
**Community & Economic Development Division**
Economic Development/Planning

**Municipal Office Building**
66 Central Square
Bridgewater, MA 02324
508-697-0950

# Definitive Subdivision Plan Submittal Check List (Updated 5/21/19)

**Applicants submitting a Definitive Plan to the Planning Board must provide the following information or the submittal will be deemed incomplete for filing.**

— A properly executed application Form C provided by the Planning Board accompanied by a certified list of abutters.
— A filing fee. Said amount shall be calculated on a separate sheet and submitted with the application.
- **$4,000 plus $100.00 per lot plus $6.25 per linear foot of street centerline created.**
- **$3,000 Consultant Review Fee**

— The original drawing(s) and eleven (11) prints of each drawing(s) Plus a PDF version of the full set of plans.

**The Definitive Plans shall contain the following information:**

— Subdivision name, boundaries, magnetic north, date of submission

— Legend and scales on each plan sheet

— Suitable space to record the action of the members of the Planning Board

— Locus map of location of subdivision at a scale of 1"=1,000'

— Name and address of record owner and applicant;

— Stamp/signature of a Registered Land Surveyor *(shall be wet ink original)*

— Stamp/ signature of a Registered Professional Engineer *(shall be wet ink original)*

— Names of all abutters w Assessor's map/lot # as they appear in the most recent tax list

— A certification clause signed by the preparer stating that he/she has conformed with the rules and regulations of the Registry of Deeds in preparing the plan, if required.

— A certification clause signed by the Engineer of record stating that the design and content of the definitive subdivision plan relative to the engineering conforms with all applicable rules and regulations established herein with exceptions specifically noted on the plan.

— A certification clause signed by the Land Surveyor stating that the land boundary data and the topographic data shown on the plan(s) have been obtained, compiled and prepared in conformance to 250 CMR 6.01 and 250 CMR 6.02 respectively, as amended; noting any deviations from these regulations.

— In the case of a Registered Land, the Surveyor's certification shall be made in compliance with section 2.1.6.1 of the Land Court's Manual of Instructions of 2006, as amended.

— Existing and proposed lines of streets, ways, lots, easements, waterways and public or common areas within the subdivision.

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- The proposed street names shall also be shown on the plan
- Location of all permanent monuments properly identified as *either* existing or proposed
- All elevation benchmarks shall be tied to and employ the N.G.V.D system or equivalent to be compatible with the GIS System of the Town of Bridgewater
- A minimum of two elevation benchmarks shall be shown on a definitive subdivision plan
- Location, names and present width of streets, bounding, ***or*** approaching of within 500' of the subdivision
- Existing and proposed topography at two (2) foot contour intervals shall be shown on a lot-grading plan
- Lengths, radii, bearings, and central angles to determine the exact location, direction, and length of every street and way line, lot line and boundary line. A survey calculation that shows a closure sheet shall also be provided.
- Zoning classification(s), including Flood Plain and Aquifer Protection District zones of the area as indicated on the Zoning Map, as amended.
- Water-courses, marshes, wetlands, ledge outcrops, wall, fences, and other significant natural and manmade features. The wetland areas within a subdivision shall be defined by survey. *The applicant is responsible to address the provisions of Section 40 of the Chapter 131, M.G.L. - Protection of Wetlands. The plan shall identify all offsite wetlands, water bodies and water courses within 100 feet of the property.*
- Size and location of existing and proposed storm drainage, sanitary sewerage, and water supply systems. *Storm drainage system design must demonstrate compliance with the Massachusetts Storm-water Management Policy.*

**The following items shall be submitted on separate sheets and must be prepared and/or certified by a Massachusetts Registered Professional *Civil* Engineer.**

