

Form C Rules

SECTION 3.000 DEFINITIVE PLAN

3.100 Application

Any person who wishes to record at the Registry of Deeds or file with the Land Court, a plan which requires approval under the Subdivision Control Law shall submit the following:

Note: If all the lots shown on the plan front on a existing public way and the applicant is requesting a reduction from the required frontage, only submissions 3.101 to 3.105 are required. The plan shall show the information that is required for a Form "A" plan along with the City Clerk's certification and Title Block as shown in Form J.

- 3.101 The original drawing of the definitive plan in ink on tracing cloth or Mylar and eight prints thereof, dark line on white background to be filed with the City Clerk.
- 3.102 A check for \$3.00/Linear foot of roadway plus \$25.00/lot plus \$300.00 against the cost of legal advertising.
- 3.103 A properly executed application on Form C (to be filed with the City Clerk with a time stamped copy to the Planning Board).
- 3.104 A copy of the definitive plan shall be filed with the Board of Health by the applicant and verification of this submittal shall be filed with the Planning Board.
- 3.105 A list of abutters certified by the assessors office shall be submitted to the Planning Board.
- 3.106 To ensure that utility design is consistent with company specifications it is suggested that the following utilities are given copies of the subdivision plan:
 - Local Electric Company
 - Local Gas Company
 - Local Cable Television
 - Local Telephone Company
- 3.107 Estimates of the cost of performing the various items of required work to complete the subdivision shall be furnished on a separate sheet and filed with the Planning Board.
- 3.108 A traverse table showing coordinates, bearings, distances and curve data for all points, lines and curve data for all points, lines and curves shall be submitted to the Planning Board.
- 3.109 A proposed schedule of construction activities for the development shall be filed with the Planning Board.
- 3.110 Environmental Impact evaluation shall be submitted in a narrative form, accompanied by such plans, calculation and exhibits as may be appropriate. It shall review the impact of the proposed subdivision on traffic, drainage, erosion, surface and ground water quality, air quality, noise and lights, vegetation, wildlife and other natural resources; and shall describe the anticipated intensity of use or occupancy. If several alternative methods of subdividing are possible, the

evaluation shall compare their anticipated impact on the environment in order to show that the design selected minimizes the adverse and maximizes the beneficial environmental impacts.

- 3.111 In addition to the hard copies of the plans, the plans shall be submitted to the Planning Department on 3.5" floppy disk in AutoCAD format (DWG).

3.200 Form and Contents

The Definitive Plan shall be prepared by a Massachusetts Registered Professional Engineer and/or a Massachusetts Registered Land Surveyor as required by law, and shall be clearly and legibly drawn in black india ink on tracing cloth or Mylar. The plan shall be at a scale of one inch equals forty feet or such other scale as the Planning Board may accept to show details clearly and adequately. Sheet sizes shall not exceed 24" x 36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. Each page of the plan shall contain, in the lower right hand corner, a title block and provisions for recording Planning Board actions (see form J). The definitive plan shall be suitable for recording at the Bristol County Registry of Deeds and shall contain at least the following.

- 3.201 Subdivision name, boundaries, north point, date, scale, locus plan and legend and the title "Definitive Plan".
- 3.202 Names and address of record owner, applicant and engineer.
- 3.203 Names of all abutters, as determined from the most recent local tax list including assessor plat and lot numbers.
- 3.204 Existing and proposed lines of street, ways, easements, and public or common area within the subdivision. (The names of proposed streets shall be shown in pencil until they have been approved by the City Clerk.)
- 3.205 Location, names, and present widths of adjacent streets and whether public or private.
- 3.206 Width and location of existing and proposed roadways and sidewalks within and adjacent to the subdivision.
- 3.207 Proposed lots shall be designated numerically as parcels (Parcel 1, Parcel 2, etc.).
- 3.208 Boundary lines, areas, and dimensions of all proposed lots, with all lots designated numerically and in sequence. Lots not conforming to the Zoning Ordinances shall bear the following notation: "Parcel _____ shall not be used as a separate building lot."
- 3.209 Sufficient data to determine readily the location, bearing, or length of every street line, lot line, easement, zoning district, and boundary line and to reproduce same on the ground. The perimeter survey shall have a closure of 1: 15,000 or better.
- 3.210 Location of all permanent monuments properly identified as to whether existing or proposed.
- 3.211 Location of proposed permanent monuments at changes in direction of the proposed street right-of-way lines including points of curvature or where designated by the board.

