

# City of Worcester



## **Subdivision Regulations**

**Adopted October 1, 1992**

**Amended November 17, 1993**

**Amended November 2, 1994**

**Amended November 15, 2000**

**Amended July 18, 2007**

**Amended June 24, 2009**

**Amended January 5, 2011**

**Amended June 15, 2011**

**Amended April 24, 2013**

## REGULATIONS GOVERNING THE SUBDIVISION OF LAND

### **Purpose and Objectives**

The following rules and regulations have been promulgated for the purpose of implementing and administering the Subdivision Control Law (MGL, Chapter 41, Sections 81K-81GG) which has been put into effect for the purpose of protecting the safety, convenience and welfare of the inhabitants of the City of Worcester by regulating the laying out and construction of ways in subdivisions providing access to the several lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions and in proper cases parks and open spaces. The powers of the Planning Board and the Board of Appeals under the Subdivision Control Law, shall be exercised with due regard for the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel; for lessening congestion in such ways and in adjacent public ways; for reducing danger to life and limb in the operation of motor vehicles; for securing safety in the case of fire, flood, panic or other emergencies; for insuring compliance with the City of Worcester Zoning Ordinance; for securing adequate provision for water, sewerage, underground utility systems, fire, police and other similar municipal equipment; street lighting, drainage and other requirements where necessary in a subdivision; and for coordinating the ways in a subdivision with each other and with the public ways in the City and with the ways in neighboring subdivisions. Such powers may also be exercised with due regard for the policy of the Commonwealth to encourage the use of solar energy and protect the access to direct sunlight of solar energy systems. It is the intent of the Subdivision Control Law that any subdivision plan filed with the Planning Board shall receive the approval of the Board if the plan conforms to the recommendation of the Department of Health and Code Inspection and to the following rules and regulation; provided however, that the Planning Board may, when appropriate, waive, as provided for in GL, Chapter 41, section 81R, such portions of the following rules and regulations as is deemed advisable.

### **Authority**

The following rules and regulations governing the subdivision of land were adopted by the City of Worcester Planning Board pursuant to, and in compliance with, the authority conveying under GL, Chapter 41, section 81Q, as amended.

### **Section I – General**

#### **A. APPLICABILITY**

1. No person shall make a subdivision, within the meaning of the Subdivision Control Law, of any land in the City of Worcester, or proceed with the improvement or sale of lots in a subdivision, or the construction of ways or the installation of municipal services, unless and until a Definitive Plan of such subdivision has been submitted to the Planning Board in accordance with these rules and regulations and until the Planning Board has approved the plan or failed to take action thereon within the time set forth under the Subdivision Control Law.
  2. Every such subdivision shall be laid out in conformity with and constructed in accordance with these rules and regulations.
  3. Pursuant to the authority conveyed under GL, Chapter 41, section 81-Q, not more than one (1) building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on any lot in a subdivision, or elsewhere in the City of Worcester, without the consent of the Planning Board. Provided further, that such consent may be conditional upon the providing of adequate ways furnishing access to each site for such building, in the same manner as otherwise required for lots in a subdivision, all as set forth in these rules and regulations.
- B. ADMINISTRATION – It shall be the responsibility of the Planning Board to administer these rules and regulations.
- C. REFERENCE – For matters not expressly covered by these rules and regulations, reference is made to MGL, Chapter 41, and sections 81K-81GG inclusive as amended. All powers and authority conveyed to a Planning Board thereunder are considered exercised herein.
- D. WAIVER OF COMPLIANCE – The Board may, in its discretion in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of the Subdivision Control Law, waive strict compliance with these regulations. Before waiver is granted, however, the requirements of these regulations in regard to ways will, in each particular case, be reviewed by the Board so as to give due regard to the prospective character of the subdivision, whether open residence, dense residence, business or industrial, and to the prospective amount of travel thereon.

## **Section II – Adoption**

- A. EFFECTIVE DATE – These regulations were approved and adopted by the Planning Board on October 1, 1992. These regulations supercede all previous Subdivision Regulation of the Board, which are hereby repealed.

### **Section III – Definitions**

In addition to the definitions set forth in GL, Chapter 41, section 81L, the following words and terms are defined and shall share the meaning ascribed herein. For those words and terms contained in both the statute and these rules and regulations, the meaning set forth herein are meant to be in furtherance of said statutory definitions and not to the exclusion thereof.

**ALLEY** – Any private way affording a secondary means of vehicular access between abutting properties and not intended for general traffic circulation.

**BLOCK** – A portion of land measured along a public way right-of-way line, extending from one intersecting public way to the next intersecting public way along the same right-of-way line.

**BUILDING** – A combination of any materials, whether portable or fixed, having a roof and enclosed within exterior walls or firewalls which is built, erected or framed to form a structure for the shelter of persons, animals or property.

**CONSERVATION AREA** – Land areas designated for acquisition and/or protection as open space by the City of Worcester because of significant physical and/or biological factors such as outstanding or unusual biological diversity or groundwater protection.

**CONVALESCENT HOME/INSTITUTION** – A building or structure other than a nursing home or hospital used for twenty-four (24) hour care of patients convalescing from sickness or disability.

**CUL-DE-SAC** – A dead end street which includes a vehicle turnaround area.

**DRAINAGE** – The removal of surface water or groundwater from land by drains, grading, or other means. Drainage includes the control of run-off to minimize erosion and sedimentation during and after development and includes the means necessary for water supply preservation or prevention or alleviation of flooding.

**DRIVEWAY** – That portion of a vehicle accommodation area that consists of a travel lane bounded on either side by an area that is not part of the accommodation area.

**DWELLING** – A building and its attendant premises, designed and used in whole or in part for human habitation.

**EARTH EXCAVATION** – The removal of earth including soil, loam, sand, gravel, clay, stone, quarried rock or other subsurface products except water.

**EARTH FILL (DUMPING)** – The placing, filling or dumping of earth including soil, loam, sand, gravel, clay, stone, quarried rock or other subsurface products except water.

EARTH MOVING/EARTH ALTERATION – The term “alter” shall include, without limitation, the following activities:

- a. Removal, excavation or dredging of soil, sand, gravel or aggregate materials of any kind;
- b. Changing of pre-existing drainage characteristics, sedimentation patterns, flow patterns or flood retention characteristics;
- c. Dumping, discharging or filling with any material which may degrade water quality;
- d. Placing of fill or removal of material which would alter elevation;
- e. Driving of piles, erection of or additions to buildings or structures of any kind;
- f. Placing of obstructions or objects in water;
- g. Removal of vegetation from a combined total area exceeding ten thousand (10,000) square feet on a single or adjacent lots;
- h. Changing water temperature, biochemical oxygen demand or other physical or chemical characteristics of water; but specifically excluding the use of de-icing materials and chemicals for roadway maintenance during the winter months;
- i. Any activities, changes or work which may cause or tend to contribute to the pollution of any body of water or ground water;
- j. For the purposes of this ordinance more than one contiguous area under development constitutes a single project.

EASMENT – Authorization by a property owner of the use by another for a specified purpose of any designated part of his property.

EROSION – The detachment and movement of soil or rock fragments by water, wind, ice and/or gravity.

FLOOD OR FLOODING – A general and temporary condition of partial or complete inundation of normally dry land from: (1) the overflow of inland waters; or (2) the unusual and rapid accumulation of run-off of surface waters from any source.

FLOOD, AREA OF SPECIAL HAZARD – The land in the floodplain within the community subject to a one (1) percent or greater chance of flooding in any given year.

FLOOD, BASE – A flood having a one (1) percent chance of being equaled or exceeded in any given year. Also known as the one hundred (100) year flood in this Ordinance.

**FLOOD FRINGE, REGULATORY** – The portion of the regulatory floodplain outside the regulatory floodway. Floodwaters in this area are usually shallow and slow moving.

**FLOOD HAZARD BOUNDARY MAP** – An official map of the community issued by the Federal Emergency Management Agency (FEMA) on which areas of special flood hazards and risk premium zones applicable to the community have been delineated.

**FLOOD INSURANCE STUDY** – The official report of the community provided by the Federal Emergency Management Agency (FEMA) which contains flood profiles, water surface elevations of the base flood and the Flood Hazard Boundary Floodway Map.

**FLOOD, ONE HUNDRED YEAR** – A flood having a one (1) percent chance of being equaled or exceeded in any given year. Also known as the base flood in this Ordinance.

**FLOODING, AREA OF SHALL** – An area of special flood hazards having shall water depths and/or unpredictable flood paths between one (1) and three (3) feet, and where velocity of flow may be evident. Said area also does not have a clearly defined channel.

**FLOODPLAIN** – Any normally dry land susceptible to being periodically inundated by water.

**FLOOD PROOFING** – Any combination of structural and non-structural additions, or adjustments to structures or land which reduce or eliminate flood damage to real estate, or improved real property, water and sanitary facilities, structures and their contents.

**FLOODWAY, REGULATROY** – The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

**FRONTAGE, STREET** – A continuous portion of a lot abutting one (1) street measured along the front lot line dividing the lot from the right of way.

**GRADE** – The steepness of a slope of land as determined by a topographic map.

**IMPERVIOUS SURFACE** – Impervious surfaces are those which do not absorb water. They consist of all buildings, parking areas, driveways, road, sidewalks and any area of concrete or asphalt.

**LOT** – A single and contiguous parcel of land under one (1) ownership which is not divided by street or way appearing on the official map. Such a parcel is still a single lot even though interior lot lines exist.

**LOT LINE** – The boundary of a lot that separates it from adjoining lots.

OPEN SPACE – The space on a lot, unoccupied by structures and/or other site improvements, unobstructive to the sky by man-made objects other than walks, swimming pools and terraced areas, not devoted to streets, driveways or off-street parking and loading spaces.

OWNER – The duly authorized agent, attorney, purchaser, devise, trustee, lessee or any person having vested or equitable interest in the use, structure or lot in question.

PARKING AREA AISLES – A portion of the vehicle accommodation area consisting of lanes providing access to parking spaces.

PARKING SPACE – A portion of a parking facility set aside for parking one (1) vehicle.

PUBLIC WAY – A way to which the public has the right of access; shall include a private way that is open to public use.

SEDIMENTATION – The deposition of soil that has been transported from its site of origin by water, ice, wind, gravity or other natural means as a result of erosion.

SITE PLAN APPROVAL – A process designed and carried out by the City of Worcester for evaluating the impact and benefits to the City of a development proposal, as provided in Article V of the City of Worcester Zoning Ordinance.

STREET – A public way, alley, lane, court, sidewalk, public square, or other places that are parts of highways, including all of the rights of way between property lines, that are shown on the Official Map of Worcester and are used for vehicular and pedestrian traffic.

STRUCTURE – A combination of materials assembled at a fixed location to give support or shelter, such as a building, bridge, trestle, tower, framework, tank, tunnel, tent, stadium, reviewing stand, platform, bin, sign, flagpole, antenna and the like. A fence or wall over six (6) feet high is considered to be a structure.

SUBDIVISION – The division of a tract of land into two (2) or more lots requiring a way.

## **Section IV – Plans Not Requiring Approval**

### **A. PLAN BELIEVED NOT TO REQUIRE APPROVAL**

Any person who wishes to be recorded in the registry of Deeds or filed with the Land Court a plan of land situated in the City of Worcester and who believes that the plan does not require approval under the subdivision Control Law may submit the plan to the Planning Board for a determination thereof.

### **B. CRITERIA FOR ENDORSEMENT “APPROVAL NOT REQUIRED”**

1. The division of a tract of land into two (2) or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law if, at any time when it is made, every lot within the tract so divided has frontage and access on:
  - a. A public way or a way which the City Clerk of the City of Worcester certifies is maintained and used as a public way; or
  - b. A way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law; or
  - c. A way in existence on June 26, 1939 when the Subdivision Control Law became effective in the City of Worcester having, in the opinion of the Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the building erected or to be erected thereon.

The required frontage shall be of at least such distance as if then required by the Worcester Zoning Ordinance for the erection of a building on such a lot. If no distance is so required, such frontage shall be of at least twenty (20) feet.

2. Conveyances or other instruments adding to, taking away from or changing the size and shape of lots in such a manner as not to leave any lot so affected without the frontage above set forth, or the division of a tract of land on which two or more buildings were standing on June 26, 1939 when the Subdivision Regulations went into effect in Worcester, into separate lots on each of which one of such buildings remain standing, shall not constitute a subdivision.

C. APPLICATION FOR DETERMINATION OF JURISDICTION

1. Application for a determination of jurisdiction by the Planning Board shall be made on the forms approved by the Board (See attachment Form A) accompanied by a black line mylar original of the plan. The applicant shall state in the application the particular provisions of law under which the submitted plan does not require approval and shall submit sufficient evidence in support thereof.
2. The submission of such a plan shall be accompanied by a check payable to the City of Worcester in the amount of Thirty-five (\$35.00) Dollars to cover the costs of handling.



3. No plan hereunder shall be deemed to have been submitted to the Planning Board until the plan, prints, applicable forms, fee and application, together with all the necessary evidence noted above have been delivered to the Planning Board at a regular or special meeting thereof, and all are fully completed in accordance with these rules and regulations. Thereafter, the applicant shall forthwith file, by delivery or registered mail, a notice with the City Clerk stating the date of the submission of the application. This notice must also be accompanied by the copy of the accepted application. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefore.
4. The plan shall provide the Planning Board with sufficient information to determine that it is entitled to an “approval not required” endorsement. Such information shall include, but need not necessarily be limited to the following:
  - a. Boundaries, dimensions and frontage of any lots which are being established, revised or recorded without change.
  - b. The names of all owners of abutting land as established from the most recent tax list.
  - c. Names of all ways which abut the applicant’s land.
  - d. A title block including:
    - i. Applicant’s name and address.
    - ii. Name, signature and seal of a Massachusetts professional land surveyor.
    - iii. Plan date.
    - iv. Scale.
    - v. Space for the endorsement of the Planning Board and the date of the endorsement.
    - vi. Assessor’s plate and lot designation.
    - vii. Current zoning district.
5. Whenever applicable, a statement that lots shown on the plan are part of a subdivision and are subject to terms and conditions of its approval plus a reference to the subdivision name and approval date.

D. ENDORSEMENT OF PLAN

1. If the Board determines that the plan does not require approval under the Subdivision Control Law, it shall forthwith, without a public hearing, endorse thereon or cause to be endorsed thereon by a person authorized by

it, the words “approval under the Subdivision Control Law not required: or words of similar import with appropriate name or names signed thereto. Such endorsement shall not be withheld unless the plan shows a subdivision. The Planning Board may add to such endorsement a statement of the reason approval is not required.

2. Where the Planning Board’s determination of “approval not required” is based on qualifying conditions, or where necessary for clarity, the Planning Board may include as part of its endorsement a statement on the plan reflecting this condition. Such a statement may note, but need not be limited to, that the endorsement applies only to certain lots shown on the plan, or that a particular lot is not to be used as a separate lot but added to an adjacent lot, or that the lots shown are part of a subdivision and subject to the conditions and restrictions applicable to such subdivision.
3. An endorsement of a plan that does not require approval under the Subdivision Control Law by the Planning Board should not be construed as an endorsement of zoning. Each plan should carry the statement by the Board that “The above endorsement is not a determination of conformance with Zoning Regulations.”

E. ENDORSEMENT OF PLAN DENIED

1. If the Planning Board determines that the plan does require approval under the Subdivision Control Law, it shall within twenty-one (21) days of the plan’s submission, give written notice of its determination to the City Clerk and the applicant.
2. The applicant may thereafter submit the plan for approval as provided under the Subdivision Control Law and these rules and regulations. Alternatively, the applicant may appeal the Planning Board’s determination in the same manner provided in MGL, Chapter 41, section 81BB.

F. CONSTRUCTIVE APPROVAL

1. If the Planning Board fails to act upon a plan submitted under this section, or fails to notify the City Clerk and the person submitting the plan, within twenty-one (21) days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and it shall forthwith make such endorsement on said plan. Upon failure to make such endorsement, the City Clerk shall issue a certificate to the same effect.

2. The plan bearing such endorsement or the plan and such certificate, as the case may be, shall be delivered by the Planning Board, or in case of the certificate, by the City Clerk to the applicant.

## **Section V - Procedure For The Submission And Approval Of Preliminary Plans**

### **B. GENERAL**

1. Any applicant wishing to create a subdivision showing lots in a residential zone may, but is not required to, submit a Preliminary Plan to the Planning Board. Any applicant wishing to create a nonresidential shall submit a Preliminary Plan to the Planning Board.
2. While the submission of a Preliminary Plan is not required in all cases, it is strongly recommended. The submission of a Preliminary Plan will afford the applicant the opportunity to have the Planning Board, the Department of health and Code Enforcement and other municipal agencies to review and discuss the proposed subdivision before a Definitive Plan is prepared.

### **B. APPLICATION FORM**

1. All applications for Planning Board approval of a Preliminary Plan shall be made on the form approved by the Planning Board (see Attachment form B-1), and shall be signed by the owner or owners of all land within the proposed subdivision, or by the owner's authorized agent(s). All applications shall be accompanied by a check payable to the City of Worcester.
2. In addition to a completed Form B-1, the applicant for Preliminary Plan approval shall file with the Planning Board the following:
  - a. An original and seven (7) contact prints of the Preliminary Plan for examination by the Planning Board and other appropriate officials.
  - b. One (1) original and seven (7) copies of a separate plan containing profiles of all proposed streets, ways, roads, drains and sewers, together with a cross section of any open channel streams and other information as may be necessary and essential may be submitted. The applicant may include this information on the Preliminary Plan in lieu of a separate plan, provided all required information on the Preliminary Plan is identifiable and susceptible to review by the Planning Board.

- c. The applicant is strongly encouraged to show, if possible, soil conditions, in a general way, using, if desired, U.S. Department of Agriculture Soil Conservation Study of May, 1966 as most recently amended to describe:
  - i. Relationship of soils to surface run-off;
  - ii. Relationship of soils to seasonal high water table;
  - iii. Soil limitations for intensive play areas;
  - iv. Soil limitations for home sites.

This information may be presented to the Planning Board as a separate submission; however, it must accompany the Preliminary Plan.

3. A list, certified by the City of Worcester Assessor's office, containing the names of all abutters and abutters to abutters within three hundred (300) feet of the land included in the proposed subdivision as appearing on the most recent tax list.

C. FILING AN APPLICATION FOR PRELIMINARY PLAN APPROVAL

1. Two (2) copies of an application (Form B-1) shall be submitted; one (1) copy shall be filed with the City Clerk.
2. The original and seven (7) copies of the Preliminary Plan with profiles of proposed sewers and streets shall be filed with the Board twenty-one (21) days prior to a Board meeting. During said period, the Board may notify the abutting owners of said subdivision in writing that they may inspect the preliminary Plan in the Office of Planning and Community Development.
3. The applicant shall file one (1) copy of the Preliminary Plan with the Commissioner of the Department of Health and Code Enforcement for consideration.
4. The developer shall give written notice to the City Clerk, by delivery or by certified mail, that he has submitted a Preliminary Plan. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefore.

- D. PLAN REQUIREMENTS – The Preliminary Plan shall be prepared by a registered professional civil engineer and/or registered professional land surveyor, shall be drawn to a scale of one (1) inch equals forty (40) or larger feet as to

permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, preliminary Plan;
2. Subdivision name, boundaries, north point-basis of bearing, date, scale (locus plan scale 1"=1000') and legend; the entire limits of remaining contiguous land owned by the applicant on a separate plan if necessary;
3. Name and address of the record owner(s), of the developer and of the registered professional civil engineer and/or registered professional land 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 Assessor's office; all others to whom notices should be sent as specified by the planning Board may be included.
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (20 foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of subdivision, including recreation and wetland areas;
12. Major site features should be submitted, such as existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;

13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one (1) zoning district, all zoning boundaries shall be shown and the districts designated accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future street layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.

E. PLANNING BOARD DECISION

1. The Planning Board, having reviewed the submitted Preliminary Plan, shall, within forty-five (45) days from the date of submittal of plan, notify, by certified mail, the applicant and the City Clerk indicating to them that:
  - a. The Preliminary Plan has been approved as submitted; or
  - b. The Preliminary Plan has been approved with modifications suggested by the Board and agreed upon by the applicant; or
  - c. The Preliminary Plan has been disapproved and stating its reasons therefore.
2. This preliminary consideration by the Board does not in any way constitute such approval as to authorize the applicant to proceed with grading of streets or other work within the subdivision. No such authorization exists until:
  - a. The Board has given its approval of a Definitive Plan after a public hearing;
  - b. The applicant has filed and received site plan approval under Article V – Site Plan Approval, City of Worcester Zoning Ordinance;
  - c. The applicant has filed an agreement between himself and the City of Worcester as to the type of security chosen by the applicant (See Section VII);
  - d. The Definitive Plan is duly recorded at the Worcester District Registry of Deeds.

The formal approval of the Definitive Plan by the Board, Site Plan Approval under Article V of the City of Worcester Zoning Ordinance and the endorsement of its approval upon the plan are prerequisites to the issuance of building permits and to the construction of municipal services and improvements.

3. FEE

Every application for approval shall be accompanied by a fee of Five Hundred Dollars (\$500.00) plus Twenty-five Dollars (\$25.00) for each lot in the subdivision. The purpose of this fee is to recover all review costs associated with the subdivision. A fee for each subsequent preliminary resubmission shall be \$100, one (1) hundred dollars, for plans revised and resubmitted. Any revision(s) initiated by the applicant, voted by the Board to be substantial, will be considered and processed as a new original Preliminary Plan. The Planning Board shall have the right to waive any portion of this fee based upon the extent of the modifications.

The above fees are subject to revision in the event the Planning Board incurs extraordinary expenses in the review of any plan or inspections. The applicant will be notified in the event that extraordinary expenses are likely to be incurred and the applicant will be required to reimburse the City of such additional charges which result from associated professional services.

## **Section VI – Definitive Plan**

- A. APPLICATION FOR APPROVAL AND FEE – The developer shall, within seven (7) months after the submittal of the Preliminary Plan, file with the Planning Board two (2) copies of the formal application for approval of the Definitive Plan, using forms (Form B-2) available at the Office of Planning and Community Development. This application must be accompanied by an original and seven (7) copies of the Definitive Plan, the original in black waterproof ink on linen or mylar. Also, seven (7) copies and two (2) sepias of the following prepared by a registered professional engineer and/or professional land surveyor; traverse closure computations, drainage report and computations, proposed street plan and profiles, sanitary sewerage systems, surface drainage system and legal description of proposed ways and easements. Every application for proposal shall be accompanied by a check payable to the City of Worcester in the amount of Five Hundred Dollars (\$500.00) plus Twenty-five Dollars (\$25.00) for each lot in the subdivision. Review costs will be accrued and drawn against the application fee. If no Preliminary Plan is submitted, the fee is \$1,000.00 plus \$50.00 per lot.