- Soil conditions in a specific manner, describing:
  - test pit logs for everyone hundred and fifty (150) feet of roadway
  - relationship of soils to seasonal high-water table
  - test pit logs within proposed detention basins to establish the high water table.
- Location of Benchmark based on N.G.V.D. or NAVD -88 as appropriate.
- Storm drainage systems including invert and rim elevations of all catch basins and manholes together with surface elevations of all waterways within the subdivision at 100 foot intervals and approximate depth of water at these points.
- Surface elevation and approximate depth of water shall be shown at each point where drainage pipe ends at waterway.
- Location of all the following proposed improvements;
  - street paving,
  - sidewalks,
  - street signs,
  - curbs,
  - street trees,

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- storm drainage,
- all existing and proposed easements and all utilities above and below the ground

- Profiles of proposed streets indicating the following information:
  - A horizontal scale of 1 inch to 40 feet.
  - A vertical scale of 1 inch to 4 feet.
  - Existing centerline in fine dashed line with elevation shown every fifty (50) feet.
  - Proposed centerline grades and elevations, with elevations shown every fifty (50) foot station, except that in vertical curves elevations shall be shown at twenty-five (25) foot stations.
  - All elevations and benchmarks will refer to the N.G.V. Datum
  - Rates of gradient shall be shown.
  - Size and location of existing and proposed water mains and their appurtenances and surface drains and their appurtenances.
  - Profiles shall show vertical location of drainage lines and other utilities as well as required new waterways. Sizes of all pipes shall be shown as well as inverts of all pipes at each manhole or catch basin, together with invert elevations and rim elevation of each manhole or catch basin.
  - Profiles shall be included for all proposed drainage lines within the subdivision or in the roadways.

- Cross-section of typical sewer manhole and drainage manhole.

- Computations used in designing storm drainage system.

- Any special construction details or detailed drawings or other pertinent information which the Planning Board may request as is necessary to evaluate the feasibility of the proposed design of the subdivision.

- Any covenant or conditions are to be inscribed on the plan or the document must be attached to it referencing the plan.

- **Soil erosion and sedimentation plan. Said erosion and sedimentation plan shall include the following:**
  - Soil erosion and sediment control provisions including an explanation of the technical basis used to select the practices chosen to minimize on-site erosion and prevent off-site sediment transport, including provisions to preserve topsoil and limit disturbance.
  - Design details for both temporary and permanent erosion control structures.
  - An attached vicinity map showing the location of the site in relationship to the surrounding area's watercourses, water bodies and other significant geographic features, and roads and other significant structures.
  - A clear and definite delineation of any areas of vegetation or tree disturbance. Note all vegetation that is to be removed and all vegetation that is to be saved.
  - A description of construction and stockpile and/or excess materials removed from the site expected to be stored on-site. The plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to storm-water.
  - A sequence of construction for the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, and establishment of permanent vegetation.

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- **A storm-water management plan at the same scale as the subdivision plan, shall be prepared by a licensed civil engineer and submitted. The plan shall include the following:**
  - Locus map.
  - Drainage area map showing drainage area and storm-water flow paths.
  - Location of existing and proposed utilities.
  - Location of all existing and proposed storm-water utilities, including structures, pipes, swales and detention basins.
  - Topographic survey showing existing and proposed contours.
  - Soils investigation, including borings or test pits, for areas where construction of infiltration practices will occur.
  - Description of all watercourses, impoundments, and wetlands on or adjacent to the site or into which storm-water flows.
  - Delineation of one-hundred-year floodplains, if applicable.
  - Groundwater levels at the time of probable high groundwater elevation (November to April) in areas to be used for storm-water retention, detention, or infiltration.
  - Existing and proposed locations, cross sections, and profiles of all brooks, streams, drainage swales and the method of stabilization.
  - Location of existing and proposed easements.
  - Proposed improvements including location of buildings or other structures, impervious surfaces and storm drainage facilities, if applicable.
  - Structural details for all components of the proposed drainage systems and storm-water management facilities.
  - Timing schedules and sequences of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization.
  - Operation and maintenance schedule.
  - Notes on drawings specifying materials to be used, construction specifications, and details.
  - Location of areas to be cleared of more than 50% of the vegetation

- **A storm-water management operation and maintenance plan**.