

# ***ATTLEBORO PLANNING BOARD***

## ***General Information***

Effective August 2020

### **1. Types of applications facilitated by the Planning Board:**

- Special Permit Petitions
- Repetitive Petitions (MGL Ch. 40A, §16)
- Plan Believed Not Requiring Approval Under Subdivision Control Law (Form A)
- Preliminary Subdivision Plan Petitions (Form B)
- Definitive Subdivision Plan Petitions (Form C)
- Street Extension Plan Petitions (Form E)
- MGL Ch. §81W, Amendment, Modification, Rescission of Plan Petitions (Form G)
- Street Discontinuance Plan Petitions (Form H, see Municipal Council)
- MGL Ch. §81U, Approval, Modification, or Disapproval of Plan Petitions (Form I)
- Schematic Plan Petitions
- Pre-Application Conference Petitions

All petitions filed with the Office of the City Clerk must be on an application that is provided by the Department of Planning and Development. All petitions must be completed thoroughly and accurately. Applications that are facsimiled will not be accepted.

### **2. Timeframe:**

- **Special Permit Petitions** – a public hearing is held within sixty-five (65) days of the filing dated; a decision is rendered within ninety (90) days from the close of the public hearing.
- **Form A** – decision is rendered within twenty-one (21) days of the filing date.
- **Form B** – a decision is rendered within forty-five (45) days of the filing date.
- **Form C** – if a definitive plan application is filed within seven (7) months from the date on which a preliminary plan was filed, a public hearing is held and a decision is rendered within ninety (90) days from the filing date; if no preliminary plan is filed or the definitive plan is not filed within seven (7) months from the date on which a preliminary plan was filed, a public hearing is held and a decision is rendered within one hundred and thirty-five (135) days from the filing date.
- **Form E, Form G, Form I** – a public hearing is held and a decision is rendered within one hundred and thirty-five (135) days from the filing date.

**Filing of a Decision** – The Clerk of the Planning Board files the Board’s decisions with the Office of the City Clerk within fourteen (14) days of the decision date, but no later than the deadline date to render a decision.

**Appeal Period** – Once the decision of the Planning Board is filed with the Office of the City Clerk, a twenty (20) day appeal period commences during which time any “party-in-interest” may file an appeal pursuant to MGL Ch. 40A, §17 (THE ZONING ACT) or MGL Ch. 41, §81-BB (SUBDIVISION CONTROL LAW), as applicable.

### **3. Filing Fee:**

- Special Permit – OSRD, Standard Design..... \$575.00 plus \$25.00 per one–family lot and two–family lot
- Special Permit – OSRD, Affordable Housing..... \$575.00 plus \$25.00 per one–family lot, \$25.00 per two–family lot, and \$10.00 per multi–family unit
- Special Permit – OSRD, Green Design..... \$575.00 plus \$25.00 per one–family lot, \$25.00 per two–family lot, and \$10.00 per multi–family unit
- Special Permit – Mobile Home Park \$575.00 plus \$25.00 per lot
- Special Permit – Landfill (new) \$575.00 plus \$6.00 per acre or fraction thereof
- Special Permit – Landfill (renewal) \$2.00 per acre
- Special Permit – WRPD \$150.00
- Repetitive Petition (MGL Ch. 40A, §16) \$75.00
- Pre–Application Conference \$100.00
- Form A Plan \$50.00 plus \$15.00 per residential lot created which satisfies the minimum lot area requirement of the underlying use district
- Form B (Preliminary Subdivision Plan) \$200.00
- Form C (Definitive Subdivision Plan) \$575.00 plus \$25.00 per lot
- Form E (Street Extension Plan) \$275.00 plus \$1.00 per linear foot
- Form G (MGL Ch. §81W Plan) \$575.00
- Form I (MGL Ch. §81U Plan) \$575.00
- Schematic Plan \$50.00

**Please note that pursuant to §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, no application may be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by both the City Collector and the City Treasurer. **An application will not be processed if real estate taxes, excise taxes, licenses and permit fees, or other municipal charges are owed by either the application or the property owner.****

**Please note that pursuant to Board of Health policy, the Health Department requires that percolation tests and deep hole observations be performed for any residential lot that will not be connected to the municipal sewer system prior to the filing of an “Approval Not Required” plan (Form A), a preliminary subdivision plan (Form B), a definitive subdivision plan (Form C), and a definitive street extension plan (Form E) with the Office of the City Clerk. The location of percolation tests and deep hole observations, as well as the percolation rates, must be shown on said plan. **An application will not be processed without the Health Agent’s, or his designee’s, signature on said application.****

**4. Submission Requirements:**

- a. The following must be prepared in a discrete package for filing with the Office of the City Clerk. The Planning Department staff will walk the materials over to be filed.
  - One (1) copy of the petition containing all required original signatures.
  - One (1) copy of the site plan.
  - One (1) copy of the list of abutters.
- b. The petitioner must submit the following to the Department of Planning and Development **after** the filing of the petition with the Office of the City Clerk.