- 3.212 Major features of the property and within 100' of the property such as existing walls, fences, trails, buildings, wooded areas, outcropping, wetlands, and natural waterways shall be shown.
- 3.213 Existing and proposed topography with two (2) foot contour intervals related to an existing permanent bench mark for any areas to be altered. All elevations shall refer to mean sea level.
- 3.214 The inscriptions as displayed on form "J" shall be shown on the plan.
- 3.215 Zoning District Boundaries including Watershed Protection Districts and Flood Plain Zones.
- 3.216 Lot dimensions shall comply with the minimum standards of the Zoning Regulations.
- 3.217 Proposed utilities within and adjacent to the subdivision shall be shown.
- 3.218 Proposed storm drainage system, including adjacent natural waterways. Size and locations of existing and proposed storm drains, piping, waterways and drainage ponds. All hydraulic design criteria is to be approved by the Board. Profiles and typical sections of existing and proposed waterways within and adjacent to the proposed subdivision shall be shown. Elevations of high water marks for all waterways shall be shown.
- 3.219 When, in the opinion of the Board, existing soil conditions are unsuitable for the construction of roadways or buildings thereon, soil borings or other means suitable to the Board to determine the depth of unsuitable material shall be taken and the location of hard bottom shall be shown on the profiles.
- 3.220 Prior to a final approval of the Board, the applicant and design engineer may be required to attend a site inspection with the Board. In order to facilitate inspection and review of the subdivision, temporary staking and/or marking along the approximate center line of all proposed roads in the subdivision may be required for the site inspection.

3.300 Utility and Street Plan

The definitive plan will show at least the following utilities and street information.

- 3.301 Proposed street right-of-way lines with sufficient data including lengths of curves, tangents, radii, or bearings needed to determine their exact location.
- 3.302 A center line with twenty-five (25) foot stations.
- 3.303 Existing and proposed topography with two (2) foot contour intervals related to an existing permanent bench mark for any areas to be altered. All elevations shall refer to Mean Sea Level.
- 3.304 Within the proposed street right-of-way lines and 100 feet beyond said lines, major features, water bodies, stonewalls, residences, outcroppings and buildings shall be shown.
- 3.305 The type, size and location of existing and proposed sanitary sewer, storm drainage and water including mains and their appurtenances (i.e. hydrants, valves, services, manholes, catch basins etc.).

- 3.306 Where utilities are not located within the or adjacent to the proposed streets, additional details showing the type, location, and size of such existing or proposed utilities and easement locations shall be shown.
- 3.307 Gutter profiles at intersections, around cul-de-sacs, and at other locations as required by the Board.
- 3.308 Directly above or below the street plan, a profile of the proposed roadway which shall include at least the following:
- a. The title: "Profile of (proposed street name)."
 - b. A horizontal scale of 1" = 40' and a vertical scale of 1" = 4'.
 - c. The existing roadway centerline grades in fine dashed lines.
 - d. The proposed roadway centerline grades in heavy, solid line.
 - e. Proposed grade elevation shown at the beginning and end of the roadway and at twenty-five (25) foot station intervals.
 - f. Propose grade elevation and stationing shall be shown at the beginning and end of all vertical curves.
 - g. Rates of gradient in percent and grade breaks.
 - h. The location of any intersecting roadways both private and public.
 - i. The type, location and size of existing and proposed utilities within the street.
- 3.309 A specific cross section referenced to the plan of proposed streets scaled from a typical section of each roadway. The street and utility plan shall identify where each cross section has been taken. Cross sections are required where there are substantial variations in topography and where the right-of-way width varies. The cross section shall show the following:
- a. Title: Specific Cross Section Number _____ of (proposed street.)"
 - b. A suitable scale that clearly shows all parts and dimensions of each specific cross section.
 - c. The location and widths of the street right-of-way, roadway, curbs, sidewalks and shoulders.
 - d. The treatment of the proposed roadway and shoulders, gravel base, pavement, depth of loam and specific information as to thickness of each layer and the material to be used.
 - e. The crown of roadway, pitch of sidewalks, grade of slopes, etc.
 - f. The design, dimensions and type of proposed curbing.
 - g. The typical location of street lights, utility poles, underground utilities, fire hydrants, etc. within the right-of-way, even if these particular items do not fall within the actual cross section location on the plan.
- 3.310 Construction details for any bridges, guardrails, head walls, manholes, or other appurtenances necessary for the completion of the required improvements.
- 3.311 The Roadway shall be designed and constructed in accordance with the standard cross section (see appendix) unless the Board waives or modifies this requirement because of the nature of the street and the traffic that it is expected to accommodate.

- 3.312 Boring, percolation and water table tests as required for leaching catch basins, retention and detention ponds. In addition information shall be provided on the plan stating showing the data and date of testing, the water level elevation, percolation rate, and the name of the Board of Health inspector who witnessed the test.
- 3.313 If a detention or retention basin, pond or area is proposed for the subdivision the plan shall include profiles, typical sections, the types of materials to be used in its construction, proposed capacity and proposed depth. In addition, no less than two percolations and water table tests shall be conducted by the applicant in the vicinity of the proposed basin during the established wet season or by approved soil evaluations.

