

FORM 5 – Application: Preliminary Subdivision Plan

Framingham Planning Board

Memorial Building • Room B-205 • 150 Concord Street
 Framingham, MA 01702-8373
 (508) 532-5450 • planning.board@framinghamma.gov



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Town Clerk Stamp

Office Use Only	Project Number:	1 st Public Hearing Date:	Filing Fee:
	Date Filed with the Planning Board:	Date Filed with the Town Clerk:	Date filed with Board of Health:
	TRT Meeting Date:	35-day Comment Deadline:	45-day Decision Deadline:

Property Address: _____

The Owner and/or Applicant hereby submit said Preliminary Subdivision Plan Application Package in accordance with the Rules and Regulations Governing the Subdivision of Land in Framingham and the Framingham Planning Board.

General Property Information

Applicant's Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Project Contact Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Property Owner Information (if different than Applicant)
 Name: _____ Phone: _____
 Address: _____ Email: _____

Engineer Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Land Surveyor Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Property Information (Framingham)

Framingham Assessor's Information: Parcel I.D: _____
 Parcel I.D: _____

Zoning District: _____ Overlay District: _____

Precinct Number: _____

Property Information (Ownership)

The record title stands in the name of:

Deed Reference: Book _____, Page _____ or Certificate of Title _____

Project Information

Is the project Residential or Nonresidential

Number of Lots Proposed: _____

Total Property Acreage: _____

Yes or No

Does the Owner/Applicant own the adjacent Land?

Yes or No

Are there any wetlands within the tract of land?

Yes or No

Is the property located on a Scenic Road?

Yes or No

Will the constructed road or way intended to be accepted as an Accepted Public Street once it meets the requirements set forth in the Rules and Regulations Governing the Subdivision of Land in Framingham

Yes or No

Is the land within the proposed subdivision is subject to easement restrictions?

- If yes, attached documentation and show such easements and restrictions on the Plan, as applicable.

Yes or No

There are easement restrictions over the land of others applicable to the proposed subdivision?

- If yes, attached documentation and show such easements and restrictions on the Plan, as applicable.

Yes or No

Are there any Structures, easements, and/or other conditions that are present and could limit and/or impede access to the proposed subdivision and/or to individual lots within the subdivision?

- If yes, please provide a written statement as to how these impediments and/or limitations will be resolved.

Yes or No

Does the project involve the alteration and/or demolition of buildings that are 75 years of age or older?

Yes or No

Is the property located in a Historic District?

Authorized Signature – Applications shall not be accepted without a required original signature

As the Owner (or authorized designee), I make the following representations:

1. I hereby certify that I am the owner (or authorized designee) of the property located at _____
2. I hereby certify that the applicant named on this application form has been authorized by the owner to apply to develop and/or use the property listed above for the purposes indicated in this application package.
3. I hereby certify that the agent, engineer, and/or architect listed on this application have been authorized to represent this application before the Planning Board to conduct site visits on the property.
4. I will permit the Planning Board to conduct site visits on the property.
5. Should the ownership of this parcel change before the Planning Board has acted on this application, I will provide updated information and new copies of this signature page.

Owner (or authorized designee*) Name: _____

Owner (or authorized designee*) Signature:** _____

** If the owner is not the signer of the Application a letter from the owner of the property authorizing such designee to act on the owners behalf. Such letter shall be notarized and included in the Preliminary Subdivision Application Package.*

***If applying on-line by typing your name in the above boxes you certify, under the pains and penalties of perjury, that the information on this application is true and complete. Two original signed copies will be required when delivering the Preliminary Subdivision Application Package to the Memorial Building.*

Preliminary Subdivision Application Package Submittal Requirements

A Preliminary Subdivision Application Package that contains the appropriate application, the Preliminary Subdivision Plan and preliminary subdivision background information shall conform to the requirements of Section V. and VI. of these Rules and Regulations Governing the Subdivision of Land in Framingham.

P = Provided/Included in the Preliminary Subdivision Application Package

N = Not provided/Not included in the Preliminary Subdivision Application Package (if information is not included please provide a written request for a waiver and the reason why the information is not application or not available)

P N

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Application (Form 5 Preliminary Subdivision Application</u> 2 copies with original signatures - Properly executed application forms for a Preliminary Subdivision Application Package signed by all applicants, co-applicants, and /or authorized persons |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Town Clerk Receipt (Form 4 Preliminary Subdivision Application Submittal, Town Clerk Receipt – Appendix A)</u> 1 paper copy |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Supplemental Documentation</u> 2 paper copies, A copy of the deed and/or other acceptable verification of ownership; a narrative that describes the existing conditions of the land and the proposed subdivision. Such narrative should include number of lots, layout of the roadway, whether the project will be serviced by private or public water and/or sewer; and a complete list of waivers being sought including a clear explanation for each waiver |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Plans Sheets/Sets</u>
2 - 22”x 34” full size paper copies and 6 - 11”x17” half size paper copies |

