

FORM 8 – Application: Minor Definitive Subdivision Plan

Framingham Planning Board

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



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 Minor Definitive 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

<u>Applicant's Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Project Contact Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Property Owner Information (if different than Applicant)</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Engineer Information</u>	
Name: _____	Phone: _____
Address: _____	Email: _____
<u>Land Surveyor Information</u>	
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 Minor Definitive Subdivision 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 Minor Definitive 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 Minor Definitive Subdivision Application Package to the Memorial Building.*

Minor Definitive Subdivision Application Package Submittal Requirements

A Minor Definitive Subdivision Application Package that contains the appropriate application: the Minor Definitive Subdivision Plan and background information shall conform to the requirements of Section V. and VII., and has been designed in accordance with Section IX of the Rules and Regulations Governing the Subdivision of Land in Framingham.

P = Provided/Included in the Minor Definitive Subdivision Application Package

N = Not provided/Not included in the Minor Definitive 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

- Application (Form 8 Minor Definitive Subdivision Application - Appendix A) 2 copies with original signatures
- Town Clerk Receipt (Form 7 Definitive Subdivision Application Submittal, Town Clerk Receipt) 1 paper copy
- Supplemental Documentation 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
- Plans Sheets/Sets
2 - 22"x 34" full size paper copies and 6 - 11"x17" half size paper copies (Definitive Subdivision Plan Only: 1 – 22" x 34" full size mylar will be required upon final vote of the Planning Board)

P N

- Designer Certificate (Form 12 Designer Certificate – Appendix A) 2 copies with original signatures
- Minor Definitive 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 Minor Definitive Subdivision Plan application;
- Electronic Documents 1 electronic copy of all documents
- Board of Health Filing 1 copy of the Minor 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 Minor Definitive Subdivision Plan applicant

Minor Definitive Subdivision Impact Statement

An Impact Statement that is in a narrative and/or table format that provides the following relevant information regarding the Minor Definitive Subdivision Plan application. The applicant may provide additional information, but where applicable provide the following information:

P = Provided/Included in the Minor Definitive 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

P W NA

i. Permitting and Land Use History Narrative

- a) The ownership of the property;
- b) The permitting history (permits relevant to land use granted and/or denied for the property); and
- c) The past land uses of the property.

ii. Proposed Project

- a) Number, size, and buildable area of the lots;
- b) Statement of compliance with Section IV.E Dimensional Regulations of the Framingham Zoning By-Law; and
- c) Brief narrative that outlines the proposed subdivision.

iii. Development Impact Statement

- a) How the road or way will circulate and will flow with existing streets, pedestrian ways, and bicycle lanes.
- b) Statement as to whether the road or way will remain private or is intended to be an accepted as a public way.
- c) Drainage calculations prepared by a Professional Engineer registered in the Commonwealth of Massachusetts. Storm drainage design must conform to the requirements set forth by the MassDEP Stormwater Management Standards and Department of Public Works, using Best Management Practices. Furthermore, the report may include Town, state, and federal requirements or established standards for implementing best management practices for stormwater management.
- d) How stormwater will be managed on-site and whether Best Management Practices (BMP) or Low Impact Development (LID) features will be provided for the project.
- e) Relevant information necessary to make an informed decision regarding the proposed development.

- P W NA
- f) A written report of any proposed blasting or soil compaction activities that will take place during construction activities. The report shall include methods of abutter notification, methods for testing and data collection, and a summary of how real property damage will be investigated and remedied.

iv. Infrastructure – Public Sewer and/or Water Only

- a) A written summary of water service infrastructure detailing the anticipated impact of the project on the Town’s water delivery infrastructure and supply. The summary shall indicate the likely improvements to infrastructure that are necessary to accommodate the identified impacts. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; a timeline for completion of the report shall be also submitted for review by the Department of Public Works.
- b) A written report of the existing and/or proposed sewer service infrastructure on-site and all connection points. The report shall include a detailed description of the conditions of the pipes; a video inspection where appropriate and/or necessary; a detailed description of the anticipated impact of the project on the Town’s sanitary, stormwater, and sewer infrastructure. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; also, a timeline for completion of the report shall be submitted for review by the Department of Public Works.