3.400 Review by other Departments and Boards

Once the Definitive Pan has been properly submitted to the Planning Board, the plan will be submitted to and reviewed by the following:

- 3.401 The Planning Staff for compliance with these Subdivision Rules and Regulations, particularly the design standards for a Definitive Subdivision Plan, and compliance with M.G.L., Chapter 41, Section 81-M.
- 3.402 The Board of Health for its recommendation whether the Plan for health reasons should be approved, approved with modifications, or disapproved in accordance with M.G.L., Chapter 41, Section 81-U.
- 3.403 The Division of Engineering for design review of proposed streets, utilities and drainage system.
- 3.404 The Conservation Commission for review as to the effect of the proposed subdivision on wetlands.
- 3.405 The Fall River Water Department for design of review of the public water supply distribution system.
- 3.406 The Fire Chief and Police Chief for review of fire protection, E911 requirements, street names and public safety.
- 3.407 At the option of the Planning Board any specialized professional for review of issues raised in determining compliance with these rules and regulations and the subdivision control law. If the Board feels that professional review is required the cost shall be paid by the applicant.
- 3.408 The Planning Board at the expense of the applicant may hire a consultant to review the plans and inspect the construction of the subdivision.

Failure of the Board of Health to report, in writing, within forty-five (45) days after the date of submittal shall be deemed approval of the plan by said Board.

3.500 Lots

All lots shown on the plan shall comply with the area, frontage and all other requirements of the Zoning Ordinances of the City of Fall River.

3.600 Open Spaces

Before approval of a plan the Board may also in proper cases require the plan to show a park or parks suitably located for playground or recreation purposes or for providing light or air. The park or parks shall not be unreasonable in the area in relation to the land being subdivided and to the prospective uses of such land. The Board may by appropriate endorsement on the plan require that no building be erected upon such park or parks without its written approval for a period of not more than three (3) years.

3.700 Protection of Natural Features

Community assets, which, if preserved, will add attractiveness to the subdivision or the City.

3.800 Public Hearing

Before approval, modification and approval, or disapproval of the definitive plan is given, a public hearing shall be held at the petitioners expense by the Board, notice of the time and place of which and of the subject matter, sufficient for identification, shall be given by the Board by advertisement in a newspaper of general circulation in the City of Fall River once in each of two successive weeks, the first publication being not less than fourteen days before the day of such hearing, and by mailing a copy of such advertisement to the applicant and to all owners of land abutting upon the land included in such plan as appearing on the most recent tax list.

3.900 Decision of the Planning Board

The action of the Planning Board in respect to such plan shall be by vote, copies of which shall be sent by delivery or registered mail to the applicant and filed with the City Clerk. If the Planning Board modifies or disapproves such plan, it shall state in its vote the reasons for its action. Final approval, if granted, shall be endorsed on the original drawing up the definitive plan by the majority of the Planning Board but not until the statutory twenty day appeal period has elapsed following the filing of the certification of the action of the Planning Board and the City Clerk that no appeal has been filed or that a degree has been issued by the court. After the definitive plan has been approved and endorsed, the applicant shall furnish the Planning Board with one Mylar copy, for complete set of prints and one copy on 3 1/2" floppy disk in AutoCAD format.

The Planning Board must act on the plan within ninety (90) days (if the submitted Definitive Plan evolved from a Preliminary Plan acted upon by the Planning Board) or one hundred and thirty-five (135) days (if the submitted Definitive Plan did not evolve from a Preliminary Plan acted upon the Panning Board). Except that an extension of the time limit is permitted, if agreed upon by the Planning Board and applicant, in writing.

Final approval of a Definitive Plan does not constitute a laying out or acceptance by the City of streets within the subdivision as public ways.



**CITY OF FALL RIVER
PLANNING BOARD
Government Center, Room 534
Fall River, MA 02722
(508) 324-2561**

Form C

**APPLICATION FOR ENDORSEMENT
OF PLAN SUBDIVISION APPROVAL REQUIRED**

File one completed form with the Planning Board and one copy with the City Clerk in accordance with the requirements of Section 1.000.

To the Planning Board:

The undersigned, believed that the accompanying plan of his property in the City of Fall River does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan, entitled:

_____ dated _____,
for determination and endorsement that Planning Board approval under the Subdivision Control Law is required.

1. Owner's Signature: _____ Date: _____
Owner's Name: _____
Owner's Address: _____

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

3. Name of Land Surveyor: _____
Surveyor's Address: _____
Surveyor's Telephone Number: _____

4. Deed of property recorded in _____ Registry
Book & Page _____

5. Assessors Plat & Lot(s) _____

Location and Description of property:

Designated contact person if Planning Staff has questions concerning this application:

Telephone #: _____