactory to the Board in the amount equal to the penal sum of the bond.

OR

8. The applicant further agrees, if this application is approved, to cause the Definitive Plan of the subdivision to be recorded in the Worcester District Registry of Deeds or in the Worcester Land Registry District within six (6) months of such approval, and agrees not to sell or to offer to sell, any of the lots within the subdivision.

9. The owner's title to the land is derived under deed from

_____ ,
dated _____, 20____, and recorded in the Worcester District Registry of Deeds, Book _____, Page _____; or Land Court Certificate of Title Number _____, registered in Worcester Land Registry District, Book _____, Page _____ and Worcester Assessor's Book _____, Page _____.

Applicant's Signature: _____

Applicant's Name (Please Print): _____

Applicant's Address: _____

Applicant's Phone Number: _____ Fax Number: _____

Accepted this _____ day of _____, 20____ as duly submitted under the Rules and Regulations of the Planning Board.

For

WORCESTER PLANNING BOARD

By:

Division of Planning & Regulatory Services