v. Amendments and/or Modifications Requested – only for modifications to a previously approved Definitive Subdivision Plan

- a) A list of proposed amendments and/or modifications to the Minor Definitive Subdivision Plan when a modification to a previously approved Definitive Subdivision Plan is proposed, if applicable.

vi. Design Standards

- a) An overview or a Design Standards Report Analysis that outlines how the Minor Definitive Subdivision Plan meets the Design Standards set forth in Section IX. and the Framingham Zoning By-Law. If proposed amendments and/or modifications do not meet the Design Standards set forth in Section IX. and/or the Framingham Zoning By-Laws, then the applicant/developer shall provide documentation as to support a request for waivers.

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

Minor Definitive Subdivision Plan of Land Requirements

P = Provided/Included in the Minor Definitive 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 Minor Definitive subdivision plan shall be drawn at a scale of one-inch equals 20 feet to one inch equals 60 feet

1. All sheets shall include the following information (Required for Minor Definitive Subdivision Plans)

P W NA

- a. Address(es) of the proposed project
- b. Identification of the parcel by the Municipal Assessor’s Parcel Identification Number
- c. Project Title/Subdivision Title and “Definitive Subdivision”
- d. Prepared by: and Prepared for:
- e. Stamp and signature of a licensed Land Surveyor and/or Professional Engineer registered in the Commonwealth of Massachusetts who prepared the plans
- f. Boundaries of the Project with appropriate measurements
- g. North arrow
- g. Date of plan
- g. Scale
- g. Legend
- h. Suitable space to inscribe the signatures of the Planning Board members and date of signature
- i. All elevations shall refer to a bench mark (or bench marks) using NAVD88, or most recent Datum. The location and elevation of the bench mark shall be shown on the plan, plus the location of at least one more bench mark.
- j. Area for revision dates and brief description of the revision
- k. Name(s) of recorded owner(s)
- l. Sheet numbers
- m. A legend denoting any signs and symbols used on the plan, if applicable.
- n. Suitable spaces to record the Date, Book, and Page of the recorded decision.

2. Cover Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision Plans)

- a. Title block in the lower right-hand corner, along with “Definitive Plan” clearly shown
- b. Index for all sheets included in the Definitive Subdivision Plan package
- c. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV.E., Dimensional Regulations pursuant to the Framingham Zoning By-Law.
- d. Zoning District and Overlay District of the area

- | | P | W | NA | |
|----|--------------------------|--------------------------|--------------------------|---|
| e. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A statement as to whether the street shall remain in private ownership or will seek acceptance as a public way in the future. |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Names and addresses of all owner(s) of record, applicant(s), developer(s), subdivider(s) |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any restrictive covenants given under M.G.L. c. 41, Section 81-U, or any amendments thereto |
| h. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any conditions required by the Board of Health, if applicable |
| i. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the property that comprises the subdivision or any part of boundary thereof has been examined, approved, and confirmed by the Middlesex South Registry District of the Land Court, such information shall be noted on the plat with case numbers and other pertinent references to Land Court Procedure, and the same requirement shall apply to any adjoining parcels of land of the applicant. |
| j. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indication of all easements, covenants, restrictions applying to the land and their purposes, including any decision on appeal, or any variances or exceptions made by the Zoning Board of Appeals applicable to the subdivision of the land or any buildings thereon. |

3. Locus Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision Plans)

- | | | | | |
|----|--------------------------|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Locus Plan to allow adequate consideration of the surrounding neighborhood, a plan of adjacent properties shall be presented at a scale of not less than one inch equals 100-1000 feet or at the same scale as the proposed site plan if practical. This plan shall show the general characteristics of all lands 1/4 mile of the proposed site boundaries. |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any significant change in topography on a street or upon a public right of way within 50 feet of the lot line shall be noted on the plan. |

4. Erosion and Topography Sheet shall at minimum include the following information (required for Major Definitive Subdivision Plans and shown where applicable for Minor Definitive Subdivision Plans where applicable)

- | | | | | |
|----|--------------------------|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An erosion and sedimentation control plan following the "Guidelines for Soil and Water Conservation in Urbanizing Areas of Massachusetts", USDA-SCS, and "Erosion & Sediment Control in Site Development", USDA-SCS, latest edition. |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and the results of any soil, percolation, and water table tests. |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed topography for areas that will be improved by a road or way, stormwater system, public right-of-way, driveway curb cuts, and significant features that could impact access to each lot. Topography generally at a two foot contour interval, but at a one foot contour interval for gentle slopes and at a five foot contour interval for Moderate Slopes. |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In any subdivision of land where earth removal will be done, the applicant shall show all areas of clearing and earth removal necessary for construction, roadways, easements, drainage basins, etc. |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A chart indicating lots within the wetlands or flood plain areas of the subdivision shall be provided on the first sheet or cover sheet of the definitive plan. |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of natural waterways and water bodies within and existing adjacent to the subdivision. |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Locations of habitats of rare and endangered species |

P W NA

- h. Major features within the proposed road or way, within 50' on each side of the proposed center line of roadways or right-of-ways, within front setback of each lot, or within the area of a driveway curb cut. Such major features may include: stone walls, historical buildings, trees 10", rock ridges and outcroppings, identifiable historical sites, and swamps. Special attention shall be given to noting physical features which define the boundaries of the subdivision.
- i. Where applicable, a wetlands delineation, prepared by a professional wetland specialist licensed in the Commonwealth of Massachusetts, which identifies:
 - i. The wetland boundary
 - ii. The 30' No Build Area
 - iii. The 100' State Wetland Buffer
 - iv. The 125' Local Wetland Buffer
 - v. 200' Riverfront
 - vi. 100' Inner Riparian
 - vii. The 100-year Flood Plain
 - viii. The 500' Flood Plain
 - ix. The 125' potential and certified vernal pool buffer
- j. A sheet showing all areas as defined as Moderate Slope, delineation of all wetlands, wetland buffers, riverfront zones, and flood zones. Steep slopes, shall be identified on the plan:
 - i. Slopes greater than 15 percent but less than 25 percent
 - ii. Slopes greater than 25 percent but less than 40 percent; and
 - iii. Slopes greater than 40 percent

5. Construction Management Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision)

- a. Construction details for all erosion control measures, Best Management Practices (BMP), and structures to be utilized during construction.
- b. Location of proposed soil and material storage areas on-site.
- c. Location of all proposed stump dumps and other locations where construction debris is to be buried.
- d. Plan Note: Construction and truck access routes and hours of operation.
- e. Any special construction details or other pertinent information which the Planning Board may request as being necessary to evaluate the feasibility of the proposed design of the subdivision.

6. Community or Common Facilities Sheet shall include the following information (required only where applicable for Minor Definitive Subdivision Plans)

- a. Locations of snow storage areas
- b. Locations of common mail boxes, if applicable
- c. Locations of dumpster and/or garbage areas, if applicable.
- d. Any other proposed common or community facilities or structures

7. Landscaping Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision Plans)

- a. Identification and locations of existing trees over 10" inches in diameter within the proposed road or way, within 50' on each side of the proposed center line of roadways or right-of-ways, within the front setback of the proposed Lots, or within the side and/or rear setbacks of the property.
- b. Location of proposed street trees and other plantings as required in Section VIII.I of these Regulations. One street tree shall be planted every 20-30' dependent upon size and species, at a minimum of two street trees per Lot created. The Applicant shall select trees in accordance with the Department of Public Works, Tree Warden.
- c. Where a landscaped/vegetated buffer is required, the Landscaping Plan shall provide details of the buffer. Where a vegetated buffer is proposed to be provided by natural, existing vegetation, an approximate mix and location of existing species shall be shown on the plan sufficient to demonstrate the to the Planning Board that existing vegetation is sufficiently dense.
- d. Where Best Management Practices (BMP) and/or Low Impact Development (LID) such as rain gardens or other bioengineered stormwater management techniques are proposed, detailed landscaping plans shall be included in the Definitive Plan set.
- e. If applicable, a detailed landscaping plan for the screening of dumpster and/or garbage areas, common or community facilities or structures or common mail boxes.
- f. Any proposed landscaping or landscaping that will be retained post-construction.