A fee for each subsequent definitive plan resubmission shall be \$100.00, one (1) hundred dollars, for plans revised and resubmitted. Any revision(s) initiated by the applicant, voted by the Board to be substantial, will be considered and processed as a new original Definitive Plan. The Planning Board shall have the right to waive any portion of this fee based upon the extent of the modifications.

The above fees are subject to revision in the event the Planning Board incurs extraordinary expenses in the review of any plan or inspections. The applicant will be notified in the event that extraordinary expenses are likely to be incurred and the applicant will be required to reimburse the City for such additional charges which result from associated professional services.

If the Definitive Plan is not submitted within seven (7) months after the submittal of the Preliminary Plan, the Definitive Plan shall be subject to any amendments to the Subdivision Regulations effective on the date of submission of the Definitive Plan. Definitive Plans submitted within seven (7) months of the submission of the Preliminary Plan shall be governed by the Subdivision Regulations effective on the date of submission of the Preliminary Plan.

- B. NOTICE TO CITY CLERK – Written notice of the filing of the Definitive Subdivision Plan and the formal petition with the Board to approve the subdivision shall be given by the applicant to the City Clerk by delivery or by registered mail, prepaid. Such notice shall describe the land to which the plan relates sufficiently for identification and shall state the date when such plan was submitted and the name and address of the owner of such land. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefore.
  
- C. NOTICE TO COMMISSIONER OF PUBLIC HEALTH AND CODE ENFORCEMENT – When a Definitive plan is submitted to the Planning Board, a copy thereof shall also be filed with the Commissioner of Health and Code Enforcement by the applicant. The Commissioner shall, within forty-five (45) days after the plan is so filed, report to the Planning Board and to the applicant, in writing, approval, disapproval or modification of said plan. In the event of disapproval, the commissioner shall make specific findings as to which, if any, of the lots shown on such plan cannot be used for building sits without injury to the public health, and shall include such specific findings and the reasons therefore in such report, and, where possible, shall make recommendations for the adjustment thereof. Failure to report by said Commissioner within the required time shall be deemed approval of the Definitive Plan.
  
- D. NOTICE OF MISCELLANEOUS APPROVALS – It shall be the responsibility of the developer to make all arrangement for necessary approval of sewer extensions from the Department of Environmental Protection (DEP) and to comply with all provisions under the regulations of the Massachusetts Wetlands



Protection Act. In addition, the developer must file under the City of Worcester's Wetlands Protection Ordinance.

E. PUBLIC HEARING AND NOTIFICATION

1. The applicant shall present evidence of notification of "parties of interest" to the Planning Board by certified list from the Worcester Assessor's office. Parties of interest shall mean the developer, owners of land abutting upon the land included in such plan and abutters to abutters within three (3) hundred feet as appearing on the most recent tax list.
2. Upon receipt of the Definitive Plan, the application for approval and other required documents, the Planning Board will set a date for a public hearing. The Board will set a date for a public hearing. The Board will cause the time and place of said hearing to be advertised in a newspaper of general circulation in each of two (2) successive weeks, the first publication being not less than fourteen (14) days before the date of said hearing.
3. A copy of such advertisement shall be mailed to the applicant and owners of land abutting upon the land included in such plan and abutters to abutters as appearing on the most recent tax list of the City Assessor.

F. PROCESSING OF DEFINITIVE PLAN AND IMPROVEMENT DRAWINGS AND PLANS

1. The Director of the Office of Planning and Community Development (OPCD) shall check the Definitive Plan as to description, certification, computations, conformity with zoning requirements, monuments, conformity with the approved Preliminary Plan and other pertinent aspects a required. The Office of Planning and Community Development shall check the improvement drawings and plans to insure that they conform to the Definitive Plan and that they meet the minimum requirements established per all sections of these regulations.
2. Copies of the following shall be forwarded to the Commissioner of Public Works by the Office of Planning and Community Development for verification and review of pertinent information:
  - a. Definitive Plan;
  - b. Perimeter closure computations;
  - c. Drainage report and computations;
  - d. Proposed street plan and profiles;
  - e. Sanitary sewerage system;
  - f. Surface drainage system;
  - g. Legal description of proposed ways and easements.

- G. 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 seven (7) copies of the 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 suitable 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, length of curves, for each street in the subdivision, together with all buildings, walks, drives and other existing fixtures within forty (4) feet of the sidelines of such street.
21. The layout plan shall also show the size, type, 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 and conditions of the Board and the signatures of the members of the Board and any revision date in a title block as specified in Form C in the Appendix.
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.

#### H. 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. The originals and seven (7) contact prints thereof, dark line on white background must be submitted. The Board will forward prints to other City officials for their review. The original drawings, except the street plans and profile sheets, will be returned to the applicant and, if approved, may then be recorded. Each sheet, except the title sheet, shall incorporate a title block as shown in the Appendix (see Form D-1). 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. In the event that a Key Plan is not used, 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 line 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 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.
- I. PLANNING BOARD DECISION - The Planning Board shall review the Definitive Plan, the improvement drawings and plans and all other pertinent information, including a determination of conformity with the requirements of these regulations and shall consider the recommendations and/or comments of all City departments and/or other agencies and shall take action on the Definitive Plan within ninety (90) days from the date of submission of the Definitive Plan, or a mutually agreed upon extension with the developer; otherwise the plan shall be deemed to have been approved by the Planning Board. One of the following actions shall be taken by the Board:



- 1) Conditional Approval - The Planning Board may modify the Definitive Plan if such plan does not comply with the Subdivision Regulations or the rules and regulations of the Planning Board or the recommendations of the Commissioner of Public Health and Code Enforcement, and grant approval conditional on the modification of such plan.
- 2) Approval - The Planning Board may approve the Definitive Plan as submitted. When the Definitive Plan is approved by the Board, prior to recording of said plan at the Worcester District Registry of Deeds, the developer shall elect before endorsement of approval either Option “A”, “B” or “C” as set forth in Section VII – Options and Regulations Governing Performance.
- 3) Disapproval - The Planning Board may disapprove the Definitive Plan stating in detail wherein the plan does not conform to the rules and regulations of the Planning Board or to the recommendations of the Commissioner of Public Health and Code Enforcement. Such disapproval shall be rescinded by the Board if the Definitive Plan is amended to conform to such rules and regulations or recommendations.

## **Section VII – Options and Regulations Governing Performance**

Prior to the endorsement of the Definitive Plan of a subdivision or more than one building on a lot by the Planning Board, the Board shall require the owner to file all deeds of easements within the subdivision with the City Solicitor of the City of Worcester, Massachusetts. In order to assure that the construction of ways, installation of services, monuments, street lights, street signs and planting of trees within the subdivision or multi-building residential developments are completed, the Board shall require the developer to post a bond as prescribed in the following subsections, which method may be selected and from time to time varied by the applicant. The amount of bond to be posted shall be determined by the Planning Board upon the advice of the Commissioner of Public Works.

- A. OPTION “A” COVENANT – (Owner to construct sewers, sidewalks, water lines, installation of street lights, street signs, monuments and planting of trees). The owner will execute and cause to be recorded in the Registry of Deeds an agreement with the Board and binding upon the land that no lot in the subdivision shall be conveyed and no building shall be erected or placed on any lot until:
  1. The street or streets have been graded to full width and surfaced (including the construction of sidewalks, unless omitted by express permission of the Board) as prescribed in Section IX.

2. Sanitary and surface sewers and other drainage fixtures (including laterals) have been installed as prescribed in Section IX.
  3. Water lines have been installed by the developer from the existing street line throughout the subdivision as prescribed in Section IX.
  4. Streetlights shall be installed within the street right-of-way as prescribed in Section IX and the maintenance and cost of the lights may be subject to additional bonding by the City Council.
  5. Street names and street signs shall be installed at all street intersections and shall conform to the specifications as prescribed in Section IX.
  6. Trees shall be planted as prescribed in Section IX.
  7. Permanent granite W.H. type monuments shall be set in the ground on a two (2) foot offset from street line at all changes of direction, with their tops flush with the finish grade. These monuments shall be set at all intersections of street lines with the boundary lines of the tract subdivided and at all points on such tract boundary lines and street lines as there is a change in direction or curvature. The board reserves the right, however, to require additional monuments when reasonable necessary to facilitate the location of any lot line or corner. The location of all monuments shall be so preserved that the monuments shall be in their proper positions and undamaged at the completion of the work. Plans and specifications of the permanent granite monuments are shown on the accompanying illustrations.
- B. OPTION "B" – (owner to post bond for construction of sewers, streets, water lines, sidewalks, installation of street lights and street signs and planting of trees). The commissioner of Public Works shall prepare an estimate for construction of the above items and submit such a report, in writing, to the Board. The owner shall deposit with the City Treasurer ten (10) percent of the total estimate in cash or a bank account assigned to the City Treasurer and the remainder shall be a proper bond with a surety company or negotiable securities sufficient in the opinion of the Board to secure the completion of the surfacing of street (including sidewalks unless omitted by express permission of the Board), the installation of sewers, water lines, street lights and street signs and planting of trees as prescribed in Section IX and the setting and preservation of the monuments as specified in Option "A-7" above; which bond is to be approved by the City Manager and City Solicitor.
- C. OPTION "C" – Any combination of Option "A" and "B" which may be selected and from time to time be varied by the owner.

D. NOTIFICATION, ENDDORSEMENT AND RECORDING

1. A detailed record of the proceedings of the Board relative to the approval or disapproval of the subdivision setting forth the reasons for the decision in the event of disapproval or modification will be filed in the Office of Planning and Community Development. A certificate of the action taken by the Board on each petition will be filed with the City Clerk and notice thereof will be sent to the owner by registered or certified mail.
2. The approval of the Board will not be endorsed upon the Definitive Plan until the twenty (20) day appeal period provided in General Laws of Massachusetts, Chapter 41, Section 81BB has expired or, if an appeal has been taken, until after the entry of the final decree sustaining the approval of the subdivision. After the expiration of the appeal period and the endorsement on the plan by the City Clerk that notice of appeal has been received by him or entry of the final decree, as the case may be, the Board will endorse its approval of the Definitive Plan with the conditions of approval, if any, and the date of approval, and will cause on the consent of the owner the original drawing of the Definitive Plan to be recorded at the Worcester Registry of Deeds..
3. The petitioner shall submit a check to the Office of Planning and Community Development payable to the Register of Deeds in an amount sufficient to cover the fee for recording the plan. A schedule of fees is on file in the Office of Planning and Community Development.
4. If the endorsement of approval on the Definitive Plan contains a condition, the Board will, upon fulfillment of the terms of the condition, issue to the owner a certificate to that effect in form suitable for recording. If the owner has elected to follow the procedure under Option "B" or "C" above, the Board may release the bond or other security when it has been notified by the Commissioner of Public Works that the required work has been completed.
5. The Board reserves the right on its own motion or on the petition of any person interested to modify, amend or rescind its approval of a subdivision or to require a change therein as a condition of the subdivision retaining approved status. No such modification, amendment or rescission will affect lots which have been conveyed or mortgaged in good faith and for a valuable consideration subsequent to the approval of the subdivision without the consent of the owners and mortgages, if any, of such lots. (Massachusetts General Laws, Chapter 41, Section 81W)

E. CONSTRUCTION PROCEDURE

1. The owner shall give the Commissioner of Public Works timely notice of the beginning of any of the steps in grading, surfacing, setting of

monuments and installation of utilities under Option “A”, “B” or “C” above so as to make practicable all essential inspection by the Commissioner of Public Works for the purpose of enabling him to assure the Board upon the completion of work that the work has been properly done to the minimum standard prescribed in Section IX.

2. If any damage is done to any part of or major portions of the improvements by construction traffic, local traffic or any other means, the developer shall repair or replace the damaged parts prior to any release of any covenant or bond.
- F. REDUCTIN OF BONDS OR SURETY – The penal sum of any such bond, or the amount of any deposit held under the above conditions, may, from time to time, be reduced by the Planning Board and the obligations of the parties thereto released by said Board in whole or in part.
- G. APPLICANT RESPONSIBILTY PRIOR TO ACCEPTANCE
1. As Built Plans, Decree And Decree Plans – File with the Department of Public Works Engineering Division a certified coy of the Layout Plan of each street as built in the subdivision (or, in the case of approval with covenant, of the street or streets serving the lots for which a release is desired). An accurate as built plan, decree or decree plan shall be prepared by a Registered Professional Engineer and/or Registered Professional Land Surveyor and shall bear a statement certifying that streets, storm drains, sanitary sewers, water mains and their appurtenances have been constructed and monuments installed in accordance with these rules and regulations.
  2. Inspection Record Form – Obtain and submit to the Board written evidence in the form of a completed subdivision Inspection Record Form (see Form G) that the required improvements have been fully completed to the satisfaction of the City Engineer or his designated representative.
  3. Conveying Title To Utilities – The applicant shall execute an instrument transferring to the City without costs valid unencumbered title to all sanitary sewers, storm drains and water mains and appurtenances theretofore constructed and installed in the subdivision or approved portion thereof and conveying to the City without cost and free of all liens and encumbrances perpetual rights and easements to construct, inspect, repair, renew, replace, operate and forever maintain such sanitary sewers, storm drains and water mains with any manholes, pipes, conduits and other appurtenances and to do all acts incidental thereto in, through and under the whole of all streets in the subdivision or approved portion thereof. And if any such sewers or water mains have been constructed and installed in land lot within such streets, then in, through and under a strip

of land extending ten (10) feet in width on each side of the centerline of all such sewers and water mains.

4. Additional Testing – Any sampling or testing required shall be provided by the applicant under the direction of the Department of Public Works or their designated representatives.

- H. RELEASE OF PERFORMANCE GUARANTY – upon completion of improvements required under Section IX, security for the performance of which was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the developer may request and agree on terms of release with the Planning Board, or he may send by registered mail to the City Clerk a written statement in duplicate that said construction or installation in connection with which such bond, deposit or covenant has been given, has been completed in accordance with the requirements herein set forth, such statement to contain the address of the applicant, and the City Clerk shall forthwith furnish a copy of said statement to the Planning Board. If the Planning Board determines that said construction or installation has not been completed, it shall specify to the applicant, in writing, the details wherein said construction and installation fails to comply with the requirements contained under Section IX. Upon failure of the Planning Board to act on such application within forty-five (45) days after receipt of the application by the City Clerk, all obligations under the bond shall cease and terminate by operation of law, any deposit shall be returned and any such covenant shall become void. In the event that said forty-five (45) day period expires without such specification, or without the release and return of the bond or return of the deposit or release of the covenant as aforesaid, the City Clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded. Final approval of the Definitive Plan does not constitute the laying out or acceptance by the City of Worcester of streets within a subdivision. (Streets become public only after a proper decree by the City Council to that effect).

### **Section VIII – More Than One (1) Building On A Lot Procedure**

General Information – Not more than one (1) building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on any lot in a subdivision, or elsewhere in the City, without the consent of the Board, and such consent may be conditional upon the providing of adequate ways furnishing access to each site for such building.

#### Preliminary Plan – More Than One (1) Building on a Lot

- A. APPLICATION FOR PRELIMINARY APPROVAL AND FEE - A preliminary plan for more than one (1) building on a lot, hereby known as multiple building, shall be submitted by the developer to the Planning Board and to the Commissioner of Public Health and Code Enforcement for discussion and tentative approval, modification, or disapproval by each. The submission of such

a Preliminary Plan will enable the developer, the Planning Board, the Commissioner of Public Health and Code Enforcement and other municipal agencies to discuss and clarify the problems of such a development before a Definitive Plan is prepared. The submission of a Preliminary Plan shall be accompanied by a check payable to the City of Worcester in the amount of \$100.00 plus \$25.00 per acre, or portion thereof, and, in the case of high rise developments, \$100.00 for each floor over three (3) floors per building.

A fee for each subsequent resubmission shall be \$100, one (1) hundred dollars, for plans revised and resubmitted. Any revision(s) initiated by the applicant, voted by the Board to be substantial, will be considered and processed as a new original Preliminary Plan. The Planning Board shall have the right to waive any portion of this fee based upon the extent of the modifications.

The above fees are subject to revision in the event the Planning Board incurs extraordinary expenses in the review of any plan or inspections. The applicant will be notified in the event that extraordinary expenses are likely to be incurred and the applicant will be required to reimburse the City for such additional charges which result from associated professional services.

B. PRELIMINARY STEPS – It is suggested that an owner contemplating to construct multiple buildings on a lot, his attorney, engineer or surveyor, call on the Office of Planning and Community Development of the City of Worcester early in the process of planning the layout of the buildings and other pertinent information and indicate to him by sketch what is tentatively proposed. The owner shall present a Preliminary Plan to the Board through the Office of Planning and Community Development for consideration by the Board prior to filing of the petition for approval of the Definitive Plan.

C. PROCEDURE FOR PRELIMINARY PLAN APPROVAL

1. Two (2) copies of an application shall be submitted (See Form B-3); one (1) copy shall be filed with the City Clerk.
2. The original and seven (7) copies of the Preliminary Plan shall be filed with the Board fourteen (14) days prior to a Board meeting. During said period, the Board may notify the abutting owners of said development in writing that they may inspect the Preliminary Plan in the Office of Planning and Community Development.
3. The applicant shall file one (1) copy of the Preliminary Plan with the Commissioner of Public Health and Code Enforcement for consideration.
4. The developer shall give written notice to the City Clerk, by delivery or certified mail, that he has submitted a Preliminary Plan. If the notice is

given by delivery, the City Clerk shall, if requested, give a written receipt therefore.

D. PLAN REQUIREMENTS – The Preliminary Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Surveyor, shall be drawn to a scale of 1' = 40' or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, Preliminary Plan;
2. Development name, boundaries, north point – basis of bearing, date, scale (locus plan scale 1" = 1,000') legend, and the entire limits of remaining contiguous land owned by the applicant on a separate plan, if necessary;
3. Name and address of the record owner(s), of the developer, 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 City of Worcester Assessor;
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (2) foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of project, including recreation and wetland areas;

12. Major site features should be submitted, such existing stone walls, fences, buildings, large trees (12”), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one zoning district, all zoning boundaries shall be shown and the districts designed accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future sheet layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.

E. PLANNING BOARD DECISION

1. The Planning Board, having reviewed the submitted Preliminary Plan, shall within forty-five (45) days from the date of submittal of plan notify, by registered or certified mail, the applicant and the City Clerk indicating to them that:
  - a. The Preliminary Plan has been approved as submitted; or
  - b. The Preliminary Plan has been approved with modifications suggested by the Board and agreed upon by the applicant and all conditions set by the Board; or
  - c. The Preliminary Plan has been disapproved and stating its reasons therefore.
2. This tentative consideration by the Board does not in any way constitute such approval as to authorize the applicant to proceed with any work within the subdivision. No such authorization exists until:
  - a. The Board has given its approval of a Definitive Plan after a public hearing; and
  - b. The applicant has filed an agreement between himself and the City of Worcester as to the type of security chosen by the applicant (See Section VII). The Board may modify the type of security chosen by the applicant.



The formal approval of the more than one (1) building on a lot Definitive Plan by the Board and the endorsement of its approval upon the plan are prerequisites to the issuance of building permits and to the construction of municipal services and improvements.

Definitive Plan – More Than One (1) Building On A Lot

- A. APPLICATION FOR APPROVAL AND FEE – The developer shall, within seven (7) months after the submittal of the Preliminary Plan, file with the Planning Board a formal application for approval of the Definitive Plan, using forms (Form B-4) available at the Office of Planning and Community Development. This petition must be accompanied by the original and seven (7) copies of the Definitive Plan and seven (7) copies and two (2) sepias of the following: traverse closure computations, drainage report and computations, proposed street plan and profiles, sanitary sewerage systems, surface drainage system and legal description of proposed ways and easements. All applications for Definitive Plan approval shall be accompanied by a check payable to the Treasurer of the City of Worcester in the amount of \$100.00 plus \$50.00 per acre, or portion thereof, and in the case of high rise developments, \$100.00 for each floor over three (3) floors per building. If no Preliminary Plan is submitted, the fee is \$200.00 plus \$100.00 per acre or portion thereof.

A fee for each subsequent resubmission shall be \$100, one (1) hundred dollars, for plans revised and resubmitted. Any revision(s) initiated by the applicant, voted by the Board to be substantial, will be considered and processed as a new original Definitive Plan. The Planning Board shall have the right to waive any portion of this fee based upon the extent of the modifications.

The above fees are subject to revision in the event the Planning Board incurs extraordinary expenses in the review of any plan or inspections. The applicant will be notified in the event that extraordinary expenses are likely to be incurred and the applicant will be required to reimburse the City for such additional charges which result from associated professional services.

If the Definitive Plan is not submitted within seven (7) months after the submittal of the Preliminary Plan, the Definitive Plan shall be subject to any amendments to the Subdivision Regulations effective on the date of submission of the Definitive Plan. Definitive Plans submitted within seven (7) months of the submission of the Preliminary Plan shall be governed by the Subdivision Regulations effective on the date of submission of the Preliminary Plan.

- B. NOTICE TO CITY CLERK – Written notice of the filing of the Definitive Plan and the formal petition with the Board to approve the proposed development shall be given to the City Clerk. Such notice shall describe the land to which the plan relates sufficiently for identification and shall state the date when such plan was submitted and the name and address of the owner of such land. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefore.

- C. NOTICE TO COMMISSIONER OF PUBLIC HEALTH AND CODE INSPECITON – When a Definitive Plan is submitted to the Planning Board, a copy thereof shall also be filed with the Commissioner of Public Health and Code Inspection. The commissioner shall, within forty-five (45) days after the plan is so filed, report to the Planning Board and to the applicant, in writing, approval, disapproval or modification of said plan. In the event of disapproval, the Commissioner shall make specific findings as to which proposed buildings cannot be used without injury to the public health and shall include such specific findings and the reasons therefore in such report, and, where possible, shall make recommendations for the adjustment thereof. Failure to report by said Commissioner within the required time shall be deemed approval of the Definitive Plan.
- D. NOTICE TO DEPARTMENT OF NATURAL RESOURCES – It shall be the responsibility of the developer to make all arrangements for necessary approval of sewer extensions to comply with all provisions under the regulations of the Massachusetts Wetlands Protection Act. In addition, the developer must file under the City of Worcester’s Wetlands Protection Ordinance.
- E. PUBLIC HEARING AND NOTIFICATION
1. Upon receipt of the Definitive Plan, the application for approval, and other required documents, the Planning Board will set a date for a public hearing. The Board will cause the time and place of said hearing to be advertised in a newspaper of general circulation in each of two successive weeks, the first publication being not less than fourteen (14) days before the date of said hearing.
  2. A copy of such advertisement shall be mailed to the applicant and owners of land abutting upon the land included in such plan and abutters to abutters as appear on the most recent tax list of the City Assessor.
- F. PROCESSING OF DEFINITVE PLAN AND IMPROVEMENT DRAWINGS AND PLANS
1. The Director of the Office of Planning and Community Development (OPCD) shall check the Definitive Plan as to description certification, computations, conformity with zoning requirements, monuments, conformity with the approved Preliminary Plan and other pertinent aspects as required. The OPCD Director shall check the improvement drawings and plans to ensure they conform to the Definitive Plan and that they meet the minimum requirements established per all sections of these Regulations.