P N

- Preliminary Subdivision Plan Application Package Fee (\$INSERT FEE) Check made out to "Town of Framingham" Appropriate fee as identified in the Planning Board Rules and Regulations for the respective Preliminary Subdivision Plan application;
- Electronic Documents 1 electronic copy of all documents
- Board of Health Filing 1 copy of the Preliminary Subdivision Application Package filed with the Board of Health (the Applicant shall provide the Planning Board with a copy of the receipt of such filing)
- Certified Abutters List Certified abutters list from the Assessor's Department for all parcels of land being reviewed under the Preliminary Subdivision Plan applicant

Preliminary Subdivision Plan of Land Requirements

P = Provided/Included in the Preliminary Subdivision Application Package

W = Waiver Requested, (information is not included - please provide a written request for a waiver and the reason why the information is not application or not available)

NA = Not Applicable/Not Provided

The Plan of Land submitted for determination that approval is not required shall contain the following information:

Yes or No The preliminary subdivision plan shall be drawn at a scale of one-inch equals 20 feet to one inch equals 60 feet

i. All Sheets shall include

- | | P | W | NA | |
|-----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title block in the lower right-hand corner |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address(es) of the proposed project, |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of plan |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Revision dates |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legend |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Datum source |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of the parcel by the municipal Assessor's Parcel Identification Number |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Title/Subdivision Title and "Preliminary Plan" |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prepared by/Prepared for: |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stamp and signature of a licensed Land Surveyor and/or a Professional Engineer registered in the Commonwealth of Massachusetts who prepared the plans |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the Project |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheet numbering and an area for the recording of revisions |

ii. Cover Sheet shall include

- 15. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV.E., Dimensional Regulations pursuant to the Framingham Zoning By-Law.
- 16. Zoning District classification

P NA W

17. Date of the Framingham Zoning By-Law that the preliminary subdivision plan is developed under (this allows for easy review and use of the correct Zoning By-Law when reviewing the Preliminary Subdivision Plan and the Definitive Subdivision Plan).
18. A statement as to whether the street shall remain in private ownership or if acceptance as a public way will be requested in the future.

iii. Locus Sheet

19. A Locus Plan to allow adequate consideration of the surrounding neighborhood. The plan shall show the general characteristics of all lands within a 1/4 radius around the subdivision property. The Locus Plan shall include major streets, pedestrian ways, and other applicable information that is characteristic to the neighborhood.

iv. Other required information located appropriately

20. Names and addresses of owner(s) of record, applicant(s), developer(s), subdivider(s) and the name, address, signature, and seal of the surveyor and engineer responsible for preparation of the plan. Names of all abutters, as defined under Section II. Definitions, herein.
21. Existing and proposed lines and widths of streets, curb cuts, easements, and any public or common areas within the subdivision.
22. Existing and/or proposed system of drainage (including adjacent existing natural waterways) shown in a general way including sewerage, water distribution, and any existing easements.
23. Boundary lines of proposed lots with approximate areas and dimensions. Each lot shall be numbered.
24. Right of Way geometry and width of the pavement of the roadway at the street entrance.
25. Municipal streets shown on the plans that are designated as "Scenic Roads" shall be clearly indicated as scenic roads on the plan.

Location of the following features within the public right-of-way, along proposed roadway, and public right-of-way of the proposed road or way that would impede access to the parcel of land or access to the lots:

P NA W

26. All manmade structures and significant natural features such as existing buildings and structures, sidewalks, stone walls and guardrails, rock outcrops, water courses, drains, major trees (10-inch caliper or more) if the project is on a scenic roadway, and/or other major features.
27. Locations of all wetlands, with identification of the 30' no alteration zone, 100' State buffer zone, 125' local wetland buffer zone, 125' vernal pool buffers for both potential and certified vernal pools, and areas within the 100-yr flood plain, 200' riverfront, 100' inner riparian, and 500' flood plain, and other applicable flood plans.
28. A topographic plan at two foot contours based on the NAVD88, or most recent Datum. Moderate Slopes shall be shown on the plan as defined in Section IV.E.3.e. Moderate Slope Requirement of the Framingham Zoning By-Law.

P NA W

29. The names, approximate location, and present widths of all adjacent streets, with a designation as to whether the street is public or private and the approximate location of existing utilities to be used. Existing and proposed curbs and sidewalks shall be shown including type, dimensions, and ADA features.
30. Location of pedestrian areas, walkways, flow patterns and access points including provisions for handicapped parking and access as well as bicycle accommodations.

31. Base flood hazard zone boundary based on the NAVD88, or most recent Datum, if applicable.
32. Location and description of Low Impact Development (LID) and Best Management Practices (BMP) techniques to be used within the project.

Waiver Request – Please provide the associated number for the requested relief from the submittal item and provide a statement for the reason for the request of relief