8. Lots Boundary Sheet shall at minimum include the following information (required only where applicable for Minor Definitive Subdivision Plans)

- a. Existing and proposed boundary lines, parcel areas in square feet, acres, and dimensions of all proposed lots, within all lots designated numerically and in sequence.
- b. Locations, type, and dimensions of all easements.

9. Roadway Sheet shall at minimum include the following information (required only where applicable for Minor Definitive Subdivision Plans)

- a. Plans of existing proposed roads or ways including horizontal geometry for the road or way centerlines, curbs, sidewalks, bicycle lanes, and other roadside elements, where applicable.
- b. Profiles of existing street that include the exterior lines and centerlines (determined by field survey) and proposed road or way profile at 50' stations (25' stations for vertical curves) with centerline elevations tied to a station based line, at horizontal scale of 1"=40' and at a vertical scale of 1"=4', or such other scales required by the Planning Board or Department of Public Works (DPW). All elevations shall refer to a bench mark (or bench marks) using Massachusetts Coast and Geodetic Survey Vertical Control for base data and the location and elevation of the bench mark, plus at least one more bench mark.
- c. Detail of typical cross-section of roadway showing all features; details of a gas trap/oil separator catch basin, manhole, headwall, sidewalk, sub-drain, and all other appertences, structures, and utilities.
- d. Plans and profiles shall also indicate the location of any intersecting public or private ways, and the location, material and size of existing and proposed storm drains, water mains, and sewers and their appurtenances, fire alarm, street lighting, and other underground utilities to be placed in the right-of-way.

P W NA

- e. On the same sheet there shall be drawn typical cross sections of the proposed street, properly located and identified by station number, at such intervals along the street and shall adequately indicate any variations in its section, supplemented, where necessary, by lines on the layout plan showing the width and location of proposed roadways, planting strip, gutters, sidewalks, and similar features.
- f. Traffic sight distances, vertical and horizontal, for all intersections within the subdivision and the public ways adjoining the subdivision at locations of ingress or egress shall be shown.
- g. Lot closures traverse of the whole subdivision and of every road or way within the subdivision.
- h. The following note shall be inscribed on the plan and profile sheets: of Framingham Public Works Department, Engineering Department, and Planning Board, shall be notified 36 hours in advance of any roadway or municipal service construction. No portion of any utilities shall be backfilled until approval for such backfilling is obtained in writing from the Public Works and Engineering Departments. Such approval does not constitute acceptance of such utilities by Framingham.
- i. Profiles of Proposed Streets (to be made on a separate sheet) Profiles shall be drawn with:
 - i. Sanitary sewer and storm drainage system lines are to be related accurately to center line stationing.
 - ii. Cross sections for proposed streets, in accordance with Framingham Department of Public Works, Construction Standards, showing municipal services, hydrants, and light poles.
 - iii. Bench marks not more than 500 feet apart.
 - iv. A horizontal scale of 1 inch to 40 feet.
 - v. A vertical scale of 1 inch to 4 feet.
 - vi. Existing centerline in fine black solid line with the elevation shown every 50 feet.
 - vii. Existing right side line in fine black dash line.
 - viii. Existing left side line in fine black dotted line.
- j. Proposed center line grades and elevations, with elevations shown every 50-foot station except that in vertical curves elevations shall be shown at 25-foot station and at the point of vertical curvature (PVC) and point of vertical tangency (PVT).
- k. All existing intersecting walks and driveways shown on both sides.
- l. Sufficient data including lengths, bearings, radii, and central angles to determine the exact location, direction, and length of every street and way line, lot line, boundary line, and easement, and to establish these lines on the ground.
- m. Locations of all existing and proposed permanent monuments and benchmarks, identified as to whether existing or proposed.
- n. All benchmarks shall refer to the NGVD datum system.
- o. Distance between proposed monuments shall be shown on the plan
- p. A sketch plan showing possible or prospective street layouts for any adjacent un subdivided land owned or land controlled by the owner or applicant of the subdivision.

10. Stormwater Sheet shall at minimum include the following information (required only where applicable for Minor Definitive Subdivision Plans)

- a. Storm drainage runoff calculations used for the proposed stormwater drainage system design shall be prepared by and display the seal of a Professional Engineer registered in the Commonwealth of Massachusetts. The calculations must contain a written summary explaining the rationale of the design so that a lay person can understand the basic design approach and its validity to the site in question. Furthermore, the calculations should be fully documented including copies of charts or other reference sources to make review easier. The use of computer generated reports is acceptable; however, the source of the software should be identified. These calculations shall be used to determine all drainage structures and pipe sizes.
- b. The applicant shall show the size and location of existing storm drain facilities that the new subdivision proposes to tie into on the Definitive Plan.
- c. If surface water drains onto adjacent streets or onto adjacent properties not owned by the applicant, in such manner as to create drainage problems, suitable provisions for handling this drainage shall be submitted to the Planning Board.
- d. If surface water drains will discharge onto adjacent existing streets or onto adjacent properties, including municipal property not owned by the applicant, the course of the discharge shall be clearly indicated. Written evidence shall be presented to the Board from the Town Engineer and Public Works Department (DPW) and from the owner of adjacent property thus affected that such discharge is satisfactory and permitted by the public or private owner of the adjacent street or property, as applicable.
- e. A storm drainage system shown on a separate sheet. The Plan shall include invert and rim elevations of all catch basins and man-holes together with surface elevations of all waterways within the subdivision at 100 foot intervals and approximate depth of water at these points. The Plan shall include the location of all test holes with groundwater elevations noted, sufficient for consideration of road and utility design and building elevations. Plan, profile and cross-section views of all open ditches shall be shown. Surface elevation and approximate depth of water shall be shown at each point where drainage pipe ends at a waterway. Drainage calculations prepared by the applicant's engineer, including design criteria used, drainage area and other information sufficient for the Board to determine the size of any proposed drain, culvert or bridge. The pipe size, material, length, slope of storm drainage infrastructure shall be designed in accordance with the Town of Framingham Department of Public Works Construction Standards, as amended.
- f. Sufficient documentation and plans to show how the proposed stormwater management system will meet the Stormwater Management Standards set forth by the Massachusetts Department of Environmental Protection (DEP), as well as acceptable engineering standards in order to address water quantity and water quality through site planning, non-structural measures and Best Management Practices (BMP). Such submission shall include a completed Massachusetts Wetland Protection Act Appendix C-Stormwater Management Form.
- g. Framingham requires the designation of buffer strip at least 50 feet in width around the surface water, wetlands, or other natural features, which may be adversely affected by erosion or stormwater runoff.

P W NA

- h. Flood Hazard Areas – Lands located within a 100-year floodplain shall not be permitted to be developed. Subdivisions involving land designated as flood hazard areas outside of the 100-year floodplain shall be reviewed to determine whether such proposals will be reasonably safe from flooding and shall meet the following requirements:
- i. Prior to approval, the Planning Board and the Department of Public Works shall review the proposed development to assure that all necessary permits have been received from those government agencies from which is required by Federal and State law including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334
 - ii. Minimization of Flood Damage – Sufficient evidence (construction drawing, grading and land treatment plans) shall be submitted so as to allow the Planning Board to determine that:
 - a) All such proposals are consistent with the need to minimize flood damage;
 - b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located, and constructed to minimize or eliminate flood damage;
 - c) Adequate drainage is provided so as to reduce exposure to flood hazards; and
 - d) New and replacement water and sewer systems (including on-site site systems are located, designed, and constructed to minimize infiltration and avoid impairment.
- i. Stripping of vegetation, regarding or other development shall be done in such a way that will minimize soil erosion. Wherever practical, natural vegetation shall be retained, protected and supplemented.
- j. A plan with a suitable scale, satisfactory to the Planning Board and DPW, outlining the entire watershed which includes the subject subdivision therein shall be submitted indicating surface water flows to the subdivision, within the subdivision and impact after exiting the subdivision. The plan shall cross-the drainage calculations.
- k. The Applicant shall obtain, provide and maintain records of elevation and flood-proofing levels for all new areas that are substantially improved with structures, regardless as to whether to the structure contains a basement.

11. Easements Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision Plans)

- a. Indications of all easements, covenants, or restrictions applying to the land and their purpose, whether or not within the subdivision, including any decision, appeal, or variance issued by the Zoning Board of Appeals, or any other board or authority having jurisdiction and applicable to the subdivision land or any buildings thereon.

12. Utilities & Infrastructure Sheet shall at minimum include the following information (Required for Minor Definitive Subdivision Plans)

- a. Proposed layout of the storm drainage systems, water supply system, fire hydrants, fire call/master box systems, sewer mains and all other utilities. These layouts should be checked with the appropriate Boards and agencies. The final approval from the reviewing Boards and agencies shall be in writing and on file with the Planning Board prior to the approval of the definitive plan.
- b. Existing fire call/master boxes should be shown on the plan that appears in or immediately adjacent to the proposed subdivision.

P W NA

- c. The locations, inverts, slopes, grades, stations, sizes and all other dimensions including type of pipe and materials to be used, of all utilities and appurtenances shall be clearly shown on the plan.
- d. Location of all proposed septic disposal areas within a minimum of one percolation test and two deep test holes per leach area.
- e. The locations, logs, and results of deep observation hole tests and percolation tests for groundwater recharge facilities.
- f. Location of all existing and proposed above ground and underground structures, including but not limited to, buildings, foundations, wells, septic systems, and underground storage tanks, within the subdivision and within 100' of the perimeter of the subdivision.
- g. If the proposed use of a lot and/or the location of a proposed use is unknown at the time of submission of the definitive plan, the applicant shall show on the plan sufficient information with respect to, existing and proposed, underground structures and septic disposal areas, to enable the Board of Health to evaluate whether a septic disposal system can be located on the lot to serve any permitted use of the lot. Where a lot(s) is to be served by public sewers or by a septic treatment plant, the application shall contain a certificate from the Board of Health stating that such public sewers or septic treatment plants are adequate to serve any permitted use of the lot(s).
- h. Standard utility construction details shall be shown on the plan.
- i. Where any utilities or stormwater management devices are proposed outside of the roadway layout, they shall be clearly marked on the plan as a separate sheet. The purpose of this will be to provide future homeowners a clear understanding of the location and purpose of any utilities for which they may be responsible.
- j. Size, material, type, grades (as applicable) and location of existing and proposed municipal services, including rim elevation and invert elevation of all manholes.
- k. Rates of gradient shown in red figures.
- l. All center lines, street lines and curb lines (with elevations every 25 feet) of streets for 200 feet either side of each intersection on a connecting street
- m. Approximate locations of septic systems and wells and reserve septic locations, in the absence of public sewer or public water connections, as applicable, including sufficient documentation showing the suitability of such locations.
- n. Size, materials, type, grades (as applicable) and location of all existing and proposed municipal services, their appurtenances, including fire hydrants and all easements thereto.
- o. Utility wiring plan/schematic showing the location of telephone, electric and other utility and communication wires, and showing provisions for wiring to accommodate planned street lighting.
- p. Location, materials and type of sidewalks, curbs, street signs, street tree plantings, and location and design of street lighting standards.

13. Other required information located appropriately

- a. 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.
- b. Existing and proposed lines and widths of streets, curb cuts, easements, and any public or common areas within the subdivision.