2. Copies of the following shall be forwarded to the Commissioner of Public Works by the OPCD for verification and review of pertinent information:
  - a. Definitive Plan;
  - b. Perimeter closure computations;
  - c. Drainage report and computations;
  - d. Proposed street plan and profiles;
  - e. Sanitary sewerage system;
  - f. Surface drainage system;
  - g. Legal description of proposed ways and easements.

The Department of Public Works, Engineering, within twenty (20) days of the receipt of the above information, shall return the same along with their written comments to the Planning Director.

- G. PLAN REQUIREMENTS – The Definitive Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Land Surveyor, shall be drawn to a scale of 1” = 40’ or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

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 City Assessor;
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 seven (7) copies of the 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 skills of all existing structures within the area to be developed 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 project.
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 project.
13. Park or open areas suitable 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 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, 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, 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 and conditions of the Board and the signatures of the members of the Board and any revision date in a title block as specified in Form D-1 in the Appendix.
26. A locus map showing the proposed project, 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, 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.

- F. **PLANNING BOARD DECISION** – The Planning Board shall review the Definitive Plan, the improvement drawings and plans and all other pertinent information, including a determination of conformity with the requirements of these regulations and shall consider the recommendations and/or comments of all City departments and/or other agencies and shall take action on the Definitive Plan within sixty (60) days from the date of submission of the Definitive Plan, or a mutually agreed upon extension with the developer. Otherwise the plan shall be deemed to have been approved by the Planning Board. One (1) of the following actions shall be taken by the Board:
1. **Conditional Approval** – The Planning Board may modify the Definitive Plan if such plan does not comply with the Subdivision Regulations or the rules and regulations of the Planning Board or the recommendations of the Commissioner of Public Health and grant approval conditional on the modification of such plan.
  2. **Approval** – The Planning Board may approve the Definitive Plan as submitted. When the Definitive Plan is approved by the Board, prior to recording of said plan at the Worcester Registry of Deeds, the developer shall elect before endorsement of approval either Option “A”, “B” or “C” as set forth in Section VII – Options and Regulations Governing Performance.
  3. **Disapproval** – The Planning Board may disapprove the Definitive Plan stating in detail wherein the plan does not conform to the rules and regulations of the Planning Board or to the recommendations of the Commissioner of Public Health and Code Inspection. Such disapproval shall be rescinded by the Board if the Definitive Plan is amended to conform to such rules and regulations or recommendations.

## **Section IX – Design Standards**

For detailed information and further design and construction criteria for all work required by the City of Worcester which is required to conform to City of Worcester Standards, see the additional publications known as the City of Worcester Construction Specifications, City of Worcester Standard Details and Typicals, and in the summary sheets included in the appendix of these Subdivision Regulations.

### A. **CLASSIFICATION OF STREETS**

1. **Arterial Street** – A street which, by virtue of its strategic location, can be expected to handle a considerable amount of traffic. A thoroughfare

which connects, or may eventually connect, two or more subdivisions, two or more neighborhoods or provides access for industrial areas to and from the City to neighboring communities.

2. Residential Collector Street – A street which connects, or may eventually connect, one subdivision with another subdivision or two groups of residential streets which are within the same subdivision.
3. Residential Street – A street which generally serves only those residents living on that street and which can be considered to permanently serve the exclusive function of being a residential street.

B. STREET DESIGN

1. Design Speeds – Radius of curves and lengths of vertical curves should be selected to provide safe sight distances (either passing or stopping) for the design speed of the road. The design speed for arterial streets shall be forty (40) miles per hour and for residential collector and residential streets thirty (30) miles per hour in accordance with current Massachusetts Department of Public Works specifications.

C. LOCATION AND ALIGNMENT

1. Comprehensive Plan – The proposed streets shall conform to the most recent issue of the Master Plan as adopted or amended in whole or in part by the Board.
2. Projections Provisions satisfactory to the Board shall be made for the proper projection of streets or for access to adjoining property which is not yet subdivided.
3. Reserve Strips – Reserve strips prohibiting access to streets or adjoining property shall not be permitted except where, in the opinion of the Board, such strips shall be in the public interest.
4. Aesthetics – Due consideration shall also be given by the subdivider to the attractiveness of the street layout in order to obtain the maximum livability and amenity of the subdivision.
5. Alignment
  - a. Street jogs with centerline offsets of less than one hundred and twenty-five (125) feet should be avoided.
  - b. The minimum centerline radii of curved streets shall be as follows:

Arterial	500'
Residential Collector	300'
Residential	275'

- c. All reverse curves on arterial and residential collector streets shall be separated by a tangent of at least one hundred fifty (150) feet long unless the radius of curvature of both of the curves is in excess of two (2) times the minimum specified in Section IX, C.5.b. above.
  - d. Streets shall be laid out so as to intersect as nearly as possible at right angles. No street shall intersect any other street at less than sixty (60) degrees.
6. Street Lines At Intersections – Property lines at street intersections shall be rounded or cut back to provide for a radius of not less than thirty (30) feet.
7. Fillets – Intersections – The distance between curb line and property line at any section shall be the same as along the approach portions of the intersecting streets. Street line curb radii shall be the following minimums:

DESCRIPTON

Arterial	Curb 50'	Curb 20'	Curb 20'
Residential Collector	Curb 20'	Curb 20'	Curb 20'
Residential	Curb 20'	Curb 20'	Curb 15'

8. Dead Ends (Cul-de-sac)
- a. Dead end streets, or streets connected to a throughway at only a single point, whether temporary or permanent, shall not be longer than five hundred (500) feet. The grade of the cul-de-sac shall not exceed 3% slope.
  - b. Temporary Dead Ends (Cul-de-sac) – Streets having temporary dead ends shall terminate in circles having a right-of-way diameter of not less than one hundred (100) feet.

Where a future street is projected beyond the circle, the circle shall be designed in such relation to the projection of the right-of-way that the additional land used for the circle may be relinquished to the adjacent properties at the time the road is constructed over the projected route.



The ownership of the fee in land lying within the projection of any road shall remain with the adjacent properties until the road is constructed over the projected route. Any such fee shall not be included in determining the conformity of the area of any lot to the minimum requirements under the Zoning Ordinance of the City.

Where a circle is laid out as a permanent termination of the road, the entire area of the circle shall be a permanent part of the right-of-way. Where a circle is laid out over a projected right-of-way, the lot lines shall be laid out to the lines of the future projected route. The additional areas used for the circle may be included in the areas of the adjacent lots for the purpose of determining their conformity to the minimum requirements under the Zoning Ordinance of the City.

9. Underground Utilities – All sewers, surface water drains, water and gas pipes, electric and telephone facilities, exclusive of transformers, within the limits of a way shall be placed underground and shall be installed after the way has been excavated to subgrade.
  - a. Connections for sewer, drain, water, gas, electric and telephone service from the main structure on the way to the exterior line of the way, shall be constructed for each lot whether or not there is a building thereon, except that the Board may waive such requirement, in whole or in part, in the case of a lot to be used for a park, playground or for any other purpose for which in the opinion of the Board such connections shall not be required.
  - b. The developer shall supply street lighting in accordance with City of Worcester standards. The developer should submit a copy of the Definitive Plan to Massachusetts Electric for street lighting design.

D. RIGHT OF WAY WIDTHS – The minimum width of street right-of-ways shall be as follows:

Arterial	100'
Residential Collector	60'
Residential	50'

E. GRADE

1. Longitudinal Grades – The centerline for any street shall not be less than eight tenths of one percent (0.8%).  
The maximum centerline grades shall be as follows:

	<u>Straightway</u>	<u>Horizontal Curve</u>
Arterial	6%	3%
Residential Collector	8%	5%
Residential	10%	7%

2. Superelevation – Where curves and grades combine to create potentially dangerous driving conditions, the Board may require a suitable amount of Superelevation of the curves or other protection.
3. Vertical Curves – All changes in grade exceeding one half percent (0.5%) shall be connected by vertical curves of sufficient length to afford adequate sight distances in accordance with AASHTO standards.
4. Intersections – Where streets intersect within a subdivision or at the juncture of a subdivision street with an existing street, a leveling area shall be provided, the street grade at which shall not exceed three percent (3%) for a distance of one hundred (100) feet from the nearest exterior line of the intersecting street.

F. DRAINAGE

1. General Approach – Storm drains, culverts and related facilities shall be designed to permit the unimpeded flow of all natural water courses to ensure adequate drainage at all low points along streets to control erosion and to intercept storm water run-off along streets at intervals reasonably related to the extent and grade of the area being drained. To the maximum extent feasible and where land contours and areas permit detention and retention basins shall be located twenty-five (25) feet from the project boundary line. Moreover, a visual and landscape barrier shall shield these facilities from abutters. Storm water shall be recharged rather than piped to surface water. Peak stream flows and run-off at the boundaries of the development in a twenty-five (25) year frequency storm shall be no higher following development than prior to development.

Where the water table is not too high and where the soil is reasonably permeable, drainage shall feature swales, detention ponds and multi-use areas as described in Appendix A, “Methods for Controlling Peak Discharges From Urbanizing Areas” (SCS Guidelines) and described more fully in “Water Resources Protection Measures In Land Development, a handbook of the University of Delaware Water resources Center, Newark, Dec., 1974 (prepared for the Office of Water Resources Research, U.S. DOI). Open drainage systems as described in this publication may be required for recharge of aquifers and recharge areas provided that run-off is not seriously polluted. Open drainage featuring grassed areas will be preferred as providing better filtration than pits and shafts. A retention

pond in which there is always some water is preferred to a detention basin where soil conditions allow.

G. DETENTION POND DESIGN AND MAINTENANCE CRITERIA

Method:	S.C.S. Method
Frequency:	1, 10, 25 and 100 year intervals
Duration:	24 hour rainfall as in technical paper #40
Depth:	Maximum 5 foot storage plus 1 foot freeboard and emergency spillway
Side Slope:	Maximum of 2.5 to 1 or DPW standard rip-rap for slopes greater than 2.5 to 1
Computed Storage:	Stage Intervals not to exceed two tenths (.2) of a foot
Outlet Structure:	100 feet 3 of sump required
Maintenance:	Detention pond shall be designed to enable efficient maintenance by the developer. Detention pond shall have easy access for equipment to remove sediment.

NOTE: Detention pond with a depth in excess of three (3) feet shall be provided with a six (6) foot chain link fence.

1. Detention Pond Construction
  - a. Detention pond shall be constructed prior to other site construction and to be used as a sedimentation pond. Side slopes shall be stabilized and have erosion control on place before being used as a sedimentation pond.
  - b. The detention pond should be kept clean and free of silt during construction.
  - c. Detention pond “as built” plan to be provided by design engineer.
  - d. Detention pond shall be maintained by developers and after approval by the City, shall be maintained by residents of development, enforced through acceptable legal documents.
2. Design Basis – Storm sewers and retention basins shall be based on a twenty-five (25) year frequency storm and culverts shall be based on a fifty (50) year frequency storm with consideration given to damage avoidance for a one hundred (100) year storm.
3. Design Method – Storm drainage calculations shall be based upon the modified soil cover complex method with storm drainage design based

upon the objectives, principles and design considerations set forth in Residential Storm Water Management, published jointly by the Urban Land Institute, the American Society of Civil Engineers and the National Association of Home Builders, 1975 and upon the Guidelines For Soil and Water Conservation In Urbanized Areas of Massachusetts, published by the USDA, Soil Conservation Service, 1975. These publications are hereby incorporated as a part of these regulations.

Water velocities in pipes shall be between three (3) and ten (10) feet per second and not more than five (5) feet per second on ground surfaces. For determination of the extent of development all undeveloped in accordance with the Worcester Zoning Ordinance in order to design pipes and culverts.

#### H. STORM DRAINAGE STRUCTURES

1. Catch basin, Manholes and Piping – A catch basin to manhole drain configuration shall be used. All drain pipes shall be at least fifteen (15) inches inside diameter made of reinforced concrete conforming to Massachusetts DPW specifications for Class III pipe or such higher class as may be required by depth of cover, which shall not be less than thirty-six (36) inches. Generally, catch basins will be required on both sides of the roadway on continuous grade at intervals of not more than three hundred (300) feet. However, the maximum allowable depth of flow at the gutter shall not exceed 0.15.
2. Security Bars – Security bars shall be provided at the entrance to all culverts or open pipe drains over eighteen (18) inches in diameter. The grate shall be constructed of steel bars not less than one half (.5) inch diameter welded together to provide a grate not smaller than the pipe opening. The vertical bars shall be placed with two (2) inch clear openings between them and the horizontal bars shall be placed twelve (12) inches on center. The grate shall be installed not closer than one pipe diameter upstream from the entrance in a manner approved by the Planning Board. A suitable sketch of the grate and method of installation shall be submitted for approval with the plans for the drains and appurtenances.
3. Headwalls – Concrete or fieldstone masonry headwalls shall be provided at both ends of culverts and the discharge ends of storm drains.
4. Scour Protection – The discharge ends of all drains with flowing full velocities of four (4) feet per second or more shall be protected with a rip-rap apron of a length not less than three (3) times the nominal pipe diameter from the end of the discharge pipe. The rip-rap for exit velocities of ten (10) feet per second or less shall be composed of a layer of stones

twelve (12) inches in thickness or more placed upon a bed of sand and gravel six (6) inches in thickness. The stones shall be sized so that not less than sixty (60) percent shall have one dimension twelve (12) inches or more. The stones after being laid shall be carefully chinked by hand to make a reasonably smooth and shaped surface. Where exit velocities are greater than ten (10) feet per second, the thickness of stones and the dimensions of the individual pieces shall be sized to prevent displacement by the flow. In this case, details shall be submitted to the Board for approval.

5. Connections – Proper connections shall be made with any existing drains in adjacent streets or easements which prove adequate to accommodate the drainage flow from the subdivision. In the absence of such facilities, or inadequacy of the same, it shall be the responsibility of the developer to extend drains from the subdivision as required to properly dispose of all drainage from said subdivision in a manner determined to be proper by the Board.
6. Flood Hazard Avoidance – Any subdivision located in any part within the Flood Plain District established under the Worcester Zoning Ordinance shall comply with the following:
  - a. Subdivision design shall be consistent with the need to minimize flood damage within the flood prone area through the use of clustering, open space reservation, street profile design and drainage.
  - b. All public utilities and facilities, such as sewer, gas, electrical and water systems, shall be located and constructed to minimize or eliminate flood damage.
  - c. Drainage systems shall be designed in consideration of possible flooding to the Base Flood Elevation.
- I. SANITARY SEWERS – When designing the sanitary sewer using the manning formula, the calculation shall be made with the pipes flowing full. The figures contained in appendix I shall be used when calculating the average daily flow.
- J. SEWERAGE
  1. Sewer pipes and elated equipment, such as manholes and connecting Y's shall be constructed in conformity with the specifications of the City of Worcester Public Works Department.
  2. The installation of sewer pipes and related equipment shall not be back-filled until inspected by the proper authority.

3. Collector sewers shall be Poly Vinyl chloride. Type PSM.PVC SDR 35: at least eight (8) inches in diameter laid to a minimum slope of one-half (1/2) foot per 100 feet and shall be deep enough to drain basement fixtures and prevent freezing. Precast concrete manholes shall be constructed at the ends of each line and at all changes in grade, size and alignment. They shall not exceed a spacing of 300 feet, and shall be in accordance with the typical details for same in the appendix.

Line and grade shall be controlled by the use of laser instruments. Flow velocities shall be between three (3) and ten (10) feet per second.

4. Exfiltration/Infiltration, Air Test and TV Inspection

- A. Time for Making Tests: After the pipe has been laid and back-filled, an infiltration, Exfiltration or low-pressure air test shall be made on each section of pipe line between manholes. When no ground water exists at the time of the test, the pipeline shall be subjected to an exfiltration test or an air test. The Department of Public Works shall designate the type of test to be performed and the manner in which it shall be conducted.

- B. Allowable Infiltration: When an infiltration test is permitted, the Department of Public Works shall give explicit instructions to be followed in carrying out the test. The maximum allowable amount of infiltration measured by test shall be at a rate of not greater than one hundred (100) gallons per inch of pipe diameter per mile per twenty-four (24) hours.

Should any test on any section of pipeline disclose an infiltration rate greater than that permitted, the Contractor shall, at his own expense, locate and repair defective joints of pipes and retest until the infiltration is within specified allowance.

- C. Allowable Exfiltration: When an exfiltration test is required, the Department of Public Works shall give explicit instructions to be followed in carrying out the test. The maximum allowable amount of exfiltration measured by test shall be at a rate not greater than one hundred (100) gallons per inch of pipe diameter per mile per twenty-four (24) hours.

The average internal pressure in the system under test shall not be greater than five (5) pounds per square inch (11.6 feet head), and the maximum internal pressure in any part of the system under test shall not be greater than 10.8 pounds per square inch (25 feet head). Should any test on any section of pipeline disclose

exfiltration rate greater than that permitted, the Contractor shall, at his own expense, locate and repair defective joints or pipes, and retest until the exfiltration is within specified allowance.

Minimum Time Requirements Air Testing: When an air test is required, in lieu of the water exfiltration test, the Department of Public Works shall give explicit instructions to be followed in carrying out the test. Air should be slowly supplied to the plugged pipe installation until pressure reaches 4 psig. At least two (2) minutes shall be allowed for temperature stabilization.

The minimum time requirements for air testing for the 0.5 psig. Pressure drop from 3.0 psig. to 2.5 psig., shall not be less than that shown in the table below for pipelines of constant diameter.

PIPE SIZE (inches)	TIME
6	3 minutes, 50 seconds
8	5 minutes, 06 seconds
10	6 minutes, 22 seconds
14	8 minutes, 56 seconds
15	9 minutes, 35 seconds
16	10 minutes, 12 seconds
20	12 minutes, 45 seconds
21	13 minutes, 30 seconds

For larger diameter pipe use the following: Minimum time in second equals 462 times pipe diameter in feet.

- D. Multi-Pipe Sizes: When the sewer line undergoing test is 8” or larger diameter pipe and includes 6” laterals, the figures in the Table for uniform sewer main sizes will not give reliable or accurate criteria for the test. Where multi-pipe sizes are to undergo the air test, the Department of Public Works can compute the “average” size in inches which is then multiplied by 38.2 seconds. The results will give the minimum time in seconds acceptable for a pressure drop of 0.5 psig. for the “averaged” diameter pipe.

Should any test on any section of pipe line disclose an air loss rate greater than that permitted, the Contractor shall, at his own expense, locate and repair the defective joints or pipes and retest until the air loss rate is within the specified allowance – i.e. time exceeds minimum times shown in the Table.

House services shall be at least six (6) inches in diameter laid at a minimum pitch .015. All sewers, including house services, shall be laid in an envelope of three-quarter (3/4) inch washed gravel. Deflections inline or grade in excess of one-half (1/2) inch will cause of rejection.

E. T.V. INSPECTION

All sanitary and surface lines shall be camera read by the developer or contractor, then tape, plans and connection ties for sanitary and surface shall be submitted to Inspecting Engineer for viewing and approval.

F. WATER SUPPLY

1. General – Water mains, valves, hydrants, fittings, domestic and fire sprinkler services shall be installed within the subdivision as necessary, providing all lots on each street with adequate water supply for domestic use and fire protection. The cost for permits, materials, labor and installation shall be borne by the subdivider. All materials and supplies used in such installations shall conform to Water Operations specifications. All pipe and other appurtenances, on both fire and domestic lines, on the owners' premises from the property line (street line) to the outlet side of the meter or to the foundation entrances in cases where meter pits are required shall conform to Water Operation specifications. Permits shall be drawn with Water Operations Engineering for each street that water main is installed and for each domestic and fire service that is connected to that main. Complete copies of Water Operations specifications, with detail sheets, are available from Water Operations Engineering, 3<sup>rd</sup> floor, 18E. Worcester Street, Worcester, MA 01604
2. Fire flow Requirements – Fire flow requirements shall be calculated based on Insurance Services Office's (ISO) method. The Needed Fire Flow (NFF) for residential one (1) and two (2) family dwellings (not exceeding two (2) stories in height) shall be seven hundred fifty (750) gpm at a residual pressure of twenty (20) psig when the distance between the buildings is 31-100 feet.
3. Water Mains – All water mains shall be located in the traveled portion of any road and shall have a minimum cover of five (5) feet. The minimum allowable size of



water mains shall be eight (8) inches. All water mains shall be cement lined, coat tar enamel double coated, push on or mechanical joint ductile iron pipe conforming to the following ANSI (AWWA) standards:

- a. Pipe – ANSI/AWWA A21.5/C151 Class 52 for sizes four (4) inch through twelve (12) inch, class 51 sixteen (16) inch and up;
- b. Cement lining – A21.4;
- c. Push on and Mechanical Joints – A21.11; and
- d. Flanges – B16.1.

All back-fill material shall consist of gravel borrow containing no stones larger than three (3) inches at its greatest diameter.

Hydrostatic pressure testing shall be made on all lengths of pipe and appurtenances installed. Tests shall be made at 1.5 times the static pressure but not less than 150 psig for a period of not less than two (2) hours in accordance with AWWA Standard C600, Section 4.

After pressure testing, the main shall be flushed, disinfected and tested for bacteriological quality prior to that main being put into service. Disinfection by chlorination shall be in accordance with AWWA standard C601 “Disinfecting Water Mains”. After the twenty-four (24) hour retainer period, the chlorinated water shall be flushed from the main and samples shall be collected by and tested for bacteriological quality the City’s Department of Health and Code Enforcement.

4. Cast And Ductile Iron Fittings – All fittings for use with ductile iron pipes shall conform to ANSI/AWWA C110/A21.10 (gray and ductile iron standard fittings) or ANSI/AWWA C153/A21.53 (ductile iron compact fittings). All fittings shall be cement lined and shall have mechanical joints, conforming to ANSI/AWWA A21.4/C104 and ANSI/AWWA A21.11/C111 respectively.

