

City of Worcester Planning Board



PRELIMINARY PLAN - MORE THAN ONE BUILDING ON A LOT **CHECKLIST & REQUIREMENTS**

Division of Planning & Regulatory Services
455 Main Street, Room 404, Worcester, MA 01608
Office 508-799-1400 x260 – Fax 508-799-1406

1. A completed **Preliminary Plan-More than One Building on a Lot 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 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 (2nd 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 Plan-More than One Building on a Lot Plan**
 - ❑ A signed original and fifteen (15) ***folded*** copies of the Preliminary Plan-More than One Building on a Lot. Please collate with the application copies.
 - ❑ Plan must include the attached plan requirements for Preliminary Plan-More than One Building on a Lot.
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 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 Plan-More than One Building on a Lot

PLAN REQUIREMENTS – The Preliminary Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Surveyor, shall be drawn to a scale of 1' = 40' or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, Preliminary Plan;
2. Development name, boundaries, north point – basis of bearing, date, scale (locus plan scale 1" = 1,000') legend, and 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 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 City of Worcester Assessor;
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 (2) 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 project, including recreation and wetland areas;
12. Major site features should be submitted, such 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 zoning district, all zoning boundaries shall be shown and the districts designed 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 sheet

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 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.

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**Division of Planning & Regulatory Services
455 Main Street, Room 404; Worcester, MA 01608
Office 508-799-1400 | &* \$ - Fax 508-799-1406**

1. Applicant's Name: _____
2. Applicant's Address: _____

3. Owner's Name: _____

4. Option Holder: _____
5. Address: _____
6. Engineer/Architect: _____
7. Address: _____

We petition for approval of the plan herewith submitted which illustrates proposed construction which would make available for residential use through new construction placement conversion more than one structure on a single parcel of land located at:

_____.

Submitted plan will be identical in all respects to those submitted under Subdivision Regulations, Section VIII (II).

Applicant's Signature: _____ Title: _____

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