P W NA

- c. House numbers of each house abutting the property sidewalks, lots, rights-of-ways, easements, and any public or common areas within the subdivision. (The proposed names of proposed streets shall be shown in pencil until they have been approved by the Planning Board. Purpose of easement shall be indicated.
- d. Location, names, and present widths of street bounding, approaching, or within immediate proximity of the subdivision, showing both the roadway widths and right-of way widths.
- e. Front, side, and rear setback lines for each lot, and proposed building footprint and driveway for each lot.
- f. House numbers on each Lot as determined by the Town Assessor, clearly distinguishable from the Lot numbers.
- g. Dimensions and areas of any and all property to be dedicated or reserved for schools, parks, playgrounds, and/or other public purposes. Proposed system of drainage (including adjacent existing natural waterways) shown in a general way, and sewerage, and water distribution, including easements.
- h. Boundary lines of proposed lots with approximate areas and dimensions. Each lot shall be numbered.
- i. Streets shown on the plans that are designated by Framingham as “Scenic Roads” shall be clearly indicated as scenic roads on the plan.
- j. Existing and proposed topography of the land with two-foot contour intervals, with the exception that the contour delineating any “wetland district” boundary shall be shown accurately, based on the NAVD88, or most recent Datum. 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 use. Existing and proposed curbs and sidewalks shall be shown, including type, dimensions, and ADA features.
- k. Delineation of major site features, manmade and natural, including existing buildings and structures, stone walls and guardrails, railroads, important vegetation, soil types that impact the development, major trees (10 inch diameter, or more) in proposed excavation areas and along existing streets, rock outcrops, steep slopes, and swamps, water courses, bodies of water, and any areas requiring a “Notice of Intent” under “The Wetlands Protection Act”, as amended, and such other references known to the applicant to sufficiently identify the land to which the plan relates and to sufficiently identify any existing impediments to access upon the land.
- l. Location of existing and proposed streets, ways, lots, easements, public and common areas, flood plain boundaries, zoning and zone lines including all overlay districts within and abutting the subdivision.
- m. Location of existing and proposed pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access and bicycle accommodations. In the construction of the proposed pedestrian areas, walkways, flow patterns and access points, complete street applications would involve the removal of a public shade tree shall be noted on the plan. In the event that a shade tree is to be removed within the public right of way, the applicant shall contact the Framingham Tree Warden.
- n. For subdivisions involving a minimum of five acres the preliminary plat shall include a base flood hazard zone boundary.
- o. Location and description of Low Impact Development (LID) and Best Management Practices (BMP) techniques uses within the project.

P W NA

- p. Sufficient data to determine readily the location, bearing and length of every street and way line, lot line and boundary and to reproduce same on ground; all bearings to be referred to a meridian approved by the Town Engineer. All boundary lines of the subdivision shall be coordinated to the Massachusetts Coordinate Survey System. Included shall be: the lengths and bearings of plat and boundary lines of all subdivision lot lines including lot frontage on the streets, of the boundary lines of all streets and easements, and the length, radii, tangents, and central angles of all curves in lot lines; all angle points, or intersections of tangents along the street lines; areas of all lots; widths of streets and ways.
- q. Location of all permanent monuments properly identified as to whether existing or proposed. The distance and bearing to the nearest town, county or state monument on an accepted way and monuments at all points of curvature and changes in direction of street side lines, lot lines, and boundaries, or where designated by the Town Engineer.
- r. All lots or other division of land are to be designated numerically and in sequence.
- s. The lot area of all lots in the proposed subdivision, identified by square foot.
- t. Profile showing the center line of the roadway, sanitary, drain, and water systems.

14. Detail Drawings

- a. Any special construction features, deviating from and/or not covered represented in the site shall be shown on detail drawings. Such detail drawings may be incorporated as part of a utility plan or profile or may be executed on a separate sheet or sheets and shall provide information as to dimensions, locations, elevations, cross sections, materials, etc., of the construction details involved. The requirements for detail drawing shall be applicable, but not limited to, bridges, culverts, structurally stabilized slopes, utility piping encased in concrete, ditches and brooks shaped or constructed to a definite cross section, dams and spillways, steps within the exterior lines of the street and similar construction features indicating surface water flows to the subdivision, within the subdivision, and impact after existing the subdivision. The plan shall cross-reference the drainage calculations included in the Stormwater Report.

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