ATTLEBORO PLANNING BOARD

General Information

Effective May 2013

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 petitioner must file the following with the Office of the City Clerk.

- 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** filing 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, ten (10) copies of the petition.
- Two (2) copies of the list of abutters and two (2) copies on adhesive labels.
- A 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 blueprints must accompany **Form A** petitions at the time of filing (see Planning Board's RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- A site plan prepared on the mylar and twelve (12) sets of blueprints 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).
- A site plan prepared on the mylar and eighteen (18) sets of blueprints must accompany **Form B** petitions at the time of filing (see Planning Board's RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- A site plan and eleven (11) sets of blueprints must accompany special permit petitions at the time of filing.
- 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)
Tara Ann Martin, Conservation Agent at 508.223.2222 (ext. 3145)
Lauren Stamatis, Planning Administrator at 508.223.2222 (ext. 3141)
Facsimile #: 508.222.3046

ATTLEBORO PLANNING BOARD

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 E
APPLICATION

APPLICATION FOR A STREET EXTENSION 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 eleven (11) 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. A list of the names and addresses of the abutters, certified by the City Assessor, must accompany this application. The Board will make notification. All necessary materials must be submitted at the time of filing. **AN INCOMPLETE SUBMISSION OR FACSIMILED APPLICATION WILL NOT BE PROCESSED.**

The undersigned herewith submits the accompanying proposed street extension plan of the way named _____, and as shown on the plan entitled _____, located in the City of Attleboro for review and approval as a street extension plan 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. Identify the name, length and width of the subject street: _____
_____
_____
_____

9. Linear feet proposed to be extended: _____

10. Indicate if there are any wetlands within the way: ❑ Yes ❑ No

11. Indicate if any portion of the way is located within the 100–year floodplain: ❑ Yes ❑ No

12. Indicate the date when the height of the seasonal high groundwater table was measured: _____

13. Indicate the type of the proposed stormwater management system: _____
_____

14. Indicate the location and size of the closest municipal watermain: _____

15. Indicate the location and size of the closest municipal sewer line: _____

16. Indicate the total number of proposed lots: _____

17. Indicate the total number of proposed house lots: _____

18. If any waivers are being requested, state the waiver, cite the (sub)section from which the waiver is being requested, describe the extent of the waiver, and clearly explain in detail the reason and need for the waiver.

19. 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 definitive subdivision plan.

20. It is the responsibility of the petitioner to deliver a copy of the proposed definitive subdivision plan to all of the municipal departments listed below. Signatures certify that plans have been delivered to the following departments before the application has been filed with the City Clerk.

Signature and Date:

Planning Board: _____

Conservation Commission: _____

Public Works Department: _____

Water Department: _____

Wastewater Department: _____

Health Department: _____

Fire Department: _____

21. Signature of Applicant: _____

22. Signature of Owner: _____

23. Signature of Representative: _____

24. 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.

Debora Marcoccio, City Collector _____

Ethel Sandbach, 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.

Alan Perry, Health Agent _____

CHECKLIST FOR DEFINITIVE PLAN

PREPARATION AND REVIEW

The following shall be submitted to the Planning Board with every definitive 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 C–4. The application will not be accepted by this department for processing unless: (a) the engineer signs and stamps the certification on page C–4 and (b) all portions of this checklist are filled out and accompany the application at the time of submittal.

- ❑ The original Definitive Subdivision plan and eleven (11) copies
- ❑ 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 sufficient data to readily determine location, bearing, and lengths of all lot lines
- ❑ Ways, Easements, and Right–of–Ways
- ❑ Centerline Stations of each street, at fifty (50') foot intervals
- ❑ Location of all angle points and tangent points of curves of all ways
- ❑ Location of all existing monuments
- ❑ Proposed Street Names
- ❑ Location of existing underground structures
- ❑ Key sketch at a scale of 1"=1,000'
- ❑ Areas set aside for conservation and recreation uses
- ❑ Signature space to record the signatures of nine (9) members of the Board
- ❑ Signature block for City Clerk pursuant to §5.11 ENDORSEMENT AND RECORDING
- ❑ Dates of preliminary plan application filing and approval
- ❑ Zoning District(s)
- ❑ Reference to deed as recorded in Registry
- ❑ Detailed Project Narrative
- ❑ Final Stormwater Plan which illustrates at a minimum:
  - ❑ Existing and proposed topography (minimum of 2–foot contour interval) **(see sheet(s) # _____)**
  - ❑ Existing and proposed watershed delineations **(see sheet(s) # _____)**
  - ❑ Perennial and intermittent streams **(see sheet(s) # _____ or indicate N/A)**

- ❑ Mapping of predominant soils from USDA soil surveys as well as location of site–specific borings and/or test pits **(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 other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks) **(see sheet(s) # _____)**
- ❑ Location of existing and proposed roads, buildings, and other structures **(see sheet(s) # _____)**
- ❑ Location of 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) # _____)**
- ❑ Drainage flow paths **(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 and dimensions of proposed channel modifications, such as bridge or culvert crossings **(see sheet(s) # _____ or indicate N/A)**

