

**TOWN OF IPSWICH  
FORM C**

**APPLICATION FOR DEFINITIVE SUBDIVISION APPROVAL**

DATE: \_\_\_\_\_

(Stamp two (2) forms with the Town Clerk. File one (1) form with the Town Clerk and one (1) form with the Planning Board)

To the Planning Board:

The undersigned, being an applicant under Chapter 41, 81-O, MGL, for approval of a proposed subdivision plan, hereby submits a Definitive Plan and makes application for approval to the Ipswich Planning Board:

1. Name of Applicant: \_\_\_\_\_

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

2. Name of Subdivision:  
\_\_\_\_\_

3. Location and Description of Property [include Assessor's Map & Lot and Zoning District(s)]:  
\_\_\_\_\_  
\_\_\_\_\_

4. Deed Reference: Book \_\_\_\_\_, Page \_\_\_\_\_ or  
Certificate of Title \_\_\_\_\_

5. Name of Surveyor/Engineer: \_\_\_\_\_

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

6. Easements & Restrictions of Record (Describe & Include Deed References): \_\_\_\_\_  
\_\_\_\_\_

7. Preliminary Plan Submitted? \_\_\_\_\_; Plan Approved? \_\_\_\_\_; Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_  
\_\_\_\_\_

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

Received: Town of Ipswich Town Clerk (date stamp):

Signature of Town Official receiving this application:  
\_\_\_\_\_

(This checklist is for Planning Board use only; however the applicant may find it useful for plan preparation.)

**Checklist for Definitive Subdivision Plans (Form C)**  
**[Ch. 41, ' ' 81(O) and 81(U)]**

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Date Plan Filed: \_\_\_\_\_ (+ 45 Days) Final Decision Due on: \_\_\_\_\_

**Refer to Planning Board Subdivision Rules and Regulations Section V.**

(Checked-Off Items are Complete, Circled Items are Incomplete, or N/A - Item Not Applicable)

**ADMINISTRATIVE REQUIREMENTS:**

- \_\_\_\_\_ Completed Form C and Plans submitted in duplicate to Town Clerk, time-stamped; one copy of Form C and plans to Planning Office
- \_\_\_\_\_ Written Notice to Board of Health with 2 sets of plans
- \_\_\_\_\_ Written notice to Planning Board, two copies of Form C (including one original), reproducible mylar and 13 copies of contact prints
- \_\_\_\_\_ Filing Fee of **\$1000 base fee + \$250/lot x \_\_\_\_\_ lots if a preliminary subdivision has been approved; or**  
**\$1000 base fee + \$500/lot x \_\_\_\_\_ lots if no preliminary subdivision has been approved**
- \_\_\_\_\_ Fees for advertising costs and technical reviews
- \_\_\_\_\_ Environmental and Community Impact Analysis (if required)
- \_\_\_\_\_ Certified copy of recorded deed to verify ownership
- \_\_\_\_\_ Names of abutters and parties in interest as they appear in most recent assessors' tax list
- \_\_\_\_\_ List of requested waivers and reasons for the requests (if applicable)
- \_\_\_\_\_ Estimated construction schedule for completion of subdivision improvements
- \_\_\_\_\_ Statement identifying type of proposed performance guarantee
- \_\_\_\_\_ Quitclaim deed, including metes and bounds, for streets and ways to be dedicated and for all public areas, and open space

**FORM AND CONTENTS OF PLANS:**

- \_\_\_\_\_ Plan Sheets 24" x 26" and comply with Registry of Deeds and Land Court requirements
- \_\_\_\_\_ Planning Board Signature Block and Town Clerk Certification Block and space for noting revisions/dates of revisions

## Checklist for Definitive Subdivision Plans (Form C)

### COVER SHEET PLAN:

\_\_\_\_\_ Cover sheet to include subdivision name; name(s) and address(es) of record owner(s) and applicant(s), date and scale of the plan, locus plan not smaller than 1" = 1000' scale, zoning district(s) and Water Supply District(s), index to plan sheets, legend, benchmark data including reference to the starting benchmark, date of submission, names addresses of professional engineer and land surveyor who prepared the plans

### LOT LAYOUT PLAN:

- \_\_\_\_\_ Layout plan at 1" = 40'; showing bearings, distances, curve data readily to determine every existing and proposed lot line and street line, way, easement and boundary line
- \_\_\_\_\_ Names of all abutters, including names of owners on the opposite side of all streets abutting the subdivision
- \_\_\_\_\_ Location of all existing and proposed permanent monuments; ties with bearings and distances to at least 2 existing monuments in or adjacent to the subdivision, per ' 6.12.
- \_\_\_\_\_ Area of each lot and easement area in square feet and acres rounded to a minimum of three decimal places
- \_\_\_\_\_ For each lot, the total frontage and lot width measured at front setback line
- \_\_\_\_\_ Shows lots not meeting required frontage, area, and/or lot width, designated as "not a building lot"
- \_\_\_\_\_ Lot numbers enclosed in a circle, and house numbers as assigned by the Town Manager or his designee
- \_\_\_\_\_ Location, name, status, and widths of pavements and rights of way of all existing streets bounding and/or approaching the subdivision, and notation of any scenic roads
- \_\_\_\_\_ Existing structures within and within 50' of the subdivision
- \_\_\_\_\_ Stone walls, fences, cart paths, water bodies, water courses within and/or crossing the subdivision
- \_\_\_\_\_ Zoning District boundaries if any lie within or bound the subdivision
- \_\_\_\_\_ References to existing and/or proposed covenants and/or restrictions, including variances and/or special permits either granted or required by the Ipswich Planning Board, Zoning Board of Appeals, or Board of Selectmen
- \_\_\_\_\_ References to all deeds and plans of record used to establish property lines of the subdivided parcel, and of all streets, ways and easements, including deed references to abutting lots
- \_\_\_\_\_ North arrow, with indication whether true or magnetic, referenced to its origin

## Checklist for Definitive Subdivision Plans (Form C)

### GRADING, DRAINAGE AND UTILITIES PLAN:

- \_\_\_\_\_ Scale 1" = 40', with 2' contour intervals
- \_\_\_\_\_ Existing and proposed boundaries of all lots, streets, ways and easements within and adjacent to subdivision
- \_\_\_\_\_ Existing contours within and extending 50' beyond perimeter of subdivision; spot elevations in areas where existing grades are 1% or less
- \_\_\_\_\_ Location of all existing and proposed streets, drives, walks, handicapped ramps, and parking areas
- \_\_\_\_\_ Center line (existing and proposed) with stations for all proposed streets
- \_\_\_\_\_ Stone walls, fences, cart paths, within, bounding, and/or crossing the subdivision
- \_\_\_\_\_ All existing structures within the subdivision and within 50' of the perimeter of the subdivision
- \_\_\_\_\_ All existing wells and septic systems within the subdivision and within 100' of the perimeter of the subdivision
- \_\_\_\_\_ Location of all proposed structures, wells, and septic systems, including all required setback dimensions to lot lines, wells, septic systems, and presumed wetlands boundaries
- \_\_\_\_\_ Location of all groundwater observation and percolation test pits and/or borings and logs of observed data
- \_\_\_\_\_ Existing and proposed water courses, drainage ditches, streams, brooks, water bodies, retention/detention basins and 100-year high water elevations
- \_\_\_\_\_ Location of presumed wetlands boundaries per Town of Ipswich Wetlands Protection By-law
- \_\_\_\_\_ Location of 100-year flood boundary within the subdivision and within 100' of the subdivision
- \_\_\_\_\_ Location and identification of all benchmarks, including at least two proposed benchmarks for each street
- \_\_\_\_\_ Location, size and type of proposed street trees
- \_\_\_\_\_ Location and methods for proposed erosion and sedimentation control
- \_\_\_\_\_ Location of proposed stocking materials for earthen materials within the subdivision
- \_\_\_\_\_ Location of proposed stump burial areas
- \_\_\_\_\_ Location of proposed areas for disposal of excess fill, with proposed contours, finished grades and spot elevations
- \_\_\_\_\_ Locations for proposed "borrow" materials, including proposed finish grades, contours and spot elevations, and volume of materials indicated
- \_\_\_\_\_ Notation if net exported materials off-premises as defined in the Zoning By-law and/or the Rules and Regulations Governing the Removal of Sand, Gravel or Loam
  
- \_\_\_\_\_ Notation of volume of fill to be obtained off-premises for construction of streets and other improvements

## Checklist for Definitive Subdivision Plans (Form C)

### STREET PLAN:

- \_\_\_\_\_ Scale 1" = 40' horizontal and 1" = 4' vertical
- \_\_\_\_\_ Bearings and distances of all tangents along the centerline and the right-of way
- \_\_\_\_\_ Radii, arc length, and central angle along the centerline and the right of way
- \_\_\_\_\_ Points of intersection of all tangents, with tangent lengths, of all centerline curves
- \_\_\_\_\_ Stations at 50' intervals along the centerline and at points of curvature and tangency of all curves
- \_\_\_\_\_ Existing and proposed lot lines intersecting the right of way, with frontage and lot number shown
- \_\_\_\_\_ Bearings and distances of all existing and proposed easements
- \_\_\_\_\_ Existing and proposed pavements of all streets, sidewalks, handicapped ramps, driveways and parking areas
- \_\_\_\_\_ Existing and proposed curbs and berms, identifying materials
- \_\_\_\_\_ Existing and proposed drainage facilities, pipe sizes and materials for catch basins, manholes, culverts, headwalls, detention and/or retention basins and outlet pipes and structures with rim and invert elevations
- \_\_\_\_\_ Existing and proposed water mains, with sizes and materials, including hydrants, gates and appurtenances
- \_\_\_\_\_ Existing and proposed sewers, with proposed sizes and materials, including manholes with rim and invert elevations
- \_\_\_\_\_ Existing and proposed gas mains
- \_\_\_\_\_ All other existing and proposed above- and below-ground utilities, including electric, telephone, community antenna television cable, poles, conduits, transformers, and appurtenances
- \_\_\_\_\_ Existing and proposed street trees
- \_\_\_\_\_ Two permanent benchmarks for each street

### STREET PROFILE:

- \_\_\_\_\_ Existing centerline profile and existing elevations at 50' intervals and at the stations of the vertical curves and intersections of centerlines
- \_\_\_\_\_ Existing left and right profiles of each right-of-way
- \_\_\_\_\_ Proposed Centerline profile with stations and elevations listed at 50' intervals and at points of vertical curvature, gradient intersection, and tangency
- \_\_\_\_\_ Gradient lines shall be labeled with rate of grade expressed as a percent
- \_\_\_\_\_ Lengths of vertical curves labeled with applicable sight distances per Design Standards for Streets, Section 6.8
- \_\_\_\_\_ Existing and proposed drainage facilities, including drainage lines, catch basins, manhole, culverts, headwalls, outlet pipes and structures, including pipe materials, sizes, slopes, invert and rim elevations; stations and offsets shown for all catch basins, manholes, culverts, headwalls, and outlet pipes/structures

## Checklist for Definitive Subdivision Plans (Form C)

- \_\_\_\_\_ Existing and proposed water mains, showing sizes, depths of cover, laterals to hydrants, stations and offsets to hydrants
- \_\_\_\_\_ Existing and proposed sewer mains and manholes showing pipe sizes, pipe slopes, rim and invert elevations, and station and offsets to manholes
- \_\_\_\_\_ Vertical clearances between all crossing utilities

### TYPICAL SECTIONS, DETAILS AND NOTES:

- \_\_\_\_\_ Typical cross-section of each street, showing width of right of way, width of pavement, curbs, cross slope, sidewalk(s), grass strips, utility locations and depths of cover, thicknesses and types of pavement for the street and sidewalk, thicknesses of street and sidewalk base courses, thicknesses of loam, location of guard rail, existing and proposed grades, and the maximum grade of return to existing grade; one side indicating a typical "fill", the other a typical "cut"
- \_\_\_\_\_ Typical cross-sections and details of retention and detention basins, showing existing and proposed grades, details of inlet pipes with inverts and full flow capacity, outlet control structures, pipes with inverts and full flow capacity, ten and one hundred year storm water elevations, details and elevations of emergency spillway structures, embankment construction and slope treatment, top of dam elevation, volume of storage capacity
- \_\_\_\_\_ Profile of all cross-country drain lines, swales, and ditches, with typical cross-sections of each
- \_\_\_\_\_ Details of drainage structures, including catch basins, manholes, headwalls, flared-end sections, outlet and velocity control structures, rip-rap slopes and channels
- \_\_\_\_\_ Details of sewer manholes and drop inlet structures
- \_\_\_\_\_ Details of hydrants, blow-off valves, and thrust blocks
- \_\_\_\_\_ Details of curb installations
- \_\_\_\_\_ Detail of handicapped ramp
- \_\_\_\_\_ Detail of guardrail
- \_\_\_\_\_ Detail of erosion/sedimentation control devices
- \_\_\_\_\_ Plans, details, section, and profiles of any other utility, structure or facility proposed within the subdivision
- \_\_\_\_\_ All plans and profiles drawn at a horizontal scale not less than 1" = 40' and a vertical exaggeration not greater than 5:1; details and sections drawn at a scale not less than 1" = 4' or approximately 1/4 scale if drawn "not to scale"
- \_\_\_\_\_ Specific and general notes identifying the standards for materials and construction methods of all the elements in the subdivision, per ASTM, AWWA, Mass. DPW Specs for Bridges and Highways, State Environmental Code Title V, and Specifications of the Town of Ipswich as listed in Appendices I-IX inclusive of these Rules and Regulations

## Checklist for Definitive Subdivision Plans (Form C)

### \_\_\_\_\_ **STORMWATER MANAGEMENT REPORT**

### \_\_\_\_\_ **ENVIRONMENTAL AND COMMUNITY IMPACT ANALYSIS**

\_\_\_\_\_ Comments from Board of Health with respect to whether any of the land in the subdivision can be used as building sites without injury to public health?

### **DESIGN STANDARDS FOR STREETS:**

\_\_\_\_\_ Streets/location and alignment

\_\_\_\_\_ Are there any street jobs with centerline offsets of less than 150'?

\_\_\_\_\_ Are the centerline radii of curved streets at least 225'?

\_\_\_\_\_ Do each of the streets meet the minimum width of right-of-way, pavement width, horizontal and vertical sight distances, and maximum gradient standards (see Sections 6.8.1, 6.8.2, and/or 6.8