

## **SUBDIVISION CHECKLIST:**

### 2. Contents

The Definitive Plan shall be prepared by a Registered Engineer and Registered Land Surveyor. The plan shall be at a scale of one (1") inch equals forty (40') feet or such other scale as the Planning Board may accept to show details clearly and adequately. Sheet sizes shall be of 24" X 36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. The Definitive Plan prints shall contain the following information:

- a. Subdivision names, boundaries, north point, date, scale, and legend.
- b. Name and address of record owner, subdivider, engineer, and land surveyor.
  - b.1. All lots must be under one ownership; otherwise each ownership must be shown with each square footage and/or acreage, with a notation on the plan, to be combined into one parcel when transferred. (Added 3/10/11)
- c. Names, addresses, and plan location of all abutters indicating approximate limits of contiguous boundaries and those owners of land separate from the subdivision only by a street, as they appear in the most recent tax list.
- d. Lines of existing and proposed streets, way, lots, easements, and public or common areas within the subdivision. The length and the square footage of the new street shall be indicated on the plan. (Amended 3/10/11)
- e. Sufficient data to determine the location and length of every street and way line, lot line and boundary, and to establish these lines on the ground. If any part of the subdivision is within five hundred (500) feet of any Massachusetts coordinate survey monument, the subdivision shall be tied to said monument or monuments.
- f. All perimeter monuments shall be set prior to submission of the definitive plan. Show calculated areas of all parcels and streets right of way areas.
- g. Location of all permanent monuments properly identified as to whether existing or proposed.
- h. Location, names, and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- i. Indication and purpose of easements.

j. Suitable space to record the action of the Planning Board and the signatures of the members of the Planning Board and subsequent action by the Town Clerk.

k. Existing and proposed topography at a contour interval of 2' except of areas of greater than 30% slope where a contour interval of 10' is acceptable.

l. Existing and proposed profile on the center-line of proposed streets at a horizontal scale of one (1) inch equals forty (40) feet and vertical scale of one (1) inch equals four (4) feet, or such other scale acceptable to the Planning Board. All elevations shall refer to the U.S.G.S. datum.

m. Proposed layout of storm drainage, water supply, and sewage disposal systems including profiles.

1. A proposed residential subdivision plan shall, for each lot not serviced by a sanitary sewer, show a proposed building envelope and location of septic system (including tank and soil absorption system) which complies with Title V of the state sanitary code. If a private well is required, a well location must be shown which meets the state sanitary code and town bylaws in relation to the proposed building envelope and septic system component locations.

2. If any part of the subdivision is within one thousand (1000) feet of a public sewer of the Town of Ludlow, it shall be connected to the municipal system.

3. If any part of the subdivision is within Fifteen hundred (1500) feet of the public water supply serving the Town of Ludlow, the proposed water supply system shall include fire protection service including sufficient fire hydrants to satisfy all requirements of the Ludlow Fire Department.( Amended 6/29/04)

n. Location and elevation using the U.S.G.S. datum of at least three (3) benchmarks for the subdivision. The bench marks shall be located within the boundaries of the subdivision.

o. Design calculations, certified by a registered, professional engineer, of the storm water drainage system in compliance with the requirements of Section III.

p. All definitive plans submitted shall include the Town of Ludlow Standard Specifications sheets 1-3 (latest revision) and any other pertinent special specifications and details requested by the Department of Public Works.

q. The survey performed for the establishment of the street and lot lines of the approved subdivision shall meet the standards as outlined in 250 CMR; Board of Registration of Professional Engineers and Land Surveyors, subsection 250 SMR 6.00; procedural and Technical Standards for the Practice of Land Surveying.

r. A construction cost estimate for the project shall be submitted by the subdivider by specific quantity and unit costs, including installation costs, for the following items; 1) roadway, 2) storm drain system, 3) sewer system (if any), 4) sidewalk, 5) loam and seed of tree belts, 6) roadway and lot monumentation, 7) street lighting, 8) as-built drawings on Mylar.

s. In the case of a subdivision which does not encompass or contain the total area of the parcel to be subdivided, the plan shall indicate the proposed land use(s) of the entire parcel.

t. In all cases where the subdivision has more than sixteen (16) lots, a traffic study showing the effect of the subdivision on all public and private streets within one (1) mile shall be prepared by a Massachusetts Registered Professional Engineer.

u. Items K, L, M, and R, are to be submitted on the separate sheets from the definitive plan.

v. All Definitive Plans shall have the following statement attached for all buildable lots: "I hereby certify that lots #\_\_\_\_\_ as shown on this Definitive Plan meet all the requirements set forth in 310 CMR 15.00 Title V." This statement must be dated and signed by the Developer & Engineer.

w. Location of natural features such as water courses, wetlands, scenic vistas, historic locations, stone walls, location of species of large trees (trees with a DBH of eight (8") or greater), and similar community assets. The plan shall identify which of these features shall be left undisturbed. These features shall be preserved to the maximum extent possible. Removal, modification, or destruction of these features shall only occur with the written approval of the Planning Board. (added 6/29/04)

Replacement value for trees removed without permission will be the value of existing shade trees to be calculated on an inch by inch replacement basis. Replacements shall be at least two-inch diameter, nursery grown stock. Larger tree replacements may be required by the Planning Board and the Tree Warden. For example, if an 18" diameter tree, measured four feet above grade is to be removed, the applicant must sufficiently reimburse the Town to provide for the purchase and planting of nine, two-inch diameter replacements. Planting will occur within the

spring or fall months following the substantial completion of construction. (Added 3/10/11)

x. No grade changes will be made to any portion of lots in the subdivision, unless the owners of said lots have previously obtained written approval for said grade changes from the following town Departments; Planning, Public Works, Conservation, and Building. The grade restriction shall run with the land. This statement needs to be on the plan and all relative deeds. (Added 4/30/09)

y. Waivers: All requests for waivers must be submitted on a separate sheet of paper. After the waivers are approved, all approved waivers must be on the approved definitive site plan. (Added 3/10/11)