- One (1) copy of a Form A, Form B, Form C, Form E, Form G, Form I petition; or in case of a special permit, one (1) copy of the petition.
- Two (2) copies of the certified list of abutters and two (2) copies on adhesive labels.
  - The list of abutters containing (as such information appears on the most recent applicable tax list in the Office of the City Assessor): (a) name and address of the petitioner, (b) name and address of the property owner, if different than the petitioner, (c) name and address of the representative of the petitioner, if any, (d) for special permit applications – the name and address of all direct abutters; name and address of abutters to abutters within three–hundred (300') feet; and name and address of those persons directly across the street from the subject premises, (e) for definitive plans – the name and address of all direct abutters (f) for street extension plan – the name and address of all abutters along the entire street. The names and addresses must be typed on the enclosed form as well as on the adhesive labels. **Also, the list of abutters must be certified by the City Assessor before the petition is filed with the Office of the City Clerk** (Form A and Form B applications do not require a list of abutters).
- A site plan prepared on the Mylar and five (5) sets of paper copies must accompany **Form A** petitions at the time of filing (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Five (5) complete sets of site plans must accompany **Form C, Form E, Form G, Form I** petitions at the time of filing (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Eleven (11) complete sets of site plans must accompany **Form B** petitions at the time of filing (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Two (2) complete sets of site plans must accompany special permit petitions at the time of filing.
- A USB flash drive containing a digital copy of all submission materials for **Special Permit Petitions, Repetitive Petitions, Form A, Form B, Form C, Form E, Form G, and Form I**. Alternatively, the digital documents can be sent via email to [planning@cityofattleboro.us](mailto:planning@cityofattleboro.us)
- It is strongly recommended that the petitioner obtain a copy of the Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended, from the Department of Planning and Development in order to familiarize oneself with the contents of the applicable section(s).
- The petitioner and parties–in–interest will be notified by the Department of Planning and Development regarding the date of the public hearing. The Planning Board requires that the petitioner and/or a representative attend the public hearing.

**If there are any questions, please feel free to contact the Department of Planning and Development:**

Gary G. Ayrassian, Director of Planning and Development at 508.223.2222 (ext. 3143)

Stephanie Davies, Senior Land Use Planner at 508.223.2222 (ext. 3144)

Nicholas Wyllie, Conservation Agent at 508.223.2222 (ext. 3145)

Lauren Stamatis, Planning Administrator at 508.223.2222 (ext. 3141)

Facsimile #: 508.222.3046



# City Of Attleboro PLANNING BOARD

GOVERNMENT CENTER, 77 PARK STREET  
DEPARTMENT OF PLANNING & DEVELOPMENT  
ATTLEBORO, MASSACHUSETTS 02703  
(T) 508.223.2222 (F) 508.222.3046

## FORM B APPLICATION

### APPLICATION FOR A PRELIMINARY SUBDIVISION PLAN

File the fully completed original application with the Office of the City Clerk. After filing the original with City Clerk, submit one (1) copy of the application, and sixteen (16) copies of the site plan to the Department of Planning and Development in accordance with the requirements of MGL Ch. 41 and the local subdivision regulations. **AN INCOMPLETE SUBMISSION OR FACSIMILED APPLICATION WILL NOT BE PROCESSED.**

The undersigned herewith submits the accompanying proposed subdivision plan of property, entitled \_\_\_\_\_, located in the City of Attleboro for review and approval as a preliminary subdivision as allowed under MGL Ch. 41, SUBDIVISION CONTROL LAW and the Planning Board's RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended.

1. Name of Applicant: \_\_\_\_\_  
Address and Telephone #: \_\_\_\_\_
2. Name of Property Owner: \_\_\_\_\_  
Address and Telephone #: \_\_\_\_\_
3. Name of Engineer: \_\_\_\_\_  
Address and Telephone #: \_\_\_\_\_
4. Location of Property: \_\_\_\_\_
5. Deed/Property Recorded In: \_\_\_\_\_  
Book: \_\_\_\_\_ Page: \_\_\_\_\_
6. Assessor's Plat #(s): \_\_\_\_\_ Lot #(s): \_\_\_\_\_
7. Zoning District(s): \_\_\_\_\_

8. Indicate the total land area of the site (exclusive of surface waterbodies such as ponds or rivers): \_\_\_\_\_
9. Indicate if there are any wetlands on the site:  Yes  No
10. Indicate if any portion of the site is located within the 100-year floodplain:  Yes  No
11. Indicate the date when the height of the seasonal high groundwater table was measured: \_\_\_\_\_
12. Indicate the location and size of the closest municipal watermain: \_\_\_\_\_
13. Indicate the location and size of the closest municipal sewer line: \_\_\_\_\_
14. Indicate the total number of proposed lots: \_\_\_\_\_
15. Indicate the total number of proposed house lots: \_\_\_\_\_
16. List the name, length and width of all proposed streets: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Indicate the type of the proposed stormwater management system: \_\_\_\_\_  
\_\_\_\_\_
18. Please add any additional information in the space provided below that you think may be helpful to the Planning Board with its review of your proposed preliminary subdivision plan.