Thrust blocks shall be constructed at all fittings as required. Thrust blocks shall consist of Class C concrete in accordance with the Standard Specifications for Highways and Bridges, Massachusetts Department of Public Works. Thrust blocks shall be poured against an undisturbed original ground and placed so that pipe joints will be

accessible for future repairs. Yokes and tie-rods shall be installed, in addition to thrust blocks, as directed by the Field Engineer.

Flexible couplings used to join existing pipe to new pipe shall be manufactured by Dresser Manufacturing Company or an approved equal.

5. Valve And Valve Boxes – All valves under twelve (12) inches and all tapping valves shall be gate type, New York Style (Metropolitan Pattern) with the letters MET appearing on the bonnet of each valve.

All valves twelve (12) inches and over shall be butterfly type meeting or exceeding AWWA standard C504. The operator of all butterfly valves shall be capable of withstanding an overload input torque of 450 ft. –lbs. At a full open or full closed position without damage to the valve or valve operator

All gate and butterfly valves (including tapping valves) shall be spray coated with a two-component epoxy to cover all interior ferrous surfaces that come in contact with water. All valves, except two (2) inch, shall be fitted with a standard two (2) inch square-operating nut and shall open to the right (clockwise).

All two (2) inch corporation valves shall be ball type with a tee head adaptor equal to or exceeding the quality of the Ford FB1000 series (cc thread X compression).

All valves shall be installed at a maximum of five hundred (500) feet apart and all tees shall be three (3) way gated and crosses shall be (4) four way gated.

6. Services – The minimum allowable size of all water services shall be one (1) inch. All services two (2) inch or greater in size shall be even sized pipe.

The minimum allowable cover over any service, either fire or domestic, shall be five (5) feet.

All one (1) inch taps shall be direct taps; no service saddle shall be accepted on one (1) inch taps. All one and one half (1.5) inch and two (2) inch taps made on mains less than sixteen (16) inches in diameter shall use service saddles. All one and one half (1.5) inch and two (2) inch taps made

on mains sixteen (16) inches in diameter and larger shall be made by direct means only.

All brass fittings shall be manufactured by Ford or equal as specified below:

- (a) One (1) inch corporations – F1000 (cc thread X compression);
- (b) One and one half (1.5) inch and two (2) inch corporations – FB1000 with tee head adapter (cc thread X compression);
- (c) Curb Cocks – B44 series full port ball valve (compression X compression).

All one (1) inch service pipe shall be polyethylene tubing. This polyethylene tubing shall be copper tubing size (CTS) and shall meet P.E. 3406 requirements. All one and one half (1.5) inch and two (2) inch service pipe shall be Type K “soft” copper meeting ASTM B-88 requirements. Curb stops and service boxes shall be installed within the sidewalk.

All services four (4) inches and greater in size shall be connected to a main by means of a tapping sleeve and tapping gate. The tapping sleeve shall be a cast or ductile iron mechanical joint type sleeve. All service pipes four (4) inch and greater in size shall be ductile.

All service pipes shall be laid in a bed of fine material and all back-fill material shall be as specified.

7. Hydrants – (Hydrants shall be a model K81A Guardian Hydrant as manufactured by Kennedy Valve Company) with a valve diameter opening of five and a quarter (5.25) inches. The hydrant shall open turning a one and five eighths (1 5/8) inch (point to opposite flat) pentagonal operating nut to the right (clockwise). The hydrant shall have one (1) four and a half (4.5) inch steamer nozzle and two (2) and a half (2.5) inch hose nozzles, National Standard Threads.

Hydrants shall be installed in the grass plot a minimum of eighteen (18) inches from the curb with the steamer nozzle facing the street. Hydrants shall be connected to the water main by the use of an Anchor Tee. Hydrants shall be located not more than three hundred (300) feet apart in

commercial/industrial areas and not more than five hundred (500) feet apart in residential areas.

8. Meters – All meters shall be furnished and installed by Water Operations.

G. EASEMENTS

1. Utility Easements – Easements for utilities across lots or centered on rear or side lot lines shall be provided where necessary and shall be at least twenty (20) feet wide.
2. Drainage Easements – Where a subdivision is traversed by a water course, drainage way, channel or stream, the Board may require that there be provided a storm water easement or drainage right-of-way of adequate width to conform substantially to the lines of such water courses, drainage way, channel or stream and to provide for construction or other necessary purposes.
3. Access Easements – Access easements and right-of-ways to park and conservation land or for use by emergency vehicles shall be secured for the benefit of the City and shall be twenty-five (25) feet in width.

- H. OPEN SPACE – 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 and air. The park or parks shall not be unreasonable in area in relation to the land being subdivided and to the prospective uses of such land and shall connect to the street system as described in Section – H.,2. above. The Board may by appropriate endorsement on the plan require that no building be erected upon such park or parks without its approval for a period of three (3) years in accordance with MGL, Chapter 41, Section 81U.

- I. PROTECTION OF NATURAL FEATURES – Due regard shall be shown for all natural features, such as trees, water, courses, scenic points, historic spots and similar community assets, which, if preserved, will add attractiveness and value to the subdivision.

1. Protection of Trees During Construction – Trees remaining within the subdivision shall be protected from mechanical injury during construction and from adverse changes or excavations as recommended in U.S. Department of Agriculture Bulletin 104 (April, 1965). Trees falling within

right-of-ways or easements shall be so protected and in such other ways which may be recommended by the Director of Forestry.

## **Section X – Required Improvements**

- A. PRE-CONSTRUCTION DESIGN AND MATERIALS CONFERENCE – The Department of Public Works/Engineering may call for a design and materials conference in order that the subdivider may be informed as to the acceptability of the materials, methods and standards of construction to be employed. The subdivider, or his authorized representative, may be accompanied by his engineer or contractor, or both, at the conference.
- B. NOTICE REQUIRED TO BE GIVEN BY THE SUBDIVIDER – Notice shall be given to the City Department of Public Works and the Planning Board at least ten (10) days before the subdivider first commences construction in any subdivision.
- C. STANDARDS OF CONSTRUCTION – Standards of construction not otherwise specified hereunder shall be according to the standard specifications for highways and bridges of the Massachusetts Department of Public Works (latest edition).
- D. STREET AND ROADWAY
1. Cross Sections – Street construction shall conform to the Typical Cross Sections as shown in Appendix. See Forms C-3, 4, and 5 with these rules and regulations.
  2. Clearing – The entire area of each street or way shall be cleared of all stumps, brush, roots, boulders, like material and all trees not intended for preservation. If any large boulders or trees remaining within the street lines may in the opinion of the Planning Board constitute a future hazard, the Board may require that they be removed.
  3. Subgrade Preparation – The full length and width of the proposed roadway pavement areas shall be excavated or filled, as necessary, to a depth below the finished surface as shown on the typical section.  
  
However, if the soil is soft and spongy or contains undesirable material, such as clay, sand, pockets, peat, stones over six (6) inches in diameter or other material detrimental to the subgrade, such material shall be removed and replaced with suitable well compacted material. Subgrade must be approved by the Department of Public Works.
  4. Roadways – Roadways shall be constructed for the full length of all streets within the subdivision shown on the plan. The centerline of such

roadways shall coincide with the centerline of the streets right-of-way unless a minor variance is specifically approved by the Board.

5. Widths Of Pavements –The minimum width of roadway pavements shall be as follows:

Arterial	64 feet
Residential Collector	34 feet
Residential	30 feet

6. Widths Of Pavements Cul-De-Sac – The minimum outside diameter of roadway pavement areas within turn arounds on cul-de-sac shall be eighty (80) feet. Traffic island in the center having diameter of thirty (30) feet with curbing as specified herein may be permitted.

7. Gravel Foundation – Roadways shall be provided with a foundation consisting of at least twelve (12) inches compacted thickness of good binding gravel which is satisfactory to the City Department of Public Works and which conforms to Massachusetts Department of Public Works specifications, rolled and compacted to a centerline grade as shown on the typical sections. The gravel shall be thoroughly watered and rolled true to line and grade. Any depressions that appear during and after the rolling shall be filled with additional gravel and re-rolled until the surface is true and even.

8. Surface Treatment (Residential Streets) – After completion of the gravel foundation, a (3) three inch binder course of bituminous concrete, Class I, Type I, shall be applied, compacted and rolled to the thickness shown on the typical sections. A second one (1) inch course consisting of bituminous concrete top, Class I, shall then be applied, compacted and rolled to the thickness indicated on the typical sections. Specifications for the composition of material and workmanship shall conform to the latest specifications of the Massachusetts Department of Public Works.

NOTE: For arterial and residential collection see Appendix III.

9. Loam And Seed – Loam shall be placed to a depth of four (4) inches on all shoulders, embankments and all other areas disturbed by the construction. Grass seed mixture containing not less than seventy-five percent (75%) of permanent types shall be placed at the rate of four (4) pounds per one thousand (1,000) square feet. Other types of ground cover may be employed with the approval of the Board.

E. UTILITIES

1. Storm Drains, Culverts And Related Installation – Storm drains, culverts and related installations, including catch basins, gutters and manholes, shall be installed within or outside the subdivision as necessary to permit unimpeded flow of all natural watercourses, to insure adequate drainage of all low points along streets and to intercept storm water run-off along streets at intervals reasonably related to the extent and grade of the area drained. Generally, catch basins will be required on both sides of the roadway on continuous grade at intervals of not more than three hundred (300) feet. Storm drains and culverts shall be no less than fifteen (15) inches inside diameter and shall be of greater size when required by the Board. All pipe shall be bell and spigot “O”-ring reinforced concrete pipe and three (30 feet of cover shall be provided. Catch basin grates shall be City of Worcester standard.
2. Water Pipes And Related Facilities – Water pipes and related facilities, such as hydrants, glow-offs and shut-off valves shall be installed within the subdivision as necessary, providing all lots on each street with adequate water supply for domestic and fire protection use. Hydrants shall be no further than five hundred (500) feet apart. The costs for materials, labor and installations shall be borne by the subdivider. Materials and supplies used in such installations shall conform to City specifications. Water pipes shall consist of cement lined ductile iron, shall be no less than eight (8) inches in diameter and shall be of larger size when required by the Board.
3. Utility Extension – Where adjacent property is not subdivided, provision shall be made for extension of the utility systems by continuing appropriate drains and water mains to any other land at such size and grade as will allow for their proper projection and with such accessories and appurtenances deemed appropriate by the City Engineer.
4. Approval: Department of Public Works Engineering - Drainage and water systems within or outside the subdivision shall be laid out and constructed to the satisfaction of the Department of Public Works Engineering.
5. Adequate Provisions – In all cases adequate provisions shall be made for the ultimate disposal of drainage water.

F. SIDEWALKS

1. Widths – There shall be a sidewalk area having a width of then (10) feet on each side of all streets as shown on the typical sections. Loam and turf may be substituted for a sidewalk along one side of a street if, in the opinion of the Board, an off-street footpath constructed to sidewalk specifications, will serve as an equal or superior connection to areas within

or beyond subdivision. If such a footpath serves homes along a second street, the Board may also waive walks along one side of the second street.

2. Preparation – All materials shall be removed for the full width of the sidewalk to subgrade ten (10) inches below the finished grade as shown on the cross-section; and all soft spots and other undesirable material below such subgrade shall be replaced with a good binding material and rolled. This excavated area then shall be filled with eight (8) inches of good quality gravel and rolled to with a pitch toward the curb of not less than ¼ inch nor greater than 3/8 inch to the foot.

3. Materials And Thickness – Bituminous concrete sidewalks shall be two (2) inches thick and be applied in two (2) courses, one (1) inch binder and one (1) inch finish (top) course except at driveway entrances where asphalt shall be a total of two and one half (2.5) inches thick, one and one half (1.5) inch binder and top course.

Concrete sidewalks shall be four (4) inches thick and driveways six (6) inches thick. Expansion joints are required at least every forty (40) square feet. Specifications of the Massachusetts Department of Public Works shall be complied with.

4. Wheelchair Ramps – Wheelchair ramps are required at all crossings and intersections where sidewalks are built or exist. Bituminous concrete wheelchair ramps shall be two and one half (2.5) inches thick applied in two courses, one and one half (1.5) inch binder and one (1) inch top course. Concrete wheelchair ramps shall be six (6) inches thick. All wheelchair ramps to conform to City of Worcester standards.

G. MONUMENTS – Monuments shall be installed on both sides at all intersections of streets with each other, at all points of change in direction or curvature of streets and at all other points as in the opinion of the Department of Public Works may be necessary to show the location of the projected streets or easements. Monuments shall be set on a two (2) foot offset to the street line. City of Worcester standard monuments shall be a minimum of four (4) feet deep and set flush with the finished grate. No permanent monuments shall be installed until all road construction which would destroy or disturb the monuments is completed. However, monuments must be set prior to placement of the top course. The professional land surveyor shall submit to the Department of Public Works certification that the monuments have been installed as indicated on the Definitive Plan.

H. CURBING (ARTERIAL ROADWAYS) – Curbing is required on both sides of all arterial roadways and shall be vertical granite curb, Type VA-4 as shown in Typical Street Sections. (See Form C in the Appendix). Specifications for curbing, workmanship and method of setting shall conform to the specifications



of the Massachusetts Department of Public Works. All curves having a radius of sixty (60) feet or less at the street line, a central angle of forty-five (45) degrees or more and which meet one or more tangents shall have the gutter line curbed with circular granite curbing cut to fit the curve.

Berm (Residential Collector And Residential Roadways) – Worcester standard berm shall be utilized for both residential collector and residential roadways.

I. SIDE SLOPES

1. Slope – The area in back of the sidewalk shall be sloped at the rate not to exceed three (3) horizontal to one (1) vertical to a point where it precisely coincides with the finished grade of abutting lots.
2. Loam – Loam shall be applied to a depth of not less than six (6) inches, rolled and seeded.

J. TREES – All reasonable care shall be exercised to preserve the trees in the subdivision. If any lot has less than one (1) natural tree of at least five (5) inches in diameter within twenty (20) feet of street line after completion of the grading and building thereon, the builder shall plant trees having a minimum diameter of two (2) inches. The trees on said lot shall number at least one (1) and not more than twenty (20) feet from street lines not less than five (5) feet and planted in one half (1/2) yard of loam and the trees so planted shall be of a variety specified by and of a quality acceptable to the Board and shall be properly wrapped and guyed in a manner to ensure their survival.

1. Plant Material Species and Location – The developer shall plant a minimum of one tree per lot and spacing between adjacent trees should not exceed one (1) tree every fifty (50) feet at the discretion of the Planning Board. Trees shall be selected from the “List of Recommended Street Trees” found in the Appendix II. Additional species may be used if desired, upon the approval of the Board. All trees shall be a minimum of two (2) inch caliper, unless otherwise approved by the Board.
2. Preservation of Existing Trees – All reasonable care shall be exercised to preserve the existing trees in the subdivision. Any natural tree of at least five (5) inch caliper within twenty (20) feet of the street line may be substituted from a new tree. All site work shall be accomplished in such a manner as to insure there shall be no significant grade change (+3 inches) within the drip line of the trees to remain.
3. Character and Aspect – All new plant material shall be free of disease and mechanical injury of any type[e. All plant material shall be fully representative of its species in shape and branching form. All plant material shall be adequately guyed and staked as detailed in the Appendix.

K. CLEANING UP – The entire area must be cleaned up so as to leave a neat and orderly appearance free from debris and other objectionable materials.

L. INSPECTION – Inspections shall be arranged by the developer with the Department of Public Works Engineering Division and the Planning Board as appropriate prior to the construction of streets and the installation of utilities and during the construction and as specified herein at each significant construction stage.

Inspection shall be requested of the Department of Public Works Engineering Division at least twenty-four (24) hours in advance of the inspection of any stage of the construction.

The Department of Public Works Engineering Division may establish the order of the required inspections and may require satisfactory completion of one procedure before the Subdivider proceeds to the next. It may require tests to be done by the Subdivider at his expense as a condition for approval when, in the opinion of the Department of Public Works, it is advisable.

It shall be the responsibility of the Developer to see that all applicable permits are obtained.

A Department of Public Works official shall indicate on an inspection form (Form G) provided by the Department of Public Works Engineering Division the date of inspection and the approval subsequent to each inspection.

The Developer shall provide competent full time supervision during the development of his subdivision. If at any time it becomes apparent to the Department of Public Works Engineering Division and/or the Planning Board that the supervision is not satisfactory, he may request of the Planning Board that they order the discontinuance of the development until competent supervision is provided.

Failure to comply with the inspection procedure may necessitate removal of improvements at the expense of the Developer or rescission of the approval of the plan in accordance with Section 41 and Section 81-W of the Massachusetts General Laws.

M. FINAL RELEASE – Prior to final release of the subdivider's bond or delivery of a certificate of performance on the subdivider's covenant, the subdivider shall deliver instruments transferring to the City, without cost to the City, unencumbered title to all storm drains, sanitary sewers, water mains, manholes, conduits pipes and other appurtenances installed in the sub-division. In addition, the Board may withhold final release of the subdivider's bond or delivery of a certificate of performance on the subdivider's covenant until satisfied as to:

1. Pavement integrity intact after one winter;

2. Permanent type grass on all seeded areas;
3. Shoulders and embankments intact;
4. Functional integrity of all parts of the drainage system;
5. Satisfactory installation of utilities as required by the Board;
6. Final subdivision plans on computer diskette using DXF format.

## **APPENDIX I - Sanitary Sewer Average Daily Flow Calculations**

TYPE OF ESTABLISHMENT

GALLONS PER DAY  
PER PERSON

I.

Single and multiple dwelling units – per bedroom motels, hotels, boarding houses	110
Tennis Club – per court	250
Bowling Alley – per alley	100
Country Club – dining room – per seat	10
Country Club – snack bar or lunch room – per seat	10
Country Club – locker and showers – per locker	20
Church – per seat	3
Church – Vestry/Kitchen – per person at capacity	5
Trailer, Dump Station – per site or per trailer	50
Office Building – per 1,000 sq. ft.	75
Dry Goods Store – per 100 sq. ft.	5
Drive-In – per stall	5
Non-Single Family, Automatic Clothes Washer – per washing machine	400
Hospital – per bed	200
Service Station, Excluding Thruway – per island	300
Skating Rink – 3,000 gallons per day plus 5 gallons per seat	300
Dog Pounds – Veterinary Clinics – per pen	50

For purposes of this section, a “bedroom” means any portion of a dwelling which is so designed as to furnish the minimum isolation necessary for use as a sleeping area. Such area shall not include kitchen, bathroom, dining room, halls, or unfinished cellar; but may include bedroom, den, study, sewing room, or sleeping loft.

TYPE OF ESTABLISHMENT

GALLONS PER DAY  
PER PERSON

II.

Theater, Auditorium	3
Public Park – toilet wastes only	5
Public Park – bathhouse, showers, and flush toilets	10
Factory or Industrial Plant, without cafeteria	15
Factory or Industrial Plant, with cafeteria	20
Work or Construction Camp	50
Boarding Schools, Colleges	65
Nursing Home and Rest Home	100
School, without cafeteria, gymnasium or showers	10
School, with cafeteria, but not gymnasium or showers	15
School, with cafeteria, gymnasium or showers	20
Swimming Pool	10
Camp, Resident – washroom and toilets	25
Camp, Resident – mess hall	10
Camp, Day – washroom and toilets	10
Camp, Day – mess hall	3
Camp Ground – showers and toilets – per site	75
Gymnasium – per spectator	3
Gymnasium – per participant	25

III.

Restaurant, food service establishment, lounge, tavern	35
Restaurant, thruway service area	150
Restaurant, kitchen flow	15
Barber Shop/Beauty Salon – per chair	100

## **APPENDIX II - Tree Plantings Tree Species**

## CITY OF WORCESTER

### LIST OF RECOMMENDED STREET TREES

#### SMALL STREET TREE VARIETIES

Acer ginnala – Amur Maple  
Crataegus oxyacantha – Crimson Cloud Hawthorne  
Crataegus phaenopyrum – Washington Hawthorne  
Koelreuteria paniculata – Goldenrain Tree  
Malus spp. – Snowdrift, White Angel, Profusion or Van Eseltinei  
Malus zumi calocarpa – Zumi Crab  
Oxydendrum arboreum – Sourwood  
Prunus sargentii – Sargent Cherry  
Prunus serrulata – kwanzan Cherry

#### MEDIUM STREET TREE VARIETIES

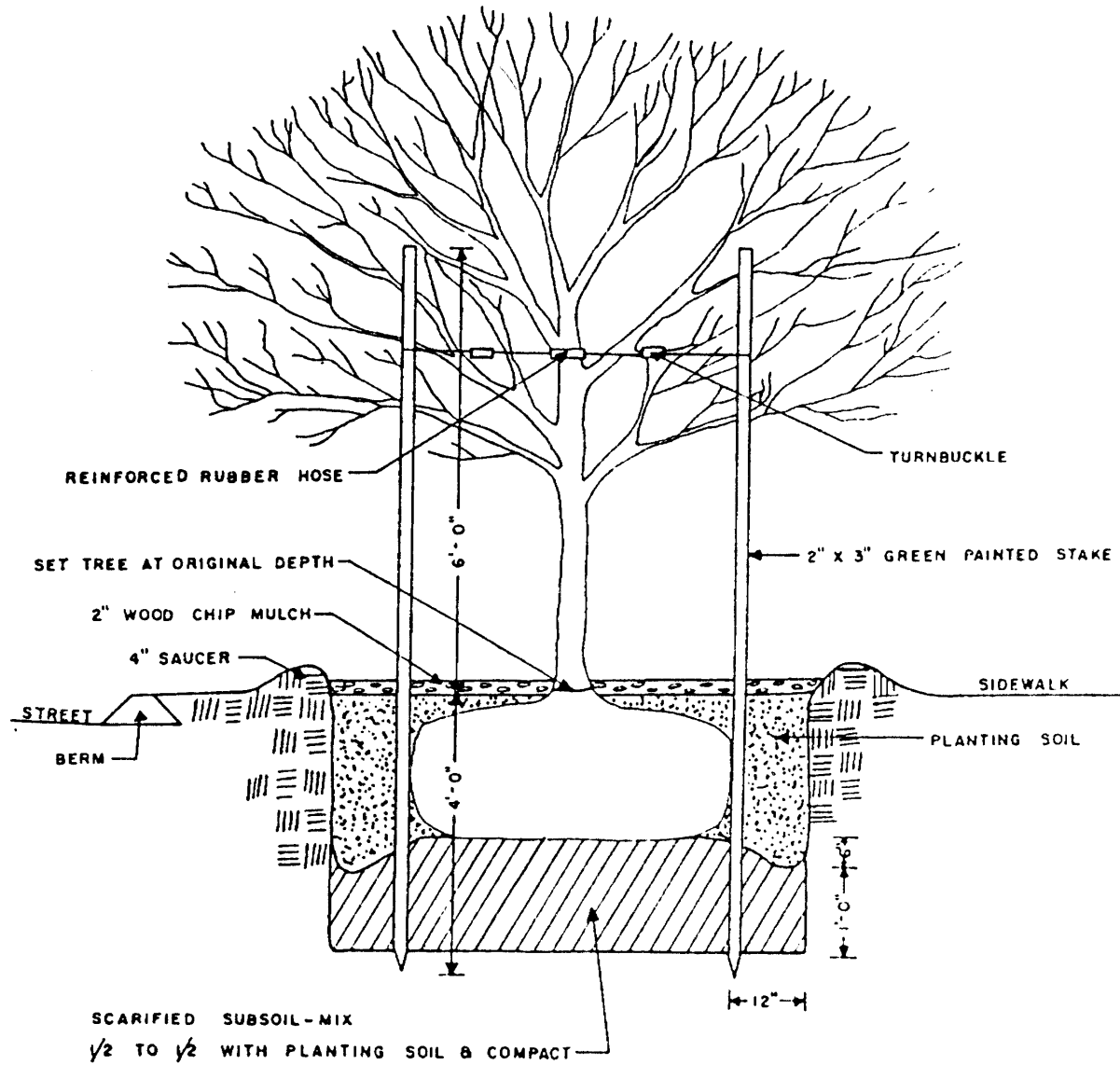
Acer rubrum – Autumn Flame or October Glory Maple  
Carpinus betulus – European Hornbeam  
Castanea mollissima – Chinese Chestnut  
Cercidiphyllum japonicum – Katsura Tree  
Corylus colurna – Turkish Hazelnut  
Ostrya virginiana – American Hophornbeam  
Phellodendron amurense – Maur Cork Tree  
Prunus yedoensis – Yoshina Cherry  
Pyrus callery and – Aristocrat or Redspire Pear  
Tilia cordata – Greenspire Linden  
Tilia euchlora – Crimean Linden

#### LARGE STREET TREE VARIETIES

Acer saccharum – Sugar Maple  
Fraxinus Americana – Autumn Purple Ash  
Fraxinus Pennsylvania – Summit Ash  
Ginkgo biloba – Ginkgo



# TYPICAL TREE PLANTING AND STAKING PLAN



**NOTE:** GUYING SYSTEMS EMPLOYING BUCKLES & CABLE, SHALL BE BROUGHT TO TENSION & TURNBUCKLE THREADS BE FLATTENED TO PREVENT LOOSENING.

## **APPENDIX III - Construction Design Criteria**

I. City of Worcester – Dept. of Public Works

**DESIGN CRITERIA**

\* All work to conform to City of Worcester Standards

<u>STREETS</u> Descript. & Traffic Vol.	<u>ARTERIAL</u> City to Neighborhoods Considerable Traffic	<u>RESIDENTIAL</u> <u>COLLECTOR</u> Connects 2 groups of Resid. Sts. Or subdivisions	<u>RESIDENTIAL</u> Serves only residence of street
<input type="checkbox"/> Design Speed for safe sight distance	40 mph	30 mph	30 mph
<input type="checkbox"/> Min. Centerline Radii of curved streets	500 ft.	300 ft.	275 ft.
<input type="checkbox"/> Min. angle of intersection of two streets	60°	60°	60°
<input type="checkbox"/> Min. St. line curb Radii from: Arterial to:	50 ft.	20 ft.	20 ft.
<input type="checkbox"/> Resid. Coll to:	20 ft.	20 ft.	20 ft.
<input type="checkbox"/> Resid. To:	20 ft.	20 ft.	15 ft.
<input type="checkbox"/> Min. Centerline Grade	0.8%	0.8%	0.8%
<input type="checkbox"/> Max. Centerline Grade Straight Way	6%	8%	10%
<input type="checkbox"/> Max. Centerline Grade w/horizontal Curve	3%	5%	7%
<input type="checkbox"/> Max. Change of Grade Before req'd to connect by vertical curves	0.5%	0.5%	0.5%
<input type="checkbox"/> Max. Grade per 100' of Leveling Area at Intersections	3%	3%	3%
<input type="checkbox"/> Right-of-Way Widths	100 ft.	60 ft.	50 ft.
<input type="checkbox"/> Width of Pavement	64 ft.	34 ft.	30 ft.
<input type="checkbox"/> Roadway Gravel Foundation	18 inc.	15 in.	12 in.
<input type="checkbox"/> Black Base	3 ½ in.	--	--
<input type="checkbox"/> Binder Coarse – Bit. Conc. Class 1; Type I	2 ½ in.	3 ½ inc.	3 in.
<input type="checkbox"/> Top Coarse – Bit. Conc. Class I	1 in.	1 in.	1 in.

## II. DRAINAGE DESIGN

\* All work to conform to City of Worcester Standards

	<u>STORM DRAIN</u>	<u>CULVERT</u>
<input type="checkbox"/> TYPE OF PIPE	R.C.P.	R.C.P.
<input type="checkbox"/> MIN. DIAMETER	15"	15"
<input type="checkbox"/> VELOCITY IN PIPE	3-10 FT/SEC.	3-10 FT/SEC.
<input type="checkbox"/> MAX. VEL. ON GROUND SURFACES	5 FT/SEC.	5 FT/SEC.
<input type="checkbox"/> MIN. SLOPE	.5%	.5%
<input type="checkbox"/> MIN. COVER	36"	36"
<input type="checkbox"/> DESIGN STORM	25 YEAR	50 YEAR
<input type="checkbox"/> RUNOFF COEFFICIENT	.4 MIN.	--
<input type="checkbox"/> METHOD OF CALCULATION	RATIONAL	HEAD WATER CALCULATION
<input type="checkbox"/> COEFFICIENT ROUGHNESS	.013	.013
<input type="checkbox"/> REF: "RESIDENTIAL STORM WATER MANAGEMENT" "SOIL & WATER CONSERVATION IN URBANIZED AREAS OF MASS." - PRE-DEVELOPMENT, POST DEVELOPMENT, DETENTION - RETENTION POND CALCULATIONS, S.C.S. METHOD TR-65 OR TR-20 - <input type="checkbox"/> CULVERTS AND OPEN PIPE DRAINS OVER 18" DIAMETER REQUIRES <u>SECURITY BARS</u> TO COVER OPENING. - STEEL - ½" DIAMETER - VERTICAL – 2" CLEAR BETWEEN - HORIZONTAL – 12" ON CENTER - GRATE PLACED MIN. 1 PIPE DIAM. UPSTREAM OF ENTRANCE - <input type="checkbox"/> <u>SCOUR PROTECTION:</u> EXIT VELOCITIES WITH LESS THAN 10 FT/SEC. - RIP RAP - LAYER OF STONES, MIN. 12" THICKNESS ON 6" BED OF SAND OR GRAVEL - MIN. 60% STONES 1 DIM. OF 12" MIN. - MIN. WIDTH 3 TIMES PIPE DIAMETER FROM END OF PIPE - <input type="checkbox"/> EXIT VELOCITIES WITH GREATER THAN 10 FT/SEC. - THICKNESS & DIMENSIONS OF STONES TO PREVENT DISPLACEMENT BY FLOW		

## II. DRAINAGE DESIGN (cont.)

\* All work to conform to City of Worcester Standards

### DETENTION POND:

- S.C.S. METHOD
- FREQUENCY – 1, 10, 25, & 100 YEAR INTERVAL
- DURATION – 24 HOUR RAINFALL (TECH. PAPER #40)
- DEPTH – MAX. 5 FT. STORAGE PLUS 1 FT. FREEBOARD AND EMERGENCY SPILLWAY
- SIDE SLOPE – MAX. 2 ½ TO 1 WITH RIP RAP FOR SLOPES GREATER THAN 2 ½ TO 1
- STAGE STORAGE – MAX. INTERVALS OF .2 FT.
- OUTLET STRUCTURE – 100 FT 3 SUMP REQUIRED
- POND DEPTH – GREATER THAN 3 FT. REQUIRES 6 FT. CHAIN LINK FENCE

### CATCH BASINS:

- BOTH SIDES OF ROADWAY ON CONTINUOUS GRADE
- MAX. SPACING – 300 FT.
- MAX. ALLOWABLE DEPTH OF FLOW IN GUTTER - .15'
- STANDARD 5' DIAM. 60" I.D., 6" WALL THICKNESS, STM C478
- TYPE OF CONNECTION PIPE – MIN. 8" V.C. OR P.V.C. SDR 26
- GREEN TRAPPED – 8" DIAM., 2 PIECE
- FRAME & GRATE – WORCESTER STANDARD
- GRANITE HEADSTONE – WORCESTER STANDARD FROM H.E.
- FLETCHER CO. OF WEST CHELMSFORD, MA OR APPROVE EQUAL
- MIN. 12" RED SEWER BRICK UNDER FRAME & GRATE

### SUBDRAIN:

- 8" PERFORATED CIRCULAR P.V.C. OR EQUAL OF STANDARD THICKNESS

### MANHOLES, DRAIN & SANITARY:

- STANDARD 4'-8' DIAM., 6" WALL THICKNESS
- MIN. 12" RED SEWER BRICK UNDER FRAME & COVER
- FRAME & COVER – WORCESTER STANDARD
- MAX. DISTANCE BETWEEN MANHOLES – 300 FT.
- OUTSIDE DROP REQUIRED WHEN DIFFERENCE BETWEEN IN & OUT IS GREATER THAN 18" – SANITARY ONLY
- MAX. LENGTH OF STUB OFF MANHOLE NOT TO EXCEED 1 PIPE LENGTH
- MIN. 8" PIPE INTO MANHOLE

### III. SANITARY SEWER DESIGN

\* All work to conform to City of Worcester Standards

<input type="checkbox"/>	TYPE OF PIPE	P.V.C. (POLYVINYLCHLORIDE) SDR-36
<input type="checkbox"/>	MIN. DIAM. MAIN LINE	8"
<input type="checkbox"/>	MAX. VELOCITY	10 FT/SEC.
<input type="checkbox"/>	MIN. VELOCITY	3 FT/SEC.
<input type="checkbox"/>	MIN. SLOPE	.5%
<input type="checkbox"/>	MIN. COVER	36"

## IV. CONSTRUCTION

\* All work to conform to City of Worcester Standards

NOTICES: 1. CITY ENGINEER AND PLANNING BOARD – 10 DAYS PRIOR  
2. DPW ENGINEERING DIVISION – 48 HOURS PRIOR

- CUL-DE-SACS:
  - MAX. LENGTH OF STREET TO DEAD END OR CUL-DE-SAC -500 FT.
  - MAX. GRADE OF CUL-DE-SAC – 3%
  - MIN. DIAMETER RIGHT-OF-WAY – 100 FT.
  - MIN. DIAMETER ROADWAY PAVEMENT – 80 FT.
  - MAX. DONUT OR ISLAND – 30 FT.
  
- SIDEWALKS:
  - 5 FT. SIDEWALK; 5 FT. GRASS AREA
  - WIDTH OF RIGHT-OF-WAY – 10 FT; BOTH SIDES OF STREET
  - PITCH – 1/4" TO 3/8" PER FOOT
  - DRIVEWAYS – MAX. STREET OPENING WIDTH – 30 FT.
  
- MONUMENTS:
  - LOCATIONS – 2 FT. OFFSET TO THE STREET LINE
  - DIMENSIONS – GRANITE STONE 5" X 5" X 4' W/DRILLHOLE IN CENTER & W.H. IMPRINT
  - INSTALLED – FLUSH TO FINISH GRADE
  
- BERM:
  - BITUMINOUS CONCRETE – WORCESTER DPW STANDARD DETAIL
  
- CURBING:
  - TYPE – VERTICAL GRANITE CURB TYPE VA-4
  - REQUIRE CIRCULAR GRANITE CURB CUT TO FIT WHEN:
    - 1. CURVES OR RADIOUS 60 FT. OR LESS AT STREET LINE
    - 2. CENTRAL ANGLE OF 45° OR MORE
    - 3. MEET ONE OR MORE TANGENTS
  
- WATER:
  - HYDRANTS – MAX. 500 FT. APART
  - PIPE – CEMENT LINED DUCTILE IRON; MIN. 8" DIAMETER
  
- LOAM:
  - MIN. 4" ROLLED
  - SHOULDERS & EMBANKMENTS SLOPES MAX. 3 HORIZONTAL TO 1 VERTICAL (3 TO 1)
  
- SEED:
  - MIN. 75% PERMANENT TYPE
  - 4 LBS. PER 1,000 SQ. FT.

#### **IV. CONSTRUCTION (cont.)**

\* All work to conform to City of Worcester Standards

NOTICES: 1. CITY ENGINEER AND PLANNING BOARD – 10 DAYS PRIOR  
2. DPW ENGINEERING DIVISION – 48 HOURS PRIOR

TREES:

- 1 PER LOT
- MIN. 2" DIAMETER
- PLACED – 5' TO 20' FROM STREET LINE
- IN ½ YARD LOAM

WHEELCHAIR RAMPS:

- REQUIRED AT ALL INTERSECTIONS WHERE SIDEWALKS EXIST
- MIN. 40" FACE WITH CURBING THROUGHOUT

EASEMENT WIDTHS:

- UTILITY – MIN. 20' WIDE
- DRAINAGE – ADEQUATE WIDTH TO FURNISH & INSTALL
- ACCESS – MIN. 25' WIDE



## ATTACHMENTS

FORM A	Approval Not Required
FORM A-2	Certified List of Abutters
FORM B-1	Application For Approval of Preliminary Plan
FORM B-2	Application For Approval of Definitive Plan
FORM B-3	Application For Approval of More Than One (1) Building on a Lot Preliminary Plan
FORM B-4	Application For Approval of More Than One (1) Building on a Lot Definitive Plan
FORM C-1	Sample Title
FORM C-2	Sample Notes
FORM C-3	Typical Street Cross Section – 50' Street
FORM C-4	Typical Street Cross Section – 60' Street
FORM C-5	Typical Section 50' Location Showing Underground Utilities
FORM D	Covenant Release
FORM E	Bond with Surety Company
FORM F	Covenant
FORM G	Inspection Form

**FORM A**

**APPLICATION FOR A DETERMINATION OF PLANNING BOARD JURISDICTION**

FILE ONE COMPLETED FROM WITH THE PLANNING BOAR AT THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT AND ONE COPY WITH THE CITY CLERK IN ACCORDANCE WITH THE REQUIREMENTS OF M.G.L., CHAPTER 41.

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons:

1. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage and area required by the City of Worcester Zoning Ordinance and is on a public/private way, namely,

\_\_\_\_\_

2. If lots do not have the required frontage and area, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Land Surveyor's name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The owner's title to the land is derived under a deed recorded in Worcester District Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_, or Land Court Certificate of Title Number \_\_\_\_\_, registered n Worcester Land Registry District Book \_\_\_\_\_, Page \_\_\_\_\_ and Worcester Assessor's Book \_\_\_\_\_, Page \_\_\_\_\_.

Owner's Signature: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board.

Filing Fee - \$35.00 Received By: \_\_\_\_\_, OPCD Staff

Original Plan Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_



**FORM B-1**

**APPLICATION FOR APPROVAL OF PRELIMINARY PLAN**

(File one (1) completed form with the Worcester Planning Board and one (1) copy with the City Clerk).

**TO THE PLANNING BOARD OF THE CITY OF WORCESTER**

1. The undersigned applicant, being the owner of all land included within a proposed subdivision shown on the accompanying plan entitled \_\_\_\_\_  
\_\_\_\_\_ and drawn by \_\_\_\_\_  
dated \_\_\_\_\_, 20\_\_\_\_, submits such plan and makes application to the Board for approval thereof.
  
2. The land within the proposed subdivision is subject to the following easements and restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The owner's title to the land is derived under deed from \_\_\_\_\_  
\_\_\_\_\_,  
dated \_\_\_\_\_, 20\_\_\_\_, and recorded in the Worcester District Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_: or Land Court Certificate of Title Number \_\_\_\_\_, registered in Worcester Land Registry District, Book \_\_\_\_\_, Page \_\_\_\_\_ and Worcester Assessor's Book \_\_\_\_\_, Page \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Please Print): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
as duly submitted under the Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD  
By: \_\_\_\_\_

Fee of \$500.00 plus \$25.00 per lot or portion thereof received for the Planning Board by: \_\_\_\_\_

**FORM B-2**

**APPLICATION FOR APPROVAL OF DEFINITIVE PLAN**

(File one (1) completed form with the Worcester Planning Board and one (1) copy with the City Clerk).

**TO THE PLANNING BOARD OF THE CITY OF WORCESTER**

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. There are appurtenant to the land within the proposed subdivision the following easements and restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. A preliminary Plan of the proposed subdivision was approved by the Board on \_\_\_\_\_, 20 \_\_\_\_\_. The modifications recommended at this meeting have been incorporated in the accompanying plan.
  
5. 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.
  
6. The applicant further agrees to complete all said required improvements within two years from the date of approval of a Definitive Plan by the Board unless the Board approves a different period of time.
  
7. 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

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.

**OR**

8. The applicant further agrees, if this application is approved, to cause the Definitive Plan of the subdivision to be recorded in the Worcester District Registry of Deeds or in the Worcester Land Registry District within six (6) months of such approval, and agrees not to sell or to offer to sell, any of the lots within the subdivision.

9. The owner's title to the land is derived under deed from \_\_\_\_\_  
\_\_\_\_\_, dated \_\_\_\_\_, 20 \_\_\_\_, and recorded in the Worcester District Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_: or Land Court Certificate of Title Number \_\_\_\_\_, registered in Worcester Land Registry District, Book \_\_\_\_\_, Page \_\_\_\_\_ and Worcester Assessor's Book \_\_\_\_\_, Page \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Please Print): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD

By: \_\_\_\_\_

Fee of \$500.00 plus \$25.00 per lot or portion thereof received for the Planning Board by: \_\_\_\_\_.

**FORM B-3**

CITY OF WORCESTER PLANNING BOARD

**REQUEST FOR PRELIMINARY APPROVAL FOR MORE THAN ONE  
(1) BUILDING ON A LOT**

\_\_\_\_\_, 20\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Option Holder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

We petition for approval of the plan herewith submitted which illustrates proposed constructions which would make available for residential use through (new construction) (placement) (conversion) more than one structure on a single parcel of land located at \_\_\_\_\_.

Submitted plan will be identical in all respects to those submitted under Subdivision Regulations, Section VIII (I) and will be accompanied by a check in the amount of \$100.00 plus \$25.00 per acre or portion thereof and in the case of high rise developments \$100.00 for each floor over three (3) floors per building.

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Fee of \$100.00 plus \$25.00 per acre or portion thereof and in the case of high-rise developments \$100.00 for each floor over three (3) floors per building received:

By: \_\_\_\_\_

**FORM B-4**

CITY OF WORCESTER PLANNING BOARD

**REQUEST FOR DEFINITIVE APPROVAL FOR MORE THAN ONE (1)  
BUILDING ON A LOT**

\_\_\_\_\_, 20 \_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_  
\_\_\_\_\_

Option Holder: \_\_\_\_\_

Address: \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_

We petition for approval of the plan herewith submitted which illustrates proposed construction which would make available for residential use through (new construction) (placement) (conversion) more than one structure on a single parcel of land located at

\_\_\_\_\_.

Submitted plan will be identical in all respects to those submitted under Subdivision Regulations, Section VIII (II) and will be accompanied by a check in the amount of \$100.00 plus \$25.00 per acre or portion thereof and in the case of high rise developments \$100.00 for each floor over three (3) floors per building. If no Preliminary Plan was submitted, the fee is \$200.00 plus \$100.00 per acre or portion thereof.

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Fee of \$100.00 plus \$25.00 per acre or portion thereof and in the case of high-rise developments \$100.00 for each floor over three (3) floors per building or \$200.00 plus \$100.00 per acre or portion thereof received:

By: \_\_\_\_\_



**SAMPLE NOTES**

# SUBDIVISION NAME

A SUBDIVISION IN WORCESTER, MA



DATE **SHEET TITLE** <sup>1.</sup> SCALE

**OWNER:**  
NAME  
ADDRESS



**SUBDIVIDER:**  
NAME  
ADDRESS

**PREPARED BY:** <sup>2.</sup>  
NAME  
ADDRESS

1. KEY PLAN  
LOT LAYOUT  
PLAB & PROFILE (Street name and stations)  
CONTOUR PLAN
  
2. CIVIL ENGINEER & LAND SURVEYOR OR COMPANY

**FORM C-2**

**SAMPLE NOTES**

1. NOTE:

DATE:

APPROVAL NOT REQUIRED UNDER THE SUBDIVISION CONTROL LAW BY  
THE WORCESTER PLANNING BOARD

\_\_\_\_\_  
PLANNING BOARD  
CITY OF WORCESTER, MASSACHUSETTS

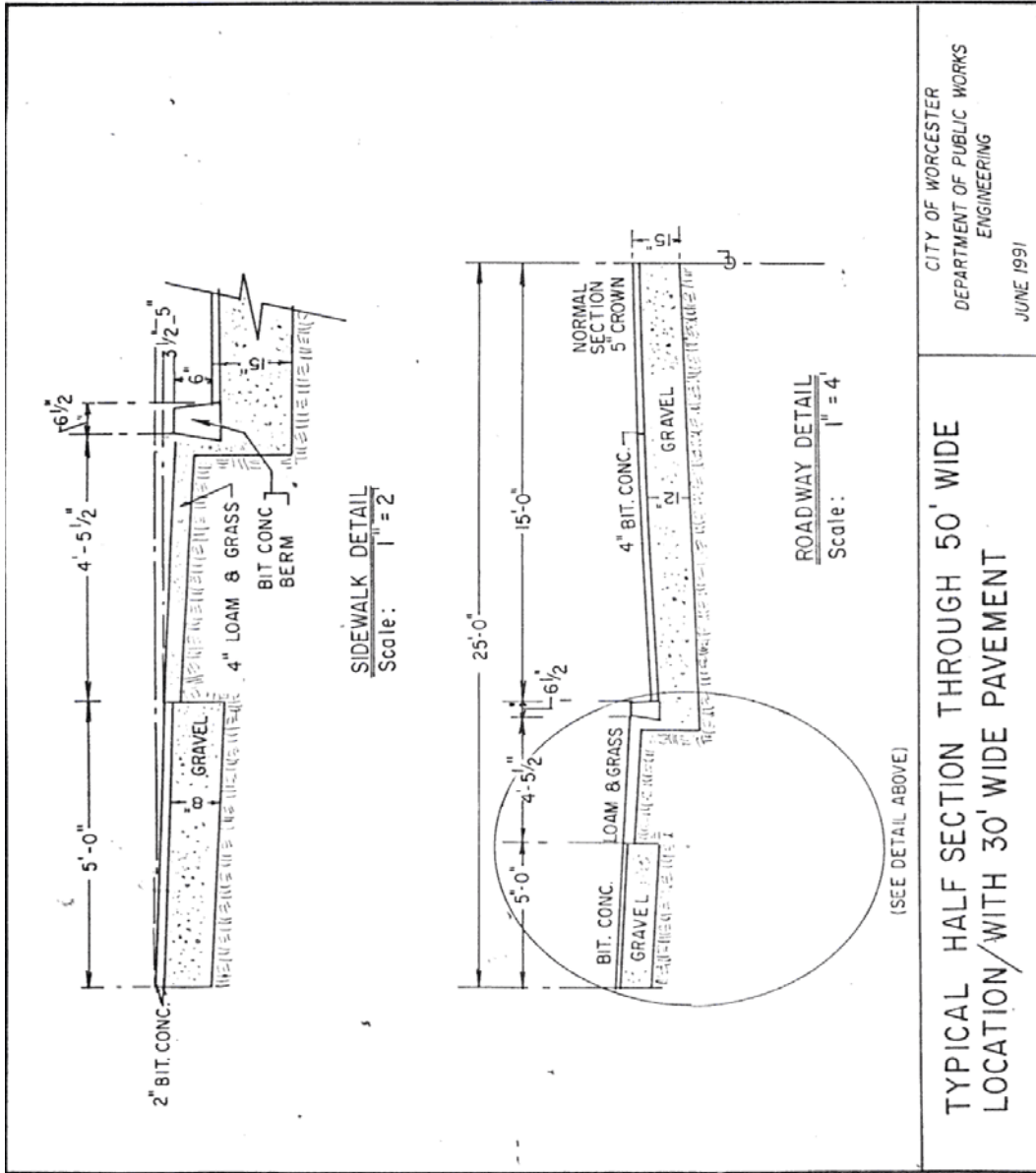
\_\_\_\_\_ CLERK

2. DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD  
APPROVAL AND THAT NO APPEAL HAS BEEN FILED IN THIS OFFICE

\_\_\_\_\_ CITY CLERK, WORCESTER, MA

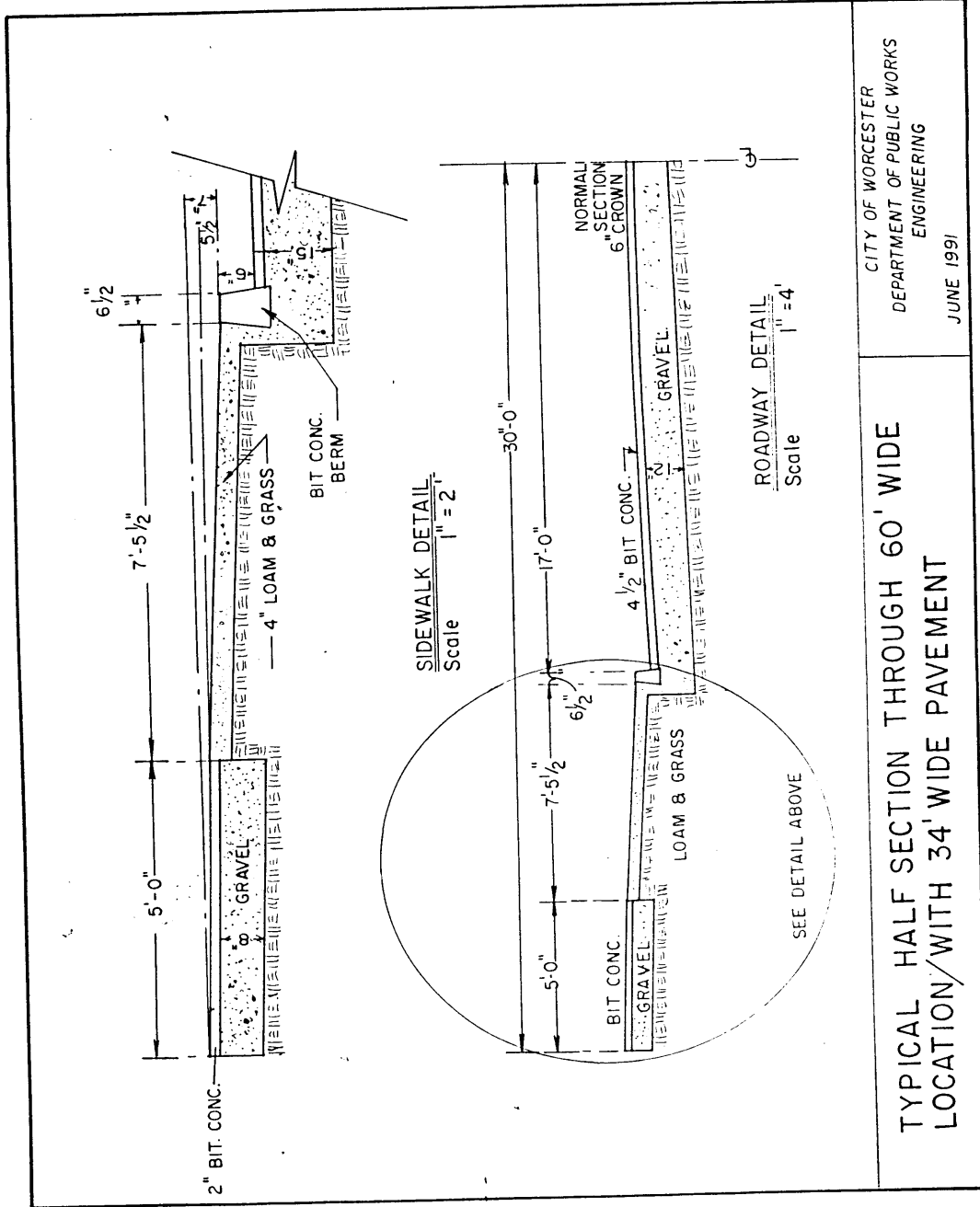


CITY OF WORCESTER  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING  
JUNE 1991

TYPICAL HALF SECTION THROUGH 50' WIDE  
LOCATION WITH 30' WIDE PAVEMENT

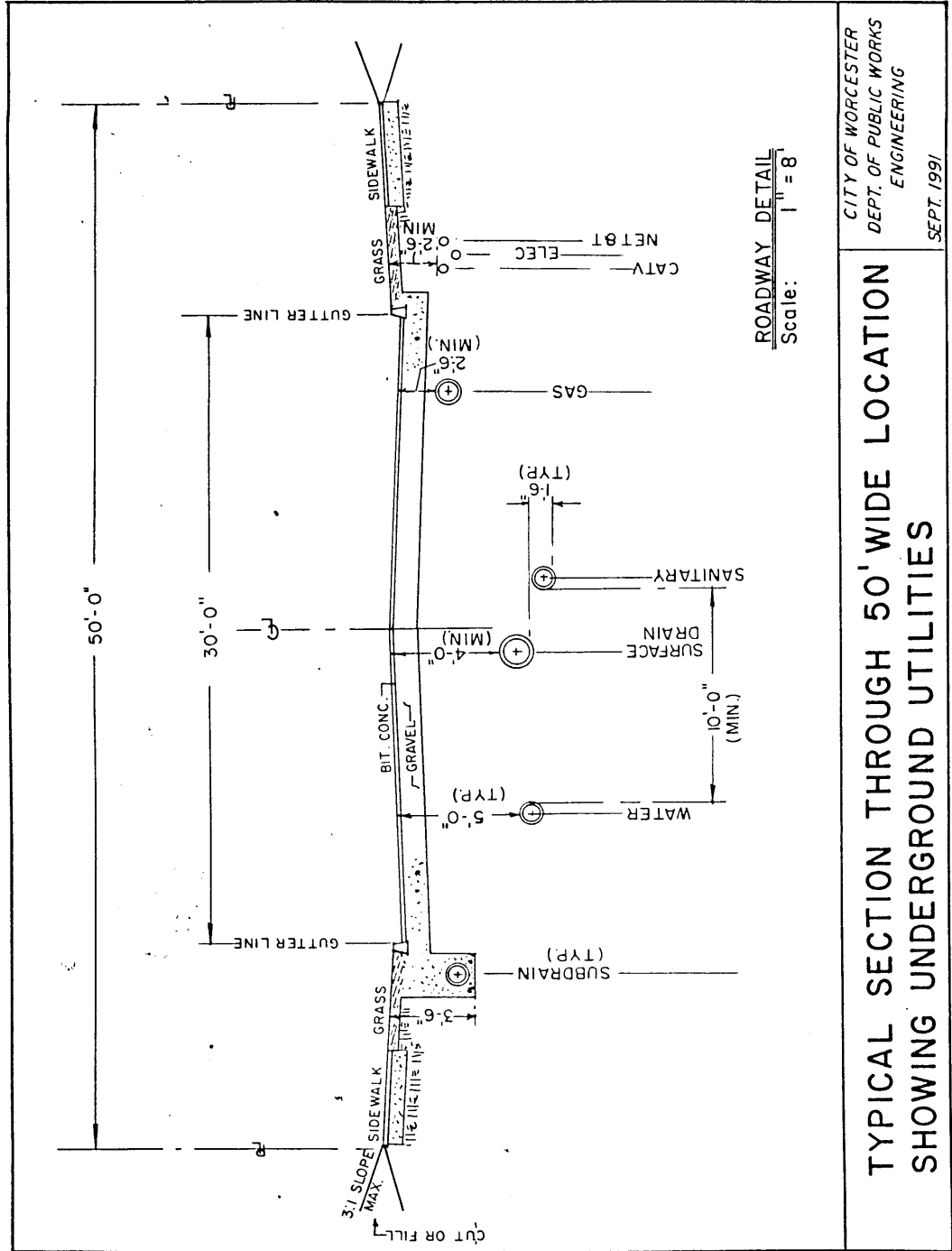
**FORM C-4**

FORM C-4



CITY OF WORCESTER  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING  
JUNE 1991

TYPICAL HALF SECTION THROUGH 60' WIDE  
LOCATION WITH 34' WIDE PAVEMENT



**FORM D**

**COVENANT RELEASE**

WORCESTER, MASSACHUSETTS

DATE: \_\_\_\_\_, 20 \_\_\_\_

The undersigned, being a majority of the Planning Board of the City of Worcester, Massachusetts, hereby certify that the requirements called for by the Covenant dated \_\_\_\_\_, 20 \_\_\_\_, and recorded in \_\_\_\_\_ District Deeds, Book \_\_\_\_\_, (or registered in \_\_\_\_\_ Land Registry District as Document No. \_\_\_\_\_, and noted on Certificate of Title No. \_\_\_\_\_, in Registration Book \_\_\_\_\_, Page \_\_\_\_\_) have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on Plan entitled \_\_\_\_\_, recorded with said Deeds, Plan Book \_\_\_\_\_, Plan \_\_\_\_\_ (or registered in said Land Registry District, Plan Book \_\_\_\_\_, Plan \_\_\_\_\_) and said lots are hereby released from the restrictions as to sale and building specified thereon.

Lots designated on said Plan as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMONWEALTH OF MASSACHUSETTS**

\_\_\_\_\_ ss.

DATE: \_\_\_\_\_, 20 \_\_\_\_

Then personally appeared \_\_\_\_\_, one of the members of the Planning Board of the City of Worcester, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me:

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**FORM E**

**BOND WITH SURETY COMPANY**

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_  
of \_\_\_\_\_ in the county of \_\_\_\_\_  
\_\_\_\_\_ in the Commonwealth of Massachusetts, as principal,  
and \_\_\_\_\_, of \_\_\_\_\_ in the  
County of \_\_\_\_\_ State of \_\_\_\_\_ with  
a usual place of business in \_\_\_\_\_ in the Commonwealth  
of Massachusetts, as surety are held and firmly bound, jointly and severally unto the  
City of Worcester, Massachusetts, in the full and just sum of  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) to  
be paid to the City of Worcester for its use and also for the use of all persons who  
may perform work, or labor, or furnish materials, in the performance of the contract  
hereinafter mentioned, for which payment in full, well and truly to be made, we bind  
ourselves, our heirs, executors and administrators, successors, and assigns, jointly  
and severally, and firmly by these presents.

Sealed with our seals, and dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Whereas the above bounden \_\_\_\_\_ has  
entered into a contract with the CITY OF WORCESTER, according to application,  
plans, specifications and agreement dated \_\_\_\_\_ by  
reason whereof, and under which approval of a certain subdivision has been  
granted. Now, therefore, the condition of the above obligation is such that if the  
above bounded \_\_\_\_\_ shall fully and  
faithfully perform the said contract, and in all things stand to and abide by, and shall  
fully and faithfully, well and truly, complete and perform in the time and manner  
specified, and shall pay, as they become due, all just claims for work, tools, and  
machinery, skill, materials and insurance premiums, furnished, rendered or  
performed in the execution of said contract, covenants, conditions, and agreements  
in the application and agreement dated \_\_\_\_\_ shall  
save harmless and defend the said City from all suits, judgments, damages, costs  
and charges and expenses that may accrue on account of the doing of the work  
specified in said contract, then the above obligation shall be void, otherwise to  
remain in full force and effect.

\_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

Sealed and delivered in the presence of

\_\_\_\_\_

\_\_\_\_\_

**FORM F**

SUBDIVISION

**DECLARATION OF RESTRICTIVE COVENANTS  
PURSUANT TO M.G.L. c.41, section 81U**

KNOW ALL BY THESE PRESENTS that (hereinafter "the Covenantor"), having submitted to the Worcester Planning Board a definitive plan of a subdivision entitled \_\_\_\_\_, Worcester, Massachusetts, owned and developed by \_\_\_\_\_, dated \_\_\_\_\_, and prepared by \_\_\_\_\_ hereby imposes the following restrictions and declarations on said premises for the benefit of the City of Worcester, acting through its Planning Board, pursuant to M.G.L. c.41, section 81U, as amended.

1. The Covenantor is the owner of record of the premises shown on said plan, and there are no mortgages of record or otherwise on any of the land, except for those described below.

2. The present holder of a mortgage upon the property is \_\_\_\_\_. The mortgage is dated \_\_\_\_\_, 20\_\_\_\_ and recorded in the Worcester District Registry of Deeds at \_\_\_\_\_. The mortgagee agrees, that the covenants shall have the same status, force and effect as though executed and recorded before taking of the mortgage and further agrees that the mortgage shall be subordinate to this Declaration of Restrictive Covenants.

3. This covenant shall run with the land and be binding upon the executors, administrators, devisees, heirs, assigns and successors of the Covenantor, and shall constitute a covenant running with the land included in the subdivision and shall operate as restrictions upon the land.

4. The Covenantor will not sell or convey any lot in the subdivision, or erect or place any permanent building on any lot until the construction of ways and the installation of municipal services necessary to adequately serve such lot has been completed in accordance with the covenants, conditions, agreements, terms and provisions as specified in the following:



- a) The Subdivision Control Law and the Worcester Planning Board's Rules and Regulations promulgated pursuant thereto.
- b) The Certificate of Approval relative to this subdivision and the conditions of approval specified therein, dated \_\_\_\_\_, 20 \_\_\_\_.
- c) The Definitive Plan as approved and s qualified by the Certificate of Approval.

Provided that, a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise, and any succeeding owner of the mortgaged premises or part thereof, may sell or convey any lot subject only to that portion of this Declaration of Restrictive Covenants which provides that no lot shall be built upon until ways and services have been provided to serve such lot in accordance with the above.

5. The Covenantor shall complete the requirements of said regulations, including the construction of sanitary and surface sewers, water mains, roadways, sidewalks, installation of "WH" bounds, street lights, trees and other incidental work for such project as required by the Commissioner of Public Works and as shown on said plan, on the following streets:

- a. \_\_\_\_\_ for a distance of approximately \_\_\_\_\_ linear feet, more or less.

6. Upon the performance of this covenant with respect to any particular lot(s), the Planning Board, pursuant to the affirmative vote of a majority of its members, may release such lot(s) from this covenant by a duly executed, acknowledged and recorded instrument, enumerating the lot(s) to be released.

7. Nothing herein shall prohibit the Covenantor from varying the method of securing the construction of ways and installation of municipal services from time to time, or from securing by one, or in part by one and in part by another, of the methods described in M.G.L. c. 41, section 81U, as amended, as long as the Covenantor obtains the prior approval of the Planning Board that the security is sufficient to secure performance of the construction and installation.

8. Nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to this Declaration of Restrictive Covenants, of either the entire parcel

of land shown on the subdivision plan or of all lots not previously released from this Declaration by the Planning Board.

9. This Declaration of Restrictive Covenants shall be executed prior to endorsement of the Planning Board's approval of the Definitive Plan for the subdivision and shall take effect upon said endorsement. Reference to this Declaration shall be entered upon the Definitive Plan and this Declaration shall be recorded when said plan is recorded.

10. The Covenantor's title being that conveyed by deed of \_\_\_\_\_, dated \_\_\_\_\_, 20 \_\_\_\_ recorded at the Worcester District Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

APPROVED AS TO LEGAL FORM:

COVENANTOR:

\_\_\_\_\_  
Michael E. Traynor  
Assistant City Solicitor

By: \_\_\_\_\_

MORTGAGEE:

\_\_\_\_\_  
Authorized Representative

CITY OF WORCESTER

By: \_\_\_\_\_

Thomas R. Hoover  
City Manager

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, ss. \_\_\_\_\_, 20 \_\_\_\_

Then personally appeared the above-named \_\_\_\_\_, of \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed, before me.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**FORM G**  
**CITY OF WORCESTER**  
**DEPARTMENT OF PUBLIC WORKS**  
**INSPECTION FORM**

Name of Subdivision: \_\_\_\_\_ From Sta.: \_\_\_\_\_ To Sta.: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

<u>SUBJECT</u>	<u>INSPECTORS SIGNATURE</u>	<u>DATE OF INSPECTION</u>
1. Pre-Construction Meeting & Proper Permits & Fees	_____	_____
2. Erosion Controls, Retention/Detention Ponds Inst.	_____	_____
3. Clearing of Right-of-Way	_____	_____
4. Sanitary Sewer Installation	_____	_____
5. Drainage Installation and Catch basins	_____	_____
6. Water Main Installation	_____	_____
7. Utility Installation	_____	_____
8. Street lights	_____	_____
9. Subgrade Preparation	_____	_____
10. Gravel Base Installation	_____	_____
11. Binder Course/Roadway	_____	_____
12. Curb or Berm Installation	_____	_____
13. Binder Course Sidewalk	_____	_____
14. Street Signs and W.H. Monuments	_____	_____
15. Finish Course/Roadway	_____	_____
16. Finish Course/Sidewalk	_____	_____
17. Street Trees and Planting	_____	_____
18. Grass Strips	_____	_____
19. Final Clean-Up	_____	_____
20. Maintenance	_____	_____

The Department of Public Works Engineering Division shall be notified at least 24 hours before each required inspection as listed.

# **AMENDMENTS TO THE SUBDIVISION REGULATIONS**

The Worcester Planning Board's Subdivision Regulations approved and adopted on October 1, 1992 are hereby amended as follows:

1. Delete paragraph 3 of Section IV(C) in its entirety and insert in thereof the following new provision:

"3.(a) No plan hereunder shall be deemed to have been submitted to the Planning Board until the plan, prints, applicable forms, fee and application, together with all the necessary evidence of required filings noted herein have been delivered to the Planning Board at a meeting thereof, and all are fully completed in accordance with these rules and regulations.

(b) All such materials, when hand-delivered, shall be deposited with the Office of Planning and Community Development ("OPCD"). The OPCD shall review the materials for completeness, and accept them for filing if the requirements for such have been met. The OPCD shall indicate its receipt of the application, and the applicable fee on the application form. Acceptance of the materials by the OPCD is for administrative purposes only and shall not constitute submission of the plan as set forth in subparagraph (a), above. Notwithstanding such review and acceptance by the OPCD it is the applicant's responsibility to arrange, through the OPCD, for delivery of the plan to the Planning Board at a meeting thereof.

(c) Alternatively, as provided in G.L.c.41, s.81-0, submission may be made by sending the aforementioned materials by registered mail to the Planning Board, in care of the City Clerk. If so mailed, the date of mailing shall be the date of the plan's submission.

(d) Thereafter, the applicant shall forthwith file, by delivery or registered mail, a notice with the City Clerk stating the date of the submission of the plan. This notice must also be accompanied by a copy of the application, acknowledged by the OPCD as complete and accepted for filing. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefor."

RECEIVED  
CITY CLERK  
AUG 29 9 28 AM '92

2. Delete paragraph 4 of Section V(C) in its entirety and insert in lieu thereof the following new provision:

"4.(a) No plan hereunder shall be deemed to have been submitted to the Planning Board until the plan, prints, applicable forms, fee and application, together with all the necessary evidence of required filings noted herein have been delivered to the Planning Board at a meeting thereof, and all are fully completed in accordance with these rules and regulations.

(b) All such plans, prints, forms, fee and application, when hand-delivered, shall be deposited with the Office of Planning and Community Development ("OPCD"). The OPCD shall review the materials for completeness, and accept them for filing if the requirements for such have been met. The OPCD shall indicate its receipt of the application, and the applicable fee on the application form. Acceptance of the materials by the OPCD is for administrative purposes only and shall not constitute submission of the plan as set forth in subparagraph (a), above. Notwithstanding such review and acceptance by the OPCD, it is the applicant's responsibility to arrange, through the OPCD, for delivery of the plan to the Planning Board at a meeting thereof.

(c) Alternatively, as provided in G.L.c.41, s.81-O, submission may be made by sending the aforementioned materials by registered mail to the Planning Board, care of the City Clerk. If so mailed, the date of mailing shall be the date of the plan's submission.

(d) Thereafter, the applicant shall forthwith file, by delivery or registered mail, written notice with the City Clerk that such plan has been submitted. This notice must also be accompanied by a copy of the application, acknowledged by the OPCD as complete and accepted for filing. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefor. A copy of the notice to the City Clerk shall be filed with the Planning Board, in care of the OPCD."

3. Delete Sub-section (B) of Section VI in its entirety and insert in lieu thereof the following new provision:

"B. FILING AN APPLICATION FOR DEFINITIVE PLAN APPROVAL

1. No plan hereunder shall be deemed to have been submitted to the Planning Board until the plan, prints, applicable forms, fee and application, together with all the necessary evidence of required filings noted herein have been delivered to the Planning Board at a meeting thereof, and all are fully completed in accordance with these rules and regulations.
2. All such plans, prints, forms, fee and application, when hand-delivered, shall be deposited with the Office of Planning and Community Development ("OPCD"). The OPCD shall review the materials for completeness, and accept them for filing if the requirements for such have been met. The OPCD shall indicate its receipt of the application, and the applicable fee on the application form. Acceptance of the materials by the OPCD is for administrative purposes only and shall not constitute submission of the plan as set forth in paragraph (1), above. Notwithstanding such review and acceptance by the OPCD, it is the applicant's responsibility to arrange, through the OPCD, for delivery of the plan to the Planning Board at a meeting thereof.
3. Alternatively, as provided in G.L.c.41, s.81-0, submission may be made by sending the aforementioned materials by registered mail to the Planning Board, care of the City Clerk. If so mailed, the date of mailing shall be the date of the plan's submission.
4. Thereafter, the applicant shall forthwith file, by delivery or registered mail, a notice with the City Clerk describing the land to which the plan relates sufficiently for identification and stating the date of the submission of the plan and the name and address of the owner of such land. This notice must also be accompanied by a copy of the application, acknowledged by the OPCD as complete and accepted for filing. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefor. A copy of the notice to the City Clerk shall be filed with the Planning Board, in care of the OPCD.

Approved by the Planning Board on November 17, 1993 -  
Placed on file in the City Clerk's on August 2, 1994

**CITY OF WORCESTER, MASSACHUSETTS**



THOMAS R. HOOVER  
City Manager

STEPHEN F. O'NEIL  
Director

Telephone  
799-1400

**EXECUTIVE OFFICE OF THE CITY MANAGER  
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT**

455 MAIN STREET, ROOM 402  
WORCESTER, MASSACHUSETTS 01608-1885

November 18, 1994

Mr. Robert J. O'Keefe  
City Clerk  
455 Main Street  
Worcester, Massachusetts 01604

Dear Mr. O'Keefe:

At its November 2, 1994 meeting the Worcester Planning Board held a public hearing to amend the Worcester Planning Board's Subdivision Regulations, approved and adopted on October 1, 1992. Proper notice by advertisement was given for this public hearing.

Attached hereto is the amendment which was approved and adopted on November 2, 1994 to be made a part of the regulations kept on file in your office.

Sincerely,

  
STEPHEN F. O'NEIL  
Director

/jis  
Attachment



The Worcester Planning Board's Subdivision Regulations, approved and adopted on October 1, 1992, are hereby amended as follows:

1. Delete Paragraph 25 of Section VI (G) in its entirety and insert in lieu thereof the following new provision:

"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 in the Attachment's division of these Regulations."

2. Delete Paragraph 2 of Section VII (D) in its entirety and insert in lieu thereof the following new provision:

"2.a. The approval of the Board will not be endorsed upon the Definitive Plan until:

- i. The twenty (20) day appeal period provided in G.L. c.41, s.81BB has expired and the City Clerk has endorsed on the Definitive Plan that no notice of appeal has been received; or
- ii. If an appeal has been taken, after receipt of certified records of the Superior or Land Court, as the case may be, indicating that such approval has become final, and the City Clerk endorses such disposition upon the Definitive Plan; and
- iii. The provisions of G.L. c.41, s.81U are satisfied relative to the Board's obtaining a performance guarantee securing the construction of ways and installation of municipal services.

2.b. Upon the satisfaction of the prerequisites contained in subparagraph (a) above, the Board shall endorse on the Definitive Plan or cause to be endorsed thereon by a person authorized by the Board, its approval or conditional approval, whichever is apt, and the date of such approval.

2.c. The Board, after the Definitive Plan has been endorsed, shall then cause, upon consent of the owner thereof, the original drawing of the Definitive Plan to be recorded at the Worcester District Registry of Deeds."

RECEIVED  
CITY CLERK  
NOV 27 12 58 PM '94

<b>APPROVED</b>
November 2, 1994
DATE OF ENDORSEMENT OF
APPROVAL <u>Nov. 18</u> , 19 <u>94</u>
<u>Joan Blagley</u>
WORCESTER PLANNING BOARD

# WORCESTER PLANNING BOARD

November 29, 2000

David J. Rushford, City Clerk  
455 Main Street  
Worcester, Massachusetts 01608

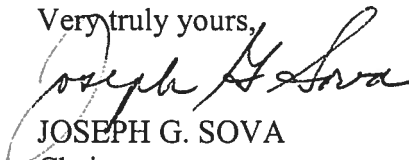
RECEIVED  
WORCESTER CITY CLERK  
2000 NOV 30 A 9:26

**Re: *Amendment to Subdivision Regulations of the City of Worcester***

Dear Mr. Rushford:

Enclosed for filing, please find an amendment to the Subdivision Regulations of the City of Worcester. The Worcester Planning Board voted at its meeting on November 15, 2000 to adopt the amendment in accordance with M.G.L. c. 41, § 81Q.

Very truly yours,



JOSEPH G. SOVA  
Chairman

/jis

Enclosure

cc: Edward J. Carrigan, DPW/Engineering  
Stephen F. Madaus, Assistant City Solicitor  
David Holden, Code Enforcement  
Stephen Parker, OPCD

AMENDMENT  
TO THE SUBDIVISION REGULATIONS  
OF THE CITY OF WORCESTER

2000 NOV 30 A 9:28

The Subdivision Regulations of the Worcester Planning Board, approved and adopted on October 1, 1992, be and are hereby amended as follows:

I. Part I of Section VI, entitled "Planning Board Decision" is deleted in its entirety and the following new provisions are inserted in lieu thereof:

I. PLANNING BOARD DECISION

1. The Planning Board shall review the Definitive Plan, the improvement drawings and plans and all other pertinent information, including a determination of conformity with the requirements of these regulations and shall consider the recommendations and/or comments of all City departments and/or other agencies and shall take action on the Definitive Plan within ninety (90) days from the date of submission of the Definitive Plan, or a mutually agreed upon extension with the developer; otherwise the plan shall be deemed to have been approved by the Planning Board. One of the following actions shall be taken by the Board:
  - (a) Conditional Approval - The Planning Board may modify the Definitive Plan if such plan does not comply with the Subdivision Regulations or the rules and regulations of the Planning Board or the recommendations of the Commissioner of Public Health and Code Enforcement, and grant approval conditional on the modification of such plan.
  - (b) Approval - The Planning Board may approve the Definitive Plan as submitted. When the Definitive Plan is approved by the Board, prior to recording of said plan at the Worcester District Registry of Deeds, the developer shall elect before endorsement of approval either Option "A", "B" or "C" as set forth in Section VII - Options and Regulations Governing Performance.
  - (c) Disapproval - The Planning Board may disapprove the Definitive Plan stating in detail wherein the plan does not conform to the rules and regulations of the Planning Board or to the recommendations of the Commissioner of Public Health and Code Enforcement. Such disapproval shall be rescinded by the Board if the Definitive Plan is amended to conform to such rules and regulations or recommendations.
2. Any approval or conditional approval shall automatically rescind if the construction of the roadway (including installation of monuments, street lights, street signs and planting of trees) and installation of utilities are not completed in accordance with the following time frames:

- (a) Within three years from the date of the Planning Board approval for a definitive subdivision plan of ten lots or fewer;
- (b) Within five years from the date of Planning Board approval for a definitive subdivision plan of more than ten lots.

The date for completion shall be set forth in the notice of the Planning Board's approval and in any Covenant or Performance Agreement entered pursuant to General Laws c. 41, § 81U.

II. Paragraph no. 6 in Form B-2, entitled "Application for Approval of Definitive Plan," is deleted in its entirety and the following paragraph is inserted in lieu thereof:

The applicant covenants and agrees to complete all said required improvements; (1) within three 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.

City of Worcester, Massachusetts

Michael V. O'Brien  
City Manager

Julie A. Jacobson  
Assistant City Manager  
Office of Economic and Neighborhood Development



Joel J. Fontane, AICP  
Director  
Planning and Regulatory Services Division

**Memorandum**

To: David Rushford, City Clerk

From: Joel Fontane, AICP – Director, Planning & Regulatory Services Division

Date: August 1<sup>st</sup>, 2007

Re: **Amendment to the City of Worcester Subdivision Regulations**

A handwritten signature in blue ink, likely belonging to Joel J. Fontane, the Director of Planning and Regulatory Services Division.

Enclosed for filing, please find an amendment to the Subdivision Regulations of the City of Worcester. The Worcester Planning Board voted at its meeting on July 18, 2007 to amend Section IV,C,2, Section V,E,3, Section VI, A and Section VIII, A related to fees (see attached for filing).

2007 AUG - 1 P 4: 21  
RECEIVED  
WORCESTER CITY CLERK



# APPLICATION FEES WORCESTER PLANNING BOARD

Effective August 1, 2007

Definitive Site Plan	Special Permits	Definitive Subdivisions
<b>Residential Uses</b> (5 units or more, or lots in subdivisions) \$185.00 + \$60.00 per DU	<b>Adaptive Reuse, Arts Overlay, CCRC, Cluster,</b>  <b>Common Drive, Density Bonus, Flexible Parking,</b> <b>Mixed Use, Water Resources.</b> \$250.00 ea.	<b>Definitive Subdivisions</b> \$1250.00 + \$60.00 per lot
<b>Non-Residential Uses</b> \$185.00 + \$0.25 per SF of GFA over 10,000 SF		<b>Preliminary Subdivisions</b> \$625.00 + \$30.00 per lot
<b>Other Site Plan Triggers:</b> Airport Environs, Billboards, Lodging House, Historic (National Register) & Slope-15% \$185.00	<b>Wind Energy Conversion Facilities</b>  \$500.00	<b>More Than One Building on a Lot</b> <b>Definitive or Preliminary Plan</b> (see Site Plan & Preliminary Site Plan fee - fee not applicable if site plan required)
Preliminary Site Plan	Other Special Permits:	81-G Street Opening
All Triggers, Thresholds & Types \$185.00	\$250.00	\$0
<b>Parking Plan</b> \$185.00 + \$5.00 per parking space		<b>ANR</b> \$100.00
		<b>Frontage Subdivision</b> \$100.00
Other Applications Types		
	<b>Amendments</b> \$250.00, or filing fee whichever is lower.	
	<b>Extension of Time</b> \$100.00	
General Notes		
If more than one trigger is met for site plan, the greater of the two fees applies.  Preliminary fees, if any, shall be deducted from Definitive fee total.  All applications shall be accompanied by cash or check for the filing fee, payable to the City of Worcester.  Filing fees shall be no more than \$5,000.00 for any combination of Planning Board applications filed at the same time.		

City of Worcester, Massachusetts

Michael V. O'Brien  
City Manager

Julie A. Jacobson  
Assistant City Manager  
Office of Economic and Neighborhood Development



Joel J. Fontane, AICP  
Director  
Planning and Regulatory Services Division

**Memorandum**

To: David Rushford, City Clerk  
From: Joel Fontane, AICP – Director, Planning & Regulatory Services Division  
Date: July 1, 2009  
Re: **Amendment to City of Worcester Subdivision Regulations**

A handwritten signature in blue ink, appearing to be "JF", located to the right of the "From:" line.

Enclosed for filing, please find an amendment to the Subdivision Regulations of the City of Worcester. The Worcester Planning Board voted at its meeting on June 24, 2009 to amend Section IV, C, (2); Section V, E (3); Section VI, A and Section VIII, A related to fees (See attached for filing).

RECEIVED  
WORCESTER CITY CLERK  
2009 JUL -1 P 3:58



**Amendment #5 - APPLICATION FEES - Amending Section IV (C) 2, Section V (E) 3, Section VI (A) and Section VIII (A)**  
**WORCESTER PLANNING BOARD**  
 Effective July 1, 2009

<b>Definitive Site Plan</b>	<b>Special Permits</b>	<b>Definitive Subdivisions</b>
<b>Residential Uses</b> (5 units or more, or lots in subdivisions) \$225.00 + \$70.00 per DU  <b>Non-Residential Uses</b> \$225.00 + \$0.30 per SF of GFA over 10,000SF  <b>Other Site Plan Triggers:</b> Airport Environs, Billboards, Lodging House, Historic (National Register) & 15% Slope \$225.00	<b>Adaptive Reuse, Arts Overlay,                      CCRC, Cluster,                      Common Drive, Density Bonus,                      Flexible Parking,                      Mixed Use, Water Resources.</b> \$300.00 ea.  <b>Wind Energy Conversion Facilities</b> \$600.00 ea.	<b>\$1,500.00 + \$70.00 per lot</b>  <b>Preliminary Subdivisions</b> \$750.00 + \$35.00 per lot  <b>Frontage Subdivision</b> \$150.00  <b>ANR</b> \$150.00
<b>Preliminary Site Plan</b>	<b>Other Special Permits:</b>	<b>More than One Building on a Lot</b>
All Triggers, Thresholds & Types \$225.00	\$300.00 ea.	Definitive or Preliminary Plans: \$0
<b>Parking Plan</b>		<b>81-G Street Opening</b>
\$225.00 + \$6.00 per parking space		\$0
<b>Other Applications Types</b>		
<b>Amendments</b>		
\$300.00 or filing fee (whichever is lower)		
Significant site plan amendment (See Attachment A) - \$600.00 or filing fee (whichever is lower)		
<b>Extension of Time</b>		
\$150.00		
<b>General Notes</b>		
If more than one trigger is met for site plan, the greater of the two fees applies.		
In cases where flat fee site plans also include changes that would otherwise trigger parking plan approval the greater of the two fees shall apply. Preliminary fees, if any, shall be deducted from Definitive fee total.		
All applications shall be accompanied by a check for the filing fee, made payable to the City of Worcester.		
<b>Filing fees shall be no more than \$5,000.00 for any combination of Planning Board applications filed at the same time.</b>		



City of Worcester, Massachusetts

Michael V. O'Brien  
City Manager

Timothy McGourthy  
Acting Chief Development Officer  
Executive Office of Economic, Neighborhood  
& Workforce Development



Joel J. Fontane, AICP  
Director  
Planning and Regulatory Services Division

Memorandum

To: David Rushford, City Clerk  
From: Joel Fontane, AICP -- Director of Planning & Regulatory Services JJF  
Date: March 31, 2011  
Re: **Amendment to the Subdivision Regulations of the City of Worcester related to Consultant Review Fees**



Enclosed for filing, please find an amendment to the Planning Board Rules and Regulations (Special Permit) of the City of Worcester. The Planning Board voted at its meeting on January 5, 2011 to amend Part A of Section VI entitled "Application for Approval and Fee" and Part A of Section VIII entitled "Definitive Plan -More Than One Building On A Lot".

RECEIVED  
WORCESTER CITY CLERK  
2011 APR -1 A 9:01



AMENDMENT  
TO THE SUBDIVISION REGULATIONS  
OF THE CITY OF WORCESTER

The Subdivision Regulations of the Worcester Planning Board approved and adopted on October 1, 1992, be and are hereby amended, as follows:

I. Part A of Section VI entitled "Application for Approval and Fee" is hereby amended by inserting the following:

"The Planning Board may retain outside consultants to assist in reviewing any application for approval of a Definitive Plan where the Planning Board determines that the assistance of an outside consultant is warranted due to the size, scale or complexity of a proposed project or because of a project's potential impacts. In hiring outside consultants, the Planning Board may engage engineers, planners or other appropriate professionals, who can assist the Planning Board in analyzing a project to ensure compliance with all relevant laws, ordinances and regulations.

The Planning Board may require that applicants pay a "review fee" consisting of the reasonable costs incurred by the Planning Board for the employment of such outside consultants. Funds received by the Planning Board under this section shall be deposited with the City Treasurer, who shall establish a special revolving fund for such purpose. Expenditures from this special account, including accrued interest, if any, shall be made at the direction of the Planning Board without further appropriation and shall be made only in connection with the review of a particular project or projects for which the review fee has been collected from the applicant. At the completion of a project, any excess amount in the special account attributable to a particular project, including any accrued interest, shall be repaid to the applicant or to the applicant's successor in interest along with a final report of said account.

The Planning Board shall give written notice to the applicant of the selection of any outside consultant. Such notice shall state the identity of the consultant, the amount of the fee to be charged to the applicant and a request for payment of said fee. Failure of an applicant to pay the review fee within ten (10) days of the request for payment shall be cause for the Planning Board to deny the application.

Any applicant may take an administrative appeal from the selection of the outside consultant to the City Council. Such appeal must be in writing and received by the City Council within ten (10) days of the Planning Board's notice to the applicant of the selection of an outside consultant. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications, which shall consist either of an educational degree in or related to the field at issue or three (3) or more years of practice in the field at issue or related field. The required time limits for action upon an application by the Planning Board shall be extended by the duration of the administrative appeal."

II. Part A of Section VIII entitled “Definitive Plan –More Than One Building On A Lot” is hereby amended by inserting the following:

“The Planning Board may retain outside consultants to assist in reviewing any application for approval of a Definitive Plan where the Planning Board determines that the assistance of an outside consultant is warranted due to the size, scale or complexity of a proposed project or because of a project’s potential impacts. In hiring outside consultants, the Planning Board may engage engineers, planners or other appropriate professionals, who can assist the Planning Board in analyzing a project to ensure compliance with all relevant laws, ordinances and regulations.

The Planning Board may require that applicants pay a “review fee” consisting of the reasonable costs incurred by the Planning Board for the employment of such outside consultants. Funds received by the Planning Board under this section shall be deposited with the City Treasurer, who shall establish a special revolving fund for such purpose. Expenditures from this special account, including accrued interest, if any, shall be made at the direction of the Planning Board without further appropriation and shall be made only in connection with the review of a particular project or projects for which the review fee has been collected from the applicant. At the completion of a project, any excess amount in the special account attributable to a particular project, including any accrued interest, shall be repaid to the applicant or to the applicant’s successor in interest along with a final report of said account.

The Planning Board shall give written notice to the applicant of the selection of any outside consultant. Such notice shall state the identity of the consultant, the amount of the fee to be charged to the applicant and a request for payment of said fee. Failure of an applicant to pay the review fee within ten (10) days of the request for payment shall be cause for the Planning Board to deny the application.

Any applicant may take an administrative appeal from the selection of the outside consultant to the City Council. Such appeal must be in writing and received by the City Council within ten (10) days of the Planning Board’s notice to the applicant of the selection of an outside consultant. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications, which shall consist either of an educational degree in or related to the field at issue or three (3) or more years of practice in the field at issue or related field. The required time limits for action upon an application by the Planning Board shall be extended by the duration of the administrative appeal.”

## City of Worcester, Massachusetts

Michael V. O'Brien  
City Manager



Timothy McGourthy  
Acting Chief Development Officer  
Executive Office of Economic, Neighborhood  
& Workforce Development

Joel J. Fontane, AICP  
Director  
Planning and Regulatory Services Division

**Memorandum**

To: David Rushford, City Clerk  
From: Joel Fontane, AICP – Director, Planning & Regulatory Services Division  
Date: July 8, 2011  
Re: **Amendment to the Planning Board Rules & Regulations, and Amendment to the City of Worcester Subdivision Regulations regarding the amendment to the fee schedule of the Worcester Planning Board.**

Enclosed for filing, please find an amendment to the Planning Board Rules & Regulations, and amendment to the City of Worcester Subdivision Regulations regarding the amendment to the fee schedule of the Worcester Planning Board (BR-2011-001).

The Planning Board voted at its meeting on June 15, 2011 to:

- 1) Amend the Planning Board Rules and Regulations pertaining to fees for the following:
  - o Special Permits, Article II, Section 6
  - o Site Plans, Article II, Section 8
  - o Parking Plans, Article II, Section 7
- 2) Amend the City of Worcester Subdivision Regulations pertaining to fees for the following:
  - o Plans Not Requiring Approval, Section IV, C, 2
  - o Preliminary Plan, Section V, E, 3
  - o Definitive Plan, Section VI, A
  - o Preliminary & Definitive Plan-More than One-Building on a Lot, Section VIII, A
- 3) Amend Attachment A – Site Plan Amendments (as affective July 1, 2009) by correcting for an internal consistency regarding minor vs. substantial site plan amendment triggers
- 4) Introduce a fee for the 81-G Street Opening applications.

*(see attached for filing)*

RECEIVED  
 WORCESTER CITY CLERK  
 2011 JUL -8 P 12:37



## **Attachment A – Site Plan Amendments**

### **Minor Site Plan Amendments.**

The following shall constitute minor modifications for the purposes of charging site plan amendment fees.

1. All underground changes;
2. Any change less than or equal to two feet (2') in the location of buildings, parking, retaining walls or drainage facilities, caused by unexpected field conditions, as long as the new location does not penetrate the applicable setback required for the underlying zoning district or a non-zoning related setback specifically designated in the Planning Board's Site Plan Approval or Special Permit Approval;
3. Changes in the location of less than, or equal to, 10% of the total area devoted to parking;
4. Changes in the number of compact parking spaces, provided that the number of compact spaces is less than or equal to 25% of the total number of spaces provided;
5. Changes in the location and types of lighting provided that they meet the intent of the zoning ordinance;
6. Changes in the dimensions of landscape buffers, location of plantings, and materials used, provided that they meet the intent of the zoning ordinance;
7. Changes in the location of signs provided that it meets the new location requirements of the Zoning Ordinance;
8. Any reduction in area of impervious surfaces;
9. The addition of nonhabitable accessory structures that meet the by-right requirements of the zoning ordinance;
10. Changes in grade that do not change the height of buildings by more than 5% provided that the resulting height of all structures meet the maximum height requirements of the zoning ordinance and that it does not create or disturb a slope greater than or equal to 15%; and
11. Any other changes the Division of Planning & Regulatory Services, at its discretion, considers insubstantial, excluding those classified as substantial site plan amendments.

### **Substantial Site Plan Amendments.**

The following shall constitute substantial modifications for the purposes of charging site plan amendment fees.

1. Any change in the location of buildings, retaining walls or drainage facilities greater than two feet (2') from the location approved.
2. Changes to building envelope that result in a larger footprint, an increase in height, an increase in volume, an increase in floor area, or any combination of such changes;
3. An increase in the land area devoted to parking, loading, or traffic circulation;
4. Changes to the architectural character including the color and style of materials used for the exterior façade of buildings;
5. Changes that result in a reduction of open space by more than 10%; and
6. Other changes the Planning and Regulatory Services Division, at its discretion, considers substantial in the context of the approved project.

