

## City of Worcester Planning Board



### **DEFINITIVE 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 **Definitive 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](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 #29 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. **Definitive Plan-More Than One Building on a Lot Plan**
  - ❑ A signed original and fifteen (15) ***folded*** copies of the Definitive Plan-More than One Building on a Lot. Please collate with the application copies.
  - ❑ Plan must include the attached plan requirements for Definitive Plan-More than One Building on a Lot.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. **File** one (1) completed application **with the City Clerk.**
7. 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**  
**Definitive Plan - More than One Building on a Lot**

**PROCESSING OF DEFINITIVE PLAN AND IMPROVEMENT DRAWINGS**

Copies of the following shall be submitted for verification and review of pertinent information:

- a. Definitive Plan;
- b. Perimeter closure computations;
- c. Drainage report and computations;
- d. Proposed street plan and profiles;
- e. Sanitary sewerage system;
- f. Surface drainage system;
- g. Legal description of proposed ways and easements.

**PLAN REQUIREMENTS** – The Definitive Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Land 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, 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 City Assessor;
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 skills of all existing structures within the area to be developed 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 project.
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 project.
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 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 (40) 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 project, 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, 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.
29. **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.

**PRELIMINARY 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.



**City of Worcester Planning Board**



**DEFINITIVE PLAN-MORE THAN ONE BUILDING ON A LOT**

**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 ) of 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