19. Signature of Applicant: \_\_\_\_\_
20. Signature of Owner: \_\_\_\_\_
21. Signature of Representative: \_\_\_\_\_
22. Pursuant of §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, I attest that, to the best of my knowledge, I have paid any and all real estate taxes, excise taxes, or any other municipal charges.

Signature: \_\_\_\_\_  
 Owner

**Please note that pursuant to §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, this application cannot be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by the City Collector and the City Treasurer.**

**Zaida Keefer, City Collector** \_\_\_\_\_

**Laura L. Gignac, City Treasurer** \_\_\_\_\_

**Please note that pursuant to Board of Health policy, this application cannot be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by the Health Agent. The Health Department requires percolation tests and deep hole observations to be performed for each proposed buildable lot that will not be connected to the municipal sewer system prior to the filing of said application with the City Clerk's Office. The Health Department requires the submission of all related information and data such as percolation rates. The Health Department further requires the location of all the percolation tests and deep hole observations to be delineated/shown on said plans.**

**Jessica Horseman, Health Agent** \_\_\_\_\_

# CHECKLIST FOR PRELIMINARY PLAN

## PREPARATION AND REVIEW

The following shall be submitted to the Planning Board with every preliminary plan application. Please check each box to indicate that you have included the information with your application, detailed where in the plans or reports the information can be found, and sign the statement on page B-3. The application will not be accepted by this department for processing unless: (a) the engineer signs and stamps the certification on page B-3 and (b) all portions of this checklist are filled out and accompany the application at the time of submittal.

- Sixteen (16) prints of the Preliminary Plan
- Plans at a scale not greater than 1"= 80'. Size shall not exceed 24"x36". If multiple sheets are used, an index showing the entire subdivision must be provided.
- Name, legal address, and telephone number of record owner, subdivider and registered engineer and/or registered land surveyor
- Property identification, including names of abutters from the most recent tax list and Assessor's map numbers of the abutting properties
- Subdivision name, true north point, date, and scale
- Lot Information, including approximate dimensions and areas
- Ways, Easements, and Right-of-Ways
- Proposed Street Names
- Approximate location of existing underground structures
- Key sketch at a scale of 1"=1,000'
- Zoning District(s)
- General Project Narrative
- Concept Stormwater Plan which conceptually illustrates at a minimum:
  - Existing topography (2-foot contours) (**see sheet(s) # \_\_\_\_\_**)
  - Perennial and intermittent streams (**see sheet(s) # \_\_\_\_\_**)
  - Mapping of predominant soils from USDA soil surveys (**see sheet(s) # \_\_\_\_\_**)
  - Boundaries of existing predominant vegetation and proposed limits of clearing (**see sheet(s) # \_\_\_\_\_**)
  - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and setbacks (e.g., buffers, water supply wells, septic systems) (**see sheet(s) # \_\_\_\_\_**)
  - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
  - Location of existing and proposed roads, buildings, and other structures (**see sheet(s) # \_\_\_\_\_**)
  - Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements (**see sheet(s) # \_\_\_\_\_**)

- Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains (**see sheet(s) # \_\_\_\_\_**)
- Existing and proposed catchment areas and drainage flow paths (**see sheet(s) # \_\_\_\_\_**)
- Preliminary location and dimensions of channel modifications, such as bridge or culvert crossings (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
- Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices (type of practice, depth, area) (**see sheet(s) # \_\_\_\_\_**)
- Site Design Features that document the following:
  - Mapped steep slopes greater than 15% and forest stands exceeding 10,000 square feet in area (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
  - Delineated building envelopes that avoid steep slopes, forest stands and floodplains, and provide applicable buffers from wetland resource areas (**see sheet(s) # \_\_\_\_\_**)
  - Identification of natural open space provided on-site, and calculation of percent natural open space provided (**see sheet(s) # \_\_\_\_\_**)
  - Methods used to minimize impervious area and calculated total percent impervious onsite (refer to the latest edition of the MASWMS for more information on available methods) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
  - Methods used to disconnect impervious surfaces and calculated percent of “effective” impervious area (refer to the latest edition of the MASWMS for more information on available methods) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary selection and rationale for structural stormwater management practices (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary sizing calculations for proposed stormwater treatment practices, including contributing drainage areas and storage (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary landscaping narrative or stormwater report for stormwater treatment practices and any site reforestation or revegetation (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary erosion and sediment control narrative or stormwater report that at a minimum meets the requirements outlined in these regulations and the Massachusetts Stormwater Standard #8. (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Identification of all anticipated applicable local, state and federal permits (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Identification of all anticipated legal agreements (e.g., off-site easements, covenants, land trusts) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)



I attest, as the project engineer, that to the best of my knowledge, all items required above are included as part of this stormwater management Preliminary Plan application filing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

STAMP: