

**APPENDIX F**  
**CHECKLISTS**

**Duxbury Planning Board  
Approval Not Required Plan Checklist**

Petitioner: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

1. \_\_\_\_\_ Application filed
2. \_\_\_\_\_ Fee paid/amount (\$200/plan plus \$100/lot shown)
3. \_\_\_\_\_ Nine copies of plan filed along with mylar
4. \_\_\_\_\_ Name and address of owner of record, petitioner & surveyor
5. \_\_\_\_\_ Deed reference or land court certificate number noted on plan
6. \_\_\_\_\_ Plan reference noted on plan
7. \_\_\_\_\_ Date of application noted on plan
8. \_\_\_\_\_ Location of all existing structures and septic systems
9. \_\_\_\_\_ Minimum frontage on approved way (200 ft. minimum)
10. \_\_\_\_\_ Direct abutters noted by name and parcel number
11. \_\_\_\_\_ Delineation and gross area - square feet and acres
12. \_\_\_\_\_ Delineation and gross area of wetlands- sq. feet and acres
13. \_\_\_\_\_ Delineation and gross area of uplands - sq. feet (40,000 sq. ft. minimum)
14. \_\_\_\_\_ Net area of each lot (sq. feet)
15. \_\_\_\_\_ Net area of each lot of wetlands and upland - (sq. feet)
16. \_\_\_\_\_ North arrow, locus sketch, date and scale
17. \_\_\_\_\_ Notation: "Planning Board endorsement does not certify compliance with Zoning Bylaw."
18. \_\_\_\_\_ Notation: "No official verification of any wetlands has been made or intended by Planning Board endorsement."
19. \_\_\_\_\_ Signature block
20. \_\_\_\_\_ Stone fences and public shade trees (per scenic road act)

**PRELIMINARY PLAN APPLICATION CHECKLIST**

(To be submitted by applicant with application)

Applicant: \_\_\_\_\_

Planning Board Meeting Date: \_\_\_\_\_

- \_\_\_\_\_ 1. Subdivision name, boundaries, north arrow, scale, legend and title, "Preliminary Plan".
- \_\_\_\_\_ 2. Name of the record owner, applicant, engineer and surveyor.
- \_\_\_\_\_ 3. Existing and proposed lines of streets, easements and any public areas within the subdivision.
- \_\_\_\_\_ 4. Existing and proposed public water supply and utilities in the area.
- \_\_\_\_\_ 5. Existing and proposed system of surface water, drainage and existing and proposed method of sewage disposal.
- \_\_\_\_\_ 6. Approximate boundary lines of proposed lots, with approximate areas and dimensions.
- \_\_\_\_\_ 7. Names, approximate location and widths of streets within 200' of property.
- \_\_\_\_\_ 8. Topography of the existing land at two (2)-foot contour intervals.
- \_\_\_\_\_ 9. Location of all permanent monuments, large boulders, stone walls, vegetation and special features showing the outline of all woodlands, significant individual or group tree masses, rock outcroppings, roads and trails, flowing streams or waterways, drainage ways and ponds, noting those being disturbed by proposed ways, drainage easements, or any change in topography.
- \_\_\_\_\_ 10. An outline of all areas within the Wetland and Watershed Protection District and/or Aquifer Protection Overlay District (APOD).
- \_\_\_\_\_ 11. A roadway profile drawn to a horizontal scale of 1"=40' and a vertical scale of 1"=4', showing all existing and proposed grades, drainage and sewer systems.
- \_\_\_\_\_ 12. Zoning of proposed subdivision and contiguous parcels.
- \_\_\_\_\_ 13. Existing on-site structures including septic systems.
- \_\_\_\_\_ 14. Names and nine-digit parcel numbers of all direct abutters as they exist on the most recent tax list.
- \_\_\_\_\_ 15. Physical, geological, environmental and other characteristics unique to the site but no covered in 1-15 above.
- \_\_\_\_\_ 16. EIGHTEEN COPIES (THREE full-size, FIFTEEN half-size) of the plan are required. The signature block must be in the same space on each page.

FEES: Application Fee: (\$50 per building lot) = \_\_\_\_\_ (check payable to the Town of Duxbury)

Escrow Account: (Separate check payable to the Town of Duxbury. W-9 form required).

For 3 Lots or Less: \$3,000 minimum deposit.

For 4 or More Lots: \$3,000 minimum deposit, plus \$500 per lot in the proposed subdivision \_\_\_\_\_

**DEFINITIVE PLAN APPLICATION CHECKLIST**

(To be submitted by applicant with application)

Applicant: \_\_\_\_\_

Planning Board Meeting Date: \_\_\_\_\_

- \_\_\_\_\_ 1. Subdivision name, boundaries, north arrow, scale, legend and title, "Definitive Plan".
- \_\_\_\_\_ 2. Name of the record owner, applicant, engineer and surveyor.
- \_\_\_\_\_ 3. Existing and proposed lines of streets, easements and any public areas within the subdivision.
- \_\_\_\_\_ 4. Existing and proposed public water supply and utilities in the area.
- \_\_\_\_\_ 5. Existing and proposed system of surface water, drainage and existing and proposed method of sewage disposal.
- \_\_\_\_\_ 6. Approximate boundary lines of proposed lots, with approximate areas and dimensions.
- \_\_\_\_\_ 7. Names, approximate location and widths of streets within 200' of property.
- \_\_\_\_\_ 8. Topography of the existing land at two (2)-foot contour intervals.
- \_\_\_\_\_ 9. Location of all permanent monuments, large boulders, stone walls, vegetation and special features showing the outline of all woodlands, significant individual or group tree masses, rock outcroppings, roads and trails, flowing streams or waterways, drainage ways and ponds, noting those being disturbed by proposed ways, drainage easements, or any change in topography.
- \_\_\_\_\_ 10. An outline of all areas within the Wetland and Watershed Protection District and/or Aquifer Protection Overlay District (APOD).
- \_\_\_\_\_ 11. A roadway profile drawn to a horizontal scale of 1"=40' and a vertical scale of 1"=4', showing all existing and proposed grades, drainage and sewer systems.
- \_\_\_\_\_ 12. Zoning of proposed subdivision and contiguous parcels.
- \_\_\_\_\_ 13. Existing on-site structures including septic systems.
- \_\_\_\_\_ 14. Names and nine-digit parcel numbers of all direct abutters as they exist on the most recent tax list.
- \_\_\_\_\_ 15. Physical, geological, environmental and other characteristics unique to the site but no covered in 1-14 above.
- \_\_\_\_\_ 16. EIGHTEEN COPIES (THREE full-size, FIFTEEN half-size) of the plan are required. The signature block must be in the same space on each page.
- \_\_\_\_\_ 17. Environmental Impact Plan
- \_\_\_\_\_ 18. Erosion Control Plan
- \_\_\_\_\_ 19. Drainage Calculations

FEES: See next page

## DEFINITIVE PLAN FEES:

### APPLICATION FEE: (Check payable to the Town of Duxbury)

(With Preliminary Plan previously filed and acted upon): \$200 per building lot

Total = \_\_\_\_\_

(Without Preliminary Plan previously filed and acted upon): \$400 per building lot

Total = \_\_\_\_\_

(For Definitive Plan Amendments and Frontage Waiver Requests): \$100 per lot

Total = \_\_\_\_\_

### ESCROW ACCOUNT: (Check payable to the Town of Duxbury. Signed W-9 form also required.)

For 3 Lots or Less: \$3,000 minimum deposit.

For 4 or More Lots: \$3,000 minimum deposit, plus \$500 per lot in the proposed subdivision

Total = \_\_\_\_\_

**DUXBURY PLANNING BOARD**

**AS-BUILT PLAN AND PROFILE  
REQUIREMENTS**

As-built plans showing the location, grades, and other significant information regarding utilities shall be prepared by the applicant's professional land surveyor and turned over to the Planning Board prior to the final approval of the improvements and release of security as hereinafter provided. This will be done by submitting Mylar(s) and computer disk(s) of the subdivision's metes and bounds as prepared in accordance with the Rules and Regulations of the Registers of Deeds, Chapter 82, Section 17 thru 23 and this section. Additionally, a surveyor's certificate signed and sealed by a registered professional land surveyor in the Commonwealth of Massachusetts must be furnished to the Planning Board. The certificate shall state that all bounds have been set in accordance with the subdivision plan filed and recorded at the Registry of Deeds. Also included will be the plan number, year, plan book and page of the recorded plan.

The subdivider shall file with the Planning Board an As-built plan on mylar, two sepia prints, three (3) blue-line prints and on a computer disk compatible with Auto Cad, Version 14 of the completed street or streets, utilities and easements together with proper legal descriptions for initiating an article in the Town Warrant pursuant to the acceptance of the ways by the Town Meeting and shall grant a deed to the Town of the streets, utilities and easements, as contained in the plan said deed to be recorded by the Town upon acceptance of the streets by the Town Meeting.

1. The As-built plan will meet the following criteria:
  - a. Scale one inch (1") equals forty feet (40')
  - b. 24" x 36" sheets
  - c. Index plan at one inch (1") equals one hundred feet (100') or otherwise approved by the Board.
  - d. A signature block for the Planning Board to sign when the road is acceptable to recommend acceptance as a public way.
  - e. Professional Land Surveyor's stamp and signature
  - f. Lot numbers
  - g. Name of subdivision
  - h. Name of street(s)
  - i. Date
  - j. Name of owner
  - k. Name of subdivider
  - l. Name of design engineer
  - m. North point and reference
  - n. Bench marks(NAD88 Datum)
  - o. Locus map(1"=600')
  - p. Intersecting boundary lines of abutting land
  - q. All necessary bearings, lengths of lines and radii, tangents, arc lengths, and central angles of curves of all street lines, boundary

Continued:

**AS-BUILT PLAN AND PROFILE REQUIREMENTS**

lines, and areas needed to adequately described but not limited to the following:

1. Streets
  2. Ways
  3. Easements
  4. Common or public areas
- r. Sufficient data to determine the locations, elevation, direction and length of:
1. Streets
  2. Ways
  3. Boundary Lines
  4. Pavement and right of way widths
  5. Location of permanent monuments
    - a. A minimum of three of the permanent concrete monuments shall have their North American Datum (NAD83) horizontal datum coordinates and United States Geological Survey (USGS) vertical datum coordinates shown on the final As-built. The Planning Board or their designee shall determine which three monuments are chosen. More monuments may be chosen if deemed necessary by the Board or their designee.
  6. Location and names of streets intersecting the subject area
- s. The following shall be accurately located by survey on the plan (station and offset where appropriate):
1. Storm drains and all appurtances
  2. Water mains and all appurtances
  3. Sewer mains and all appurtances
  4. Other underground and above ground utilities (electric, telephone, gas, etc.) And all appurtances.
  5. Hydrants
  6. Water services, gate valves and sewer services including ties to buildings and other permanent structures
  7. Street signs
  8. Headwalls
  9. Wheelchair ramps
  10. Guardrails

Continued:

**AS-BUILT PLAN AND PROFILE REQUIREMENTS**

11. Curbing and or berms
  12. Edge of pavements
- t. Sizes and material type of the following:
    1. Storm drains
    2. Water mains
    3. Sewer mains
    4. Gas mains
  - u. Sidewalks and driveways
  - v. NAD88 elevation datum  
If the approved subdivision used a different datum then the conversion shall also be supplied.
  - w. NAD88 bench marks
  - x. Original datum bench mark described
  - y. Rates of gradients for drainage and sewer mains.
  - z. Roadway centerline stationed
    - aa. Offsite easements shown and completely described.
    - bb. The As-built profiles should meet the following requirements:
      1. Horizontal scale: 1" = 40'
      - Vertical scale: 1" = 4'
      2. Center line grades-heavy line
      3. Grade elevations at 50' stations
      4. Locations of the following (station and offsets as appropriate):
        - a. Storm drains and all appurtances
        - b. sewer mains and all appurtances
        - c. headwalls
      5. Sizes and material type of the following:
        - a. storm drains
        - b. sewer mains



DUXBURY PLANNING BOARD

STREET ACCEPTANCE PLAN CHECKLIST

GENERAL:

- \_\_\_ Title Block specifying "Street Acceptance Plan for \_\_\_\_\_, Duxbury, Massachusetts" indicating scale (1" = 40'), Date, Preparer of Plan.
- \_\_\_ North Arrow, graphic scale, locus
- \_\_\_ Board of Selectmen approval signature box
- \_\_\_ Town Clerk certification of filing date and final acceptance date
- \_\_\_ Surveyor certification that plan prepared in conformity with requirements of Registry of Deeds
- \_\_\_ Title box for Registry use only
- \_\_\_ Roadway location, including all bearings, distances, horizontal curve (radius, turnouts, length of curve)
- \_\_\_ Name of street and intersecting streets
- \_\_\_ Names of lot owners on street
- \_\_\_ Location of all public easements with written description attached on separate instrument detailing size and purpose.

\*No need for utility information, house locations or driveway locations.

Street Acceptance Plan shall also have written description of layouts for recording.