

City of Worcester Planning Board



DEFINITIVE SUBDIVISION PLAN

CHECKLIST, REQUIREMENTS, & APPLICATION

Division of Planning & Regulatory Services
455 Main Street, Room 404, Worcester, MA 01608 Office
508-799-1400 Ext. 31440 – Fax 508-799-1406

Provide one (1) digital copy in pdf format via email to planning@worcesterma.gov and confirm with staff before submission by hand delivery or mail:

1. A completed **Definitive Subdivision Plan Application** including:
 - ❑ One **(1) signed, original and one (1) copy** of the application form. The owner of the subject property must sign the application.
 - ❑ **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to 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).
2. Certified **List of Abutters**, which may be obtained at City Hall – Room 209 (2nd floor), issued within 3 months of this application's filing date which includes all properties affected and includes any contiguous, commonly owned property(s). This can be obtained from the Assessor's Office and includes all abutters and abutters to abutters within 300' of the edge of the land owner's property.

Note: if the property(s) is within 300 ft. of another town, an abutters list from that town may be required.

3. One stamped (i.e. postage paid) pre-addressed envelope for *each* party on the Abutters List and the applicant (if different from the owner), with the following return address:

Division of Planning and Regulatory Services
455 Main Street (City Hall), Room 404
Worcester, MA 01608

4. **Definitive Subdivision Plan**

- ❑ A signed original Definitive Subdivision Plan. Please collate with the application copies.
- ❑ Plan must adhere to the attached plan requirements (on page 3) for Definitive Subdivision Plans shown on the following plan sheets:
 - Title Sheet
 - Key Plan
 - Lot Layout
 - Plan and Profile of each street
 - Construction Plan Erosion and Sedimentation Control Plan

5. **Stormwater Management Report** demonstrating compliance with Massachusetts Stormwater Standards:

- ❑ A completed stormwater checklist
- ❑ A watershed analysis map
- ❑ Test pit locations and results.
- ❑ Operation and Maintenance Plan of stormwater structures (during & post construction)

6. **Traffic Impact Study** as required in the guidelines for performing Traffic Impact Studies.
7. **Sewer Flow Calculations**
8. **Project Impact Statement** describing the proposed project and analyzing how the project and site layout were designed in accordance with Subdivision Regulations.
9. **Legal Description of Proposed Ways and Easements**
10. **Filing Fee** – Checks payable to the City of Worcester
 - \$1,650 plus \$77 per lot without a preliminary filing
 - \$825 plus \$38.50 per lot if a Preliminary Subdivision was filed
11. If your project requires a new or upgraded electric system, contacting National Grid early in the process will assist in meeting your needs for electrical service and help keep your project on track. Call National Grid 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 Plans

PLAN REQUIREMENTS – The Definitive Plan shall be drawn on linen or mylar with waterproof black India ink. It shall be on sheets of the same size and this size shall be not larger than twenty-four (24) inches by thirty-six (36) inches. It shall be drawn to a minimum scale of one (1) inch equals forty (40) feet or larger and shall show the following and any other pertinent information unless a waiver is permitted by the Board under provisions of Section I Administration:

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 Board of Assessors.
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 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 sills of all structures within the area to be subdivided 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 subdivision.
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 subdivision.
13. Park or open areas suitably 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 and 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, and 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, and 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 subdivision, 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, sanitary sewer systems, utilities, street lights, and 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. Said easements to be duly recorded prior to start of construction.

29. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to 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)

PLAN CONTENTS

The Definitive Plan, consisting of a title sheet, a key plan, lot layout plan or plans, street plans and profile sheets, a construction plan, and an erosion control plan, shall be prepared by a Registered Professional Land Surveyor and/or a Registered Professional Civil Engineer. All plans will be clearly and legibly prepared with black India ink, unless otherwise indicated, on twenty-four by thirty-six (24 x 36) inch sheets of mylar, or other media acceptable to the Registry of Deeds and/or the Massachusetts Land Court. All sheets will have a ¾ inch border on the top, bottom and right side and a 1.5-inch border on the left side. Each sheet, except the title sheet, shall incorporate a title block. The Definitive Plan shall contain the following information:

1. Title Sheet – The title sheet shall show the subdivision name, name of owner and developer, name of engineer and surveyor, and the date of the preparation of the plans. A location plan drawn to a proper scale shall be imposed on the title sheet (see Form C in the Appendix).
2. Key Plan – In the event that the lot layout plan requires more than one (1) sheet, a Key Plan of the subdivision shall be prepared to a scale that will fit on one (1) sheet indicating the area covered by each sheet of the lot layout plan. The Key Plan shall show approximate boundary line information, including existing and proposed permanent monuments on and off the subdivision. The Key Plan shall show the names of all abutters and abutters to abutters, as determined in the most recent tax list, in their proper relative locations, the existing and proposed lines of streets, ways, easements, public or common areas and building lots and the north arrow, zoning classification and deed reference will be indicated. All perimeter data on this plan shall be accurate representation of recent actual field survey that conforms to the Technical Standards For Property Surveys as adopted by the American Congress on Mapping and Surveying and promulgated by the Commonwealth of Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors and shall be certified by a Registered Professional Land Surveyor.
3. Lot Layout Plan – The Lot Layout Plan shall show the dimension and direction of all boundary lines, and areas of all proposed lots, with said lots designated numerically and in sequence, insofar as possible, to correspond to lot numbers shown on the Preliminary Plan. The plan shall be drawn to a scale of one (1) inch equals forty (40) feet and shall show all streets, ways, easements, public or common areas, north arrow, existing and proposed permanent monuments, location, name, and present width of streets bounding, approaching or within reasonable proximity of the subdivision, and the location of all soil test pits as required by the Board. In the event that a Key Plan is not required by the Board all the information and data required in above the Key Plan will be shown on the Lot Layout Plan. Abutters as shown on the Key Plan will be shown whenever possible. This plan shall in all cases be certified by a Registered Professional Land Surveyor.
4. Plan And Profile of Each Street – A plan and profile of each street in the subdivision will be drawn to a horizontal scale of one (1) inch equals forty (40) feet and a vertical scale of one (1) inch equals four (4) feet. The plan and profile of each street or section of street will be shown on the same sheet and will provide the following data:
 - (1) Sufficient information to determine readily the location, direction, length, and width of each street, way, and easement, and to establish these on the ground.

- (2) All existing and proposed utilities (water, sewer, drainage, telephone, cable, electric, and gas).
 - (3) All permanent monuments, existing or proposed.
 - (4) All curbing, properly identified as to type.
 - (5) Graphical and mathematical ties to the nearest accepted street (City, County or State layout) using at least two (2) permanent monuments.
 - (6) The existing ground profile along the proposed centerline and both sidelines of the street.
 - (7) The proposed centerline profile showing gradients and vertical curves. All vertical curves will be labeled as to length and design sight distances.
 - (8) Existing and proposed centerline grades on fifty (50) foot stations; twenty-five (25) foot stations in vertical curves.
 - (9) All equation stations will be shown in both the plan and profile.
 - (10) Drainage and sewer lines will be shown on the profile (as well as on the plan) showing gradients and manhole inverts. Catch basin inverts will be shown on the plan only.
 - (11) All elevations will be on NAD-83 datum and the bench reference will be noted.
 - (12) All proposed street names, along with their letter designations corresponding to those on the Preliminary Plan if possible, will be shown in pencil until they have been approved by the Board.
 - (13) Lot corners and sideline extensions.
 - (14) Curve data, (Delta, R, T, L and Lc) will be shown for both sidelines and centerline.
 - (15) North arrow.
 - (16) All buildings, walks, drives and other existing fixtures within forty (40) feet of the sidelines of the proposed street.
 - (17) Certification by a Registered Professional Civil Engineer and/or Registered Professional Land Surveyor.
5. Construction Plan – The Construction Plan shall be drawn to a scale of one (1) inch equals forty (40) feet and shall contain the following:
- (1) Subdivision name, north point, legend, date, annotation of revision dates and contents, and scale.
 - (2) At two (2) foot contour intervals, existing and proposed topography from development of streets, drainage and other required improvements.
 - (3) Location of tree cover and existing structures including fences and walls, existing water supplies and on site disposal systems, wetlands and, if encountered, the boundary of the Flood Plain District established in the Zoning Ordinance.
 - (4) Existing and proposed streets, ways and easements.
 - (5) Road centerline stationing; referenced to the street plans and profiles.
 - (6) Drainage system schematic layout with elevations and sizes for any facilities not shown on the plans and

profiles of streets.

(7) All elevations used will be on NAD-83 datum and bench reference noted on plan. Plan to be certified by a Registered Professional Land Surveyor.

(8) Water system schematic layout with size of facilities, location of gate valves, hydrants and other appurtenances.

6. Erosion And Sedimentation Control Plan – A plan for erosion and sedimentation control covering all proposed excavation, filling and grade work for improvements shall be required. Said plan shall be prepared and certified by a Registered Professional Engineer and shall show proper measures to control erosion and reduce sedimentation. Such erosion and sedimentation control plan shall consist of the following:

(1) All construction plan contents.

(2) Existing and proposed topography of entire subdivision at two (2) foot contour interval.

(3) Location of areas to be stripped of vegetation and other exposed or unprotected areas.

(4) A schedule of operations to include starting and completion dates for major development phases such as land clearing and grading, street, sidewalk and storm sewer installation, and sediment control measures.

(5) Seeding, sodding or revegetation plans and specifications for all unprotected or unvegetated areas.

(6) Location and design of structural sediment and erosion control measures such as diversions, waterways, grade stabilization structures, temporary or permanent sedimentation basins to protect abutters.

(7) General information relating to the implementation and maintenance of the sediment control measures.

The Board may refer these plans to the Worcester Conservation Commission.

7. Additional Professional Services – The Board may at its discretion, and the applicant's approval, obtain at the applicant's expense such additional engineering advice as it deems necessary or desirable in order for it to determine to approve, modify and approve, or to disapprove the Definitive Plan.

City of Worcester Planning Board



DEFINITIVE SUBDIVISION APPLICATION

**Division of Planning & Regulatory Services
455 Main Street, Room 404; Worcester, MA 01608
Office 508-799-1400 Ext. 31440 – Fax 508-799-1406**

I. Applicant Information

- a. Name: _____
- b. Mailing Address: _____
- c. Phone Number: _____ E-mail: _____
- d. Interest in Property (e.g., Lessee, Purchaser, etc.) _____
- e. I certify that I am requesting the Worcester Planning Board grant the Definitive Subdivision Plan as described below:

Signature

II. Owner Of Record (if different from Applicant)

- a. Name: _____
- b. Mailing Address: _____
- c. Phone Number: _____ E-mail: _____
- d. Interest in Property (e.g., Lessee, Purchaser, etc.) _____
- e. I certify that I am requesting the Worcester Planning Board grant the Definitive Subdivision Plan as described below:

Signature

III. Representative Information

- a. Name: _____
- b. Mailing Address: _____
- c. Phone Number: _____ E-mail: _____
- d. Relation to Project (*Architect/Attorney/Engineer/Contractor, etc.*) _____

e. _____
Signature

IV. Engineer, Designer or Architect

f. Name: _____

g. Company: _____

h. Mailing Address: _____

i. Phone Number: _____ E-mail: _____

Authorization

1. The undersigned applicant, being the owner of all land included within a proposed subdivision shown on the accompanying plan entitled _____ and prepared by _____ Massachusetts Registered (Engineer) (Surveyor), Registration Number _____, dated _____ 20____, submits such plan as a Definitive Plan of the proposed subdivision and makes application to the Board for approval thereof.
2. The land within the proposed subdivision is subject to the following easements and restrictions (include relevant Plan/Book and Page references for recording):

3. There are appurtenant to the land within the proposed subdivision the following easements and restrictions (include Plan/Book and Page references of recording):

4. The applicant agrees if the Definitive Plan is approved, to construct and install all improvements within the proposed subdivision required by the Rules and Regulations of the Worcester Planning Board as in force on the date of this application and as modified and supplemented by the work specifications and other requirements of the Public Works Commissioner and the Health and Code Enforcement Commissioner.
5. The applicant covenants and agrees to complete all said required improvements; (1) within three (3) years from the date of approval of a Definitive Subdivision Plan of ten lots or fewer; or (2) within five years from the date of approval of a Definitive Subdivision Plan of more than ten lots.
6. The applicant agrees if this application is approved, to file with the Board within twenty (20) days of such approval a bond in form satisfactory to the Board and conditioned on the completion of all required improvements in the time and manner prescribed, in a penal sum sufficient in the opinion of the Planning Board upon the advice of the Commissioner of Public Works to cover the cost of such work and executed by the applicant as principal and a surety company authorized to do business in the Commonwealth of Massachusetts and satisfactory to the Board as surety or secured by the deposit with the City Treasurer of money or negotiable securities satisfactory to the Board in the amount equal to the penal sum of the bond.

Authorization I, _____, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map _____ Block _____ Lot(s) _____, do hereby authorize _____ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the _____ day of _____, 20_____.

(NOTE: If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)

V. Property Information

- a. Name of Subdivision: _____
- b. Address(es): _____
- c. Parcel ID or Map Block Lot (MBL) Number(s): _____
- d. Zoning District(s): _____ Zoning Overlay District: _____
- e. The owner's title to the land is derived by deed dated _____ and recorded in the Worcester District Registry of Deeds, Book _____, Page _____ or Land Court Certificate of Title No. _____, registered in Worcester District, Book _____ Page _____.
- f. Is it the intention for the proposed ways to be accepted as public? Yes No Combination of Public/Private.
- g. Was a Preliminary Subdivision Plan previously filed for this property? Yes No
 - i. If yes, provide the date of decision: _____
 - ii. Was conceptual approval granted? Yes No
- h. Are any non-buildable parcels being created? Yes No If yes how many? _____
- i. Total parcel(s) size in SF: _____ Total Area of disturbance: _____

j. Lot Information

Lot #	Lot Use Residential (R) Commercial (C) Industrial (I)	Zoning District	Area in SF		Frontage		Number of Dwelling Units
			Required	Proposed	Required	Proposed	
TOTAL							

k. Project Impacts

	Existing	Change +/-	Total
Square feet of impervious area			
Square feet of disturbed area			
Square feet of wetlands			
Square feet of surface (open) water			
Square feet of area vegetated/wooded			
Cubic yards of fill material to be imported/exported			
Square feet of property in floodplain			
Linear feet of roadway (in feet or miles)			
Sanitary Sewer Daily Flow			
Total vehicle daily trips. <i>Please consult staff for specific thresholds requiring review.</i>			

VI. Waivers – Please list all waivers requested from the Subdivision Regulations

Section	Waiver Requested	Justification

VII. Other Permits or required filings for Boards/ Committees or State/Federal Agencies. *

Name of Permit	Agency	Has an application been submitted?	If approval has been issued, provide date and include decision

***Note: Site Plan approval is required for all lots within an approved subdivision prior to the issuance of a building permit**