❑ Soils information from test pits or borings at the location of proposed stormwater management facilities, including but not limited to soil descriptions, depth to seasonal high groundwater, depth to bedrock, and estimated hydraulic conductivity. Soils information will be based on site test pits or borings logged by a Massachusetts certified Soil Evaluator, or a Massachusetts Licensed Professional Engineer **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**

❑ 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) # _____ or indicate N/A)**
- ❑ 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)**
- ❑ 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)**

❑ Representative cross–section and profile drawings, notes and details of structural stormwater management practices and conveyances (i.e., storm drains, open channels, swales, etc.), which include:

- ❑ Locations, cross sections, and profiles of all streams and drainage swales and their method of stabilization **(see sheet(s) # _____)**
- ❑ Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.) **(see sheet(s) # _____)**
- ❑ Design water surface elevations **(see sheet(s) # _____)**
- ❑ Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc. **(see sheet(s) # _____)**
- ❑ Logs of borings and/or test pit investigations along with supporting geotechnical report **(see page(s) # _____ of narrative or stormwater report)**

❑ Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g., storm drains, open channels, swales, stormwater management practices, etc.) for applicable design storms, including:

- ❑ Existing condition analysis for watershed boundaries, curve numbers, time of concentrations, runoff rates, volumes, velocities, and water surface elevations showing methodologies used and supporting calculations **(see page(s) # _____ of narrative or stormwater report)**
- ❑ Proposed condition analysis for watershed boundaries, curve numbers, time of concentrations, runoff rates, volumes, velocities, water surface elevations, and routing showing the methodologies used and supporting calculations **(see page(s) # _____ of narrative or stormwater report)**
- ❑ Final sizing calculations for structural stormwater management practices including, contributing drainage area, storage, and outlet configuration **(see page(s) # _____ of narrative or stormwater report)**
- ❑ Stage–discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., detention, retention or infiltration facilities) **(see page(s) # _____ of narrative or stormwater report)**
- ❑ Dam breach analysis, where necessary, for earthen embankments over eight (8') feet in height and less than 2,000 feet upstream of a road crossing or structure **(see page(s) # _____ of narrative or stormwater report or indicate N/A)**

❑ Final landscaping plans for structural stormwater management practices and any site reforestation or revegetation, including:

- ❑ Location of woody and herbaceous vegetative stabilization **(see sheet(s) # _____)**
- ❑ Species, size, planting methods, and maintenance requirements of proposed landscaping **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**

❑ Structural calculations, where necessary **(see page(s) # _____ of narrative or stormwater report or indicate N/A)**

❑ Applicable construction specifications **(see sheet(s) # _____)**

❑ Erosion and sediment control plan that at a minimum meets the requirements of these Regulations and the Massachusetts Stormwater Policy Standard #8 **(see sheet(s) # _____ and/or page(s) # _____ of narrative**

or stormwater report)

- ❑ Sequence of construction **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**
- ❑ Maintenance plan, which will include:
  - ❑ Description of annual maintenance tasks **(see page(s) # _____)**
  - ❑ Description of applicable easements **(see page(s) # _____)**
  - ❑ Minimum vegetative cover requirements **(see page(s) # _____)**
  - ❑ Access and safety issues **(see page(s) # _____)**
- ❑ Identification of all anticipated applicable local, state and federal permits **(see page(s) # _____ of narrative or stormwater report)**
- ❑ Identification of all necessary 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 Definitive Plan application filing.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

Telephone #: _____

E–Mail Address: _____

STAMP:

City Of Attleboro
PLANNING BOARD

GOVERNMENT CENTER, 77 PARK STREET
DEPARTMENT OF PLANNING & DEVELOPMENT
ATTLEBORO, MASSACHUSETTS 02703
(508) 223–2222 FAX 222–3046

ENGINEER'S CERTIFICATION FORM

I hereby certify that the definitive subdivision plan entitled _____ was prepared in accordance with the instructions of the Planning Board of the City of Attleboro including the plan layout, the design and construction of streets, and the design and construction of underground structures, if any, and that permanent points shown on the plan are in existence on the ground.

Date: _____, 20____

_____
Typed Name of Registered Professional Engineer

_____
Signature of Registered Professional Engineer

Imprint and sign Stamp here:

CERTIFIED LIST OF ABUTTERS

Submit this completed form to the Assessor's Office on the first floor of City Hall (77 Park Street).
The Assessor's Office will call you when your list and mailing labels are ready to be picked up.

City Assessor's or designee's intitials: _____ **Date:** _____

Type of Application: _____

Property Address: _____

Assessor's Plat Map #: _____

Assessor's Plat Lot #: _____

Name of Applicant: _____

Telephone Number: _____

Name of Property Owner: _____

Signature of Property Owner: _____

Telephone Number: _____

THE "ABUTTERS LIST" WILL NOT BE PROCESSED UNLESS TAXES ARE CURRENT.