# APPLICATION FEES WORCESTER PLANNING BOARD

Effective July 1, 2011

Amendment #7

Definitive Site Plan	Special Permits	Definitive Subdivisions
<b>Residential Uses</b> (5 units or more, or lots in subdivisions) \$250 + \$77 per DU or Bed  <b>Non-Residential Uses</b> \$250 + \$0.33 per SF of GFA over 10,000SF  <b>Other Site Plan Triggers:</b>  Airport Environs, Billboards, Lodging House, Historic (National Register) & 15% Slope \$250	Adaptive Reuse, Arts Overlay, CCRC, Cluster, Comprehensive Sign Common Drive, Density Bonus, Flexible Parking, Mixed Use, Water Resources. \$330 ea.  Wind Energy Conversion Facilities  Large Scale: \$660 ea. Small Scale: \$330 ea.	<b>Preliminary Subdivisions</b> \$825.00 + \$38.50 per lot  <b>Frontage Subdivision</b>  \$165  <b>ANR</b>  \$165
Preliminary Site Plan	Other Special Permits:	More than One Building on a Lot
All Triggers, Thresholds & Types \$250  <b>Parking Plan</b> \$250 + \$6.50 per parking space	\$330 ea.	Definitive or Preliminary Plans:  \$0  <b>81-G Street Opening</b>  \$165
Other Applications Types		
<b>Amendments</b> \$330 or filing fee (whichever is lower)  Significant site plan amendment (See Attachment A) - \$660 or filing fee (whichever is lower)		
<b>Extension of Time</b> \$165		
General Notes		
If more than one trigger is met for site plan, the greater of the two fees applies.  In cases where flat fee site plans also include changes that would otherwise trigger parking plan approval the greater of the two fees shall apply.  Preliminary fees, if any, shall be deducted from Definitive fee total.  All applications shall be accompanied by a check for the filing fee, made payable to the City of Worcester.  Filing fees shall be no more than \$5,000.00 for any combination of Planning Board applications filed at the same time.		

Approved June 15, 2011 and Placed on file at the City Clerk's Office July 8, 2011

City of Worcester, Massachusetts

Edward M. Augustus, Jr.  
City Manager



Michael E. Traynor, Esq.  
Chief Development Officer  
Executive Office of Economic Development

Stephen S. Rolle  
Assistant Chief Development Officer  
Planning & Regulatory Services Division

**Memorandum**

To: David Rushford, City Clerk  
From: Stephen S. Rolle, *SR* Assistant Chief Development Officer - Planning & Regulatory Services Division  
Date: September 22, 2015  
Re: Amendment to the Planning Board Rules and Regulations regarding electronic submissions of Board applications for Subdivision Regulations (Preliminary and Definitive Subdivision Plans, and Preliminary & Definitive More than One Building on a Lot).

Enclosed for filing, please find an amendment to the Subdivision Regulations (BR-2013-001) regarding new submission requirements for the following board applications and plans to require submissions in electronic format (PDF):

- Preliminary and Definitive Subdivision Plans
- Preliminary & Definitive More than One Building on a Lot

The Planning Board voted at its meeting on April 24, 2013 to amend its Rules & Regulations accordingly (*see attached for filing*).

Received  
Worcester City Clerk  
2015 SEP 25 PM 4:22



**The Worcester Planning Board's Subdivision Regulations, approved and adopted on October 1, 1992, are hereby amended as follows:**

1. Amend Section V(B) by inserting the following new subsection "4":

"4. All applications, plans and materials shall also be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services.

(a) Electronic files shall be:

- (i) In portable document format (.pdf), readable by Adobe Acrobat v.7.0 or later, named by project address and application type:
- (ii) Minimum resolution of 200 dpi; and
- (ii) No single file shall be greater than 10 MB (collections may be broken into separate files).

(b) Exceptions:

- (i) Any application items not produced electronically, such as hand-drawn plans, drawings or hand-written applications are not required to be submitted electronically; and
- (ii) Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format."

1. Amend Attachments, by deleting Form B-1 in its entirety and inserting a new Form B-1, attached hereto and made a part hereof by this reference.
2. Amend Section VI(A) by inserting a new fourth sentence – "In addition to submitting hard copies of all the foregoing, the Applicant shall also submit all applications, plans and materials on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. All electronic files shall be in portable document format(.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type with a minimum resolution of 200 dpi and no single file shall be greater than 10MB (collections may be broken into separate files). Any application items not produced electronically, such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically. Plans, drawings and applications created prior to March 2013 that are not available to the Applicant in electronic format are also not required to be submitted electronically.
3. Amend Attachments, by deleting Form B-2 in its entirety and inserting a new Form B-2, attached hereto and made a part hereof by this reference.
4. Amend Article VIII(I)(C) Preliminary Plan by inserting the following new subsection "5":

"5. All applications, plans and materials shall also be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services.

(a) Electronic files shall be:

- (i) In portable document format (.pdf), readable by Adobe Acrobat v.7.0 or later, named by project address and application type:
- (ii) Minimum resolution of 200 dpi; and



(iii) No single file shall be greater than 10 MB (collections may be broken into separate files).

(b) Exceptions:

- (i) Any application items not produced electronically, such as hand-drawn plans, drawings or hand-written applications are not required to be submitted electronically; and
- (ii) Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.”

5. Amend Attachments, by deleting Form B-3 in its entirety and inserting a new Form B-3, attached hereto and made a part hereof by this reference.
6. Amend Article VIII(II)(A) Definitive Plan by inserting a new third sentence – “ In addition to submitting hard copies of all the foregoing, the Applicant shall also submit all applications, plans and materials on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. All electronic files shall be in portable document format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type with a minimum resolution of 200 dpi and no single file shall be greater than 10MB (collections may be broken into separate files). Any application items not produced electronically, such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically. Plans, drawings and applications created prior to March 2013 that are not available to the Applicant in electronic format are also not required to be submitted electronically.
7. Amend Attachments, by deleting Form B-4 in its entirety and inserting a new Form B-4, attached hereto and made a part hereof by this reference.

**City of Worcester Planning Board**



**PRELIMINARY SUBDIVISION PLAN**

**CHECKLIST & REQUIREMENTS**

**Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406**

1. A completed **Preliminary Subdivision Plan Application** including:
  - ❑ One **(1) signed, original** application form. The owner of the subject property must sign the application.
  - ❑ Fifteen **(15) copies** of the signed application form.
  - ❑ **Digital Copy**. All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the DPRS (see Plan Requirement #16 below for more information).
  - ❑ Certified **List of Abutters**, which may be obtained at City Hall – Room 209 (2<sup>nd</sup> floor).
  
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters.
  
3. One (1) stamped, addressed envelope for the applicant.
  
4. **Preliminary Subdivision Plan**
  - ❑ A signed original and fifteen (15) ***folded*** copies of the Preliminary Subdivision Plan. Please collate with the application copies.
  - ❑ Plan must include the attached plan requirements for Preliminary Subdivision Plans.
  
5. **Filing Fee** - Checks payable to the City of Worcester.
  
6. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call us today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 3:00 P.M. UNLESS OTHERWISE SPECIFIED\*\*  
APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER  
POSSIBLE**

**City of Worcester Subdivision Regulations**  
**Preliminary Plans**

**GENERAL**

1. Any applicant wishing to create a subdivision showing lots in a residential zone may, but is not required to, submit a Preliminary Plan to the Planning Board. Any applicant wishing to create a nonresidential subdivision shall submit a Preliminary Plan to the Planning Board.
2. While the submission of a Preliminary Plan is not required in all cases, it is strongly recommended. The submission of a Preliminary Plan will afford the applicant the opportunity to have the Planning Board, the Department of Health and Code Enforcement and other municipal agencies to review and discuss the proposed subdivision before a Definitive Plan is prepared.

**PLAN REQUIREMENTS** – The Preliminary Plan shall be prepared by a registered professional civil engineer and/or registered professional land surveyor, shall be drawn to a scale of one (1) inch equals forty (40) or larger feet as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, preliminary Plan;
2. Subdivision name, boundaries, north point-basis of bearing, date, scale (locus plan scale 1"=1000') and legend; the entire limits of remaining contiguous land owned by the applicant on a separate plan if necessary;
3. Name and address of the record owner(s), of the developer and of the registered professional civil engineer and//or registered professional land 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 Assessor's office; all others to whom notices should be sent as specified by the planning Board may be included.
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (20 foot intervals, and profiles of proposed streets;

10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of subdivision, including recreation and wetland areas;
12. Major site features should be submitted, such as existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one (1) zoning district, all zoning boundaries shall be shown and the districts designated accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future street layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.
16. **Digital Copy.** All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. All electronic files must be in the following format:
  - o Portable Document Format .pdf, readable by Adobe Acrobat v.7.0 and later, named by project address and application type
  - o Minimum resolution of 200 dpi
  - o No single file should be greater than 10 MB (collections may be broken into separate files)

Exceptions:

- o Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- o Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

## PLANNING BOARD DECISION

1. The Planning Board, having reviewed the submitted Preliminary Plan, shall, within forty-five (45) days from the date of submittal of plan, notify, by certified mail, the applicant and the City Clerk indicating to them that:
  - a. The Preliminary Plan has been approved as submitted; or
  - b. The Preliminary Plan has been approved with modifications suggested by the Board and agreed upon by the applicant; or
  - c. The Preliminary Plan has been disapproved and stating its reasons therefore.
2. This preliminary consideration by the Board does not in any way constitute such approval as to authorize the applicant to proceed with grading of streets or other work within the subdivision. No such authorization exists until:
  - a. The Board has given its approval of a Definitive Plan after a public hearing;
  - b. The applicant has filed and received site plan approval under Article V – Site Plan Approval, City of Worcester Zoning Ordinance;
  - c. The applicant has filed an agreement between himself and the City of Worcester as to the type of security chosen by the applicant (See Section VII of the Subdivision Regulations);
  - d. The Definitive Plan is duly recorded at the Worcester District Registry of Deeds.

The formal approval of the Definitive Plan by the Board, Site Plan Approval under Article V of the City of Worcester Zoning Ordinance and the endorsement of its approval upon the plan are prerequisites to the issuance of building permits and to the construction of municipal services and improvements.

**City of Worcester Planning Board**



**PRELIMINARY SUBDIVISION PLAN**

**APPLICATION**

**Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406**

1. The undersigned applicant, being the owner of all land included within a proposed subdivision shown on the accompanying plan entitled \_\_\_\_\_  
\_\_\_\_\_ and drawn by \_\_\_\_\_  
dated \_\_\_\_\_ 20\_\_\_\_, submits such plan and makes application to the Board for approval thereof.
  
2. The land within the proposed subdivision is subject to the following easements and restrictions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The owner's title to the land is derived under deed from \_\_\_\_\_,  
dated \_\_\_\_\_, 20\_\_\_\_, and recorded in the Worcester District Registry of Deeds,  
Book \_\_\_\_\_, Page \_\_\_\_\_; or Land Court Certificate of Title Number \_\_\_\_\_,  
registered in Worcester Land Registry District, Book \_\_\_\_\_, Page \_\_\_\_\_ and Worcester  
Assessor's Book \_\_\_\_\_, Page \_\_\_\_\_.

Owner/Applicant's Signature: \_\_\_\_\_

Owner/Applicant's Name (Please Print): \_\_\_\_\_

Owner/Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Owner/Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD

By: \_\_\_\_\_  
Division of Planning & Regulatory Services

City of Worcester Planning Board



**DEFINITIVE SUBDIVISION PLAN**

**CHECKLIST & REQUIREMENTS**

Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406

1. A completed **Definitive Subdivision Plan Application** including:
  - ❑ One (1) **signed, original** application form. The owner of the subject property must sign the application.
  - ❑ Fifteen (15) **copies** of the signed application form.
  - ❑ **Digital Copy**. All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the DPRS (see Plan Requirement #29 below for more information).
  - ❑ Certified **List of Abutters**, which may be obtained at City Hall – Room 209 (2<sup>nd</sup> floor).
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters.
3. One (1) stamped, addressed envelope for the applicant.
4. **Definitive Subdivision Plan**
  - ❑ A signed original and fifteen (15) ***folded*** copies of the Definitive Subdivision Plan. Please collate with the application copies.
  - ❑ Plan must adhere to the attached plan requirements for Definitive Subdivision Plans.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. **File** one (1) completed application **with the City Clerk**.
7. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call us today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 3:00 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 seven (7) copies of the 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 suitable 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, length of curves, for each street in the subdivision, together with all buildings, walks, drives and other existing fixtures within forty (4) feet of the sidelines of such street.
21. The layout plan shall also show the size, type, 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 be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. 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
- Minimum resolution of 200 dpi
- No single file should be greater than 10 MB (collections may be broken into separate files)

Exceptions:

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

## 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. In the event that a Key Plan is not used, 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 line 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 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.

**PRELIMINARY PLAN REQUIREMENTS** – The Preliminary Plan shall be prepared by a registered professional civil engineer and/or registered professional land surveyor, shall be drawn to a scale of one (1) inch equals forty (40) or larger feet as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, preliminary Plan;
2. Subdivision name, boundaries, north point-basis of bearing, date, scale (locus plan scale 1"=1000') and legend; the entire limits of remaining contiguous land owned by the applicant on a separate plan if necessary;
3. Name and address of the record owner(s), of the developer and of the registered professional civil engineer and/or registered professional land 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 Assessor's office; all others to whom notices should be sent as specified by the planning Board may be included.
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (20 foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of subdivision, including recreation and wetland areas;
12. Major site features should be submitted, such as existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one (1) zoning district, all zoning boundaries shall be shown and the districts designated accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;

15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future street layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.

**City of Worcester Planning Board**



**DEFINITIVE SUBDIVISION PLAN**

**APPLICATION**

**Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406**

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. There are appurtenant to the land within the proposed subdivision the following easements and restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. A preliminary Plan of the proposed subdivision was approved by the Board on \_\_\_\_\_ 20\_\_\_\_. The modifications recommended at this meeting have been incorporated in the accompanying plan.
5. 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.
6. 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.

7. 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.

**OR**

8. The applicant further agrees, if this application is approved, to cause the Definitive Plan of the subdivision to be recorded in the Worcester District Registry of Deeds or in the Worcester Land Registry District within six (6) months of such approval, and agrees not to sell or to offer to sell, any of the lots within the subdivision.

8. The owner's title to the land is derived under deed from

\_\_\_\_\_ ,  
dated \_\_\_\_\_, 20\_\_\_\_, and recorded in the Worcester District Registry of Deeds,  
Book \_\_\_\_\_, Page \_\_\_\_\_: or Land Court Certificate of Title Number \_\_\_\_\_,  
registered in Worcester Land Registry District, Book \_\_\_\_\_, Page \_\_\_\_\_ and Worcester  
Assessor's Book \_\_\_\_\_, Page \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Please Print): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as duly submitted under the  
Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD

By: \_\_\_\_\_  
Division of Planning & Regulatory Services



City of Worcester Planning Board



**PRELIMINARY PLAN - MORE THAN ONE BUILDING ON A LOT**  
**CHECKLIST & REQUIREMENTS**

Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406

1. A completed **Preliminary Plan-More than One Building on a Lot Application** including:
  - ❑ One (1) **signed, original** application form. The owner of the subject property must sign the application.
  - ❑ Fifteen (15) **copies** of the signed application form.
  - ❑ **Digital Copy**. All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the DPRS (see Plan Requirement #16 below for more information).
  - ❑ Certified **List of Abutters**, which may be obtained at City Hall – Room 209 (2<sup>nd</sup> floor).
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters.
3. One (1) stamped, addressed envelope for the applicant.
4. **Preliminary Plan-More than One Building on a Lot Plan**
  - ❑ A signed original and fifteen (15) ***folded*** copies of the Preliminary Plan-More than One Building on a Lot. Please collate with the application copies.
  - ❑ Plan must include the attached plan requirements for Preliminary Plan-More than One Building on a Lot.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call us today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 3:00 P.M. UNLESS OTHERWISE SPECIFIED\*\***  
**APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER**  
**POSSIBLE**

**City of Worcester Subdivision Regulations**  
**Preliminary Plan-More than One Building on a Lot**

**PLAN REQUIREMENTS** – The Preliminary Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Surveyor, shall be drawn to a scale of 1' = 40' or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, Preliminary Plan;
2. Development name, boundaries, north point – basis of bearing, date, scale (locus plan scale 1" = 1,000') legend, and the entire limits of remaining contiguous land owned by the applicant on a separate plan, if necessary;
3. Name and address of the record owner(s), of the developer, 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 City of Worcester Assessor;
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (2) foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of project, including recreation and wetland areas;
12. Major site features should be submitted, such existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one zoning district, all zoning boundaries shall be shown and the districts designed accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future sheet layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.
16. **Digital Copy.** All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. 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
- Minimum resolution of 200 dpi
- No single file should be greater than 10 MB (collections may be broken into separate files)

Exceptions:

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

THIS PAGE INTENTIONALLY LEFT BLANK

**City of Worcester Planning Board**



**PRELIMINARY PLAN - MORE THAN ONE BUILDING ON A LOT**

**APPLICATION**

**Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1406**

1. Applicant's Name: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Owner's Name: \_\_\_\_\_  
\_\_\_\_\_
4. Option Holder: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Engineer/Architect: \_\_\_\_\_
7. Address: \_\_\_\_\_

We petition for approval of the plan herewith submitted which illustrates proposed construction which would make available for residential use through (new construction) (placement) (conversion) more than one structure on a single parcel of land located at:

\_\_\_\_\_.

Submitted plan will be identical in all respects to those submitted under Subdivision Regulations, Section VIII (II).

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD

By: \_\_\_\_\_  
Division of Planning & Regulatory Services

City of Worcester Planning Board



**DEFINITIVE PLAN - MORE THAN ONE BUILDING ON A LOT**

**CHECKLIST & REQUIREMENTS**

Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1393

1. A completed **Definitive Plan-More than One Building on a Lot Application** including:
  - ❑ One (1) **signed, original** application form. The owner of the subject property must sign the application.
  - ❑ Fifteen (15) **copies** of the signed application form.
  - ❑ **Digital Copy**. All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the DPRS (see Requirement #29 below for more information).
  - ❑ Certified List of Abutters, which may be obtained at City Hall – Room 209 (2<sup>nd</sup> floor).
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters.
3. One (1) stamped, addressed envelope for the applicant.
4. **Definitive Plan-More Than One Building on a Lot Plan**
  - ❑ A signed original and fifteen (15) ***folded*** copies of the Definitive Plan-More than One Building on a Lot. Please collate with the application copies.
  - ❑ Plan must include the attached plan requirements for Definitive Plan-More than One Building on a Lot.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. **File** one (1) completed application **with the City Clerk**.
7. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call us today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 3:00 P.M. UNLESS OTHERWISE SPECIFIED\*\*  
APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER  
POSSIBLE**

**City of Worcester Subdivision Regulations**  
**Definitive Plan - More than One Building on a Lot**

**PROCESSING OF DEFINITIVE PLAN AND IMPROVEMENT DRAWINGS**

Copies of the following shall be submitted for verification and review of pertinent information:

- a. Definitive Plan;
- b. Perimeter closure computations;
- c. Drainage report and computations;
- d. Proposed street plan and profiles;
- e. Sanitary sewerage system;
- f. Surface drainage system;
- g. Legal description of proposed ways and easements.

**PLAN REQUIREMENTS** – The Definitive Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Land Surveyor, shall be drawn to a scale of 1" = 40' or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

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 City Assessor;
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 seven (7) copies of the 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 existing structures within the area to be developed 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 project.
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 project.
13. Park or open areas suitable 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 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, 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, 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 project, 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, 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.
29. **Digital Copy.** All applications, plans and materials must be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services. All electronic files must be in the following format:
  - o Portable Document Format .pdf, readable by Adobe Acrobat v.7.0 and later, named by project address and application type
  - o Minimum resolution of 200 dpi
  - o No single file should be greater than 10 MB (collections may be broken into separate files)
 Exceptions:
  - o Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
  - o Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

**PRELIMINARY PLAN REQUIREMENTS** – The Preliminary Plan for more than one (1) building on a lot shall be prepared by a Registered Professional Civil Engineer and/or Professional Surveyor, shall be drawn to a scale of 1' = 40' or larger as to permit a clear comprehension of the details to be considered and shall show the following information:

1. Title, Preliminary Plan;
2. Development name, boundaries, north point – basis of bearing, date, scale (locus plan scale 1" = 1,000') legend, and the entire limits of remaining contiguous land owned by the applicant on a separate plan, if necessary;
3. Name and address of the record owner(s), of the developer, 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 City of Worcester Assessor;
5. Location, names and 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;
6. Locations, names and dimensions of all proposed streets and other ways (including sidewalks) for public and private use and of any reservations or easements within the proposed subdivision;
7. The approximate boundary lines of existing and proposed lot lines with approximate areas and dimensions;
8. Proposed plan in a general manner of surface and sanitary drainage for the entire tract owned by the developer including profiles of said systems and adjacent natural waterways in a general manner;
9. Existing and proposed topography, with suitable contours shown at two (2) foot intervals, and profiles of proposed streets;
10. Directions and lengths of all external boundary lines and the locations of all existing and proposed monuments;
11. Total area of project, including recreation and wetland areas;
12. Major site features should be submitted, such existing stone walls, fences, buildings, large trees (12"), rock ridges and outcroppings, swamps/wetlands and water bodies, existing paths or roads;
13. The zoning classification shall be included in the legend provided that, if the land shown on the plan encompasses more than one zoning district, all zoning boundaries shall be shown and the districts designed accordingly;
14. Title reference, date of deed, the Book and Page number or Land Court Certificate Number, where applicable, should be included in the legend;
15. Where the owner or applicant also owns or controls unsubdivided land adjacent to that shown on the Preliminary Plan, the applicant shall submit a sketch plan showing a feasible future sheet layout for such adjacent land or a notarized affidavit that there are no plans to subdivide the land at that time.

**City of Worcester Planning Board**



**DEFINITIVE PLAN - MORE THAN ONE BUILDING ON A LOT**

**APPLICATION**

**Division of Planning & Regulatory Services  
455 Main Street, Room 404, Worcester, MA 01608  
Office 508-799-1400 x260 – Fax 508-799-1393**

1. Applicant's Name: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Owner's Name: \_\_\_\_\_  
\_\_\_\_\_
4. Option Holder: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Engineer/Architect: \_\_\_\_\_
7. Address: \_\_\_\_\_

We petition for approval of the plan herewith submitted which illustrates proposed construction which would make available for residential use through new construction  placement  conversion  more than one structure on a single parcel of land located at:

\_\_\_\_\_.

Submitted plan will be identical in all respects to those submitted under Subdivision Regulations, Section VIII (II).

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as duly submitted under the Rules and Regulations of the Planning Board.

For WORCESTER PLANNING BOARD

By: \_\_\_\_\_  
Division of Planning & Regulatory Services