

## City of Worcester Planning Board



### **PRELIMINARY SUBDIVISION PLAN**

#### **CHECKLIST & REQUIREMENTS**

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

1. A completed **Preliminary Subdivision Plan Application** including:
  - ❑ One **(1) signed, original** application form. The owner of the subject property must sign the application.
  - ❑ Fifteen **(15) copies** of the signed application form.
  - ❑ **Digital Copy**. All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office. E-mail attachments should not exceed 50MB (see Requirement #16 below for more information).
  - ❑ Certified **List of Abutters**, which may be obtained at City Hall – Room 209 (2<sup>nd</sup> floor).
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters.
3. One (1) stamped, addressed envelope for the applicant.
4. **Preliminary Subdivision Plan**
  - ❑ A signed original and fifteen (15) **folded** copies of the Preliminary Subdivision Plan. Please collate with the application copies.
  - ❑ Plan must include the attached plan requirements for Preliminary Subdivision Plans.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. 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 us today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED\*\***  
**APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE**

**City of Worcester Subdivision Regulations**  
**Preliminary Plans**

**GENERAL**

1. Any applicant wishing to create a subdivision showing lots in a residential zone may, but is not required to, submit a Preliminary Plan to the Planning Board. Any applicant wishing to create a nonresidential subdivision shall submit a Preliminary Plan to the Planning Board.
2. While the submission of a Preliminary Plan is not required in all cases, it is strongly recommended. The submission of a Preliminary Plan will afford the applicant the opportunity to have the Planning Board, the Department of Health and Code Enforcement and other municipal agencies to review and discuss the proposed subdivision before a Definitive Plan is prepared.

**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.
16. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto: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.

## PLANNING BOARD DECISION

1. The Planning Board, having reviewed the submitted Preliminary Plan, shall, within forty-five (45) days from the date of submittal of plan, notify, by certified mail, the applicant and the City Clerk indicating to them that:
  - a. The Preliminary Plan has been approved as submitted; or
  - b. The Preliminary Plan has been approved with modifications suggested by the Board and agreed upon by the applicant; or
  - c. The Preliminary Plan has been disapproved and stating its reasons therefore.
2. This preliminary consideration by the Board does not in any way constitute such approval as to authorize the applicant to proceed with grading of streets or other work within the subdivision. No such authorization exists until:
  - a. The Board has given its approval of a Definitive Plan after a public hearing;
  - b. The applicant has filed and received site plan approval under Article V – Site Plan Approval, City of Worcester Zoning Ordinance;
  - c. The applicant has filed an agreement between himself and the City of Worcester as to the type of security chosen by the applicant (See Section VII of the Subdivision Regulations);
  - d. The Definitive Plan is duly recorded at the Worcester District Registry of Deeds.

The formal approval of the Definitive Plan by the Board, Site Plan Approval under Article V of the City of Worcester Zoning Ordinance and the endorsement of its approval upon the plan are prerequisites to the issuance of building permits and to the construction of municipal services and improvements.

**City of Worcester Planning Board**



**PRELIMINARY 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 drawn by \_\_\_\_\_  
dated \_\_\_\_\_ 20\_\_, submits such plan 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. 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 \_\_\_\_\_.

Owner/Applicant's Signature: \_\_\_\_\_

Owner/Applicant's Name (Please Print): \_\_\_\_\_

Owner/Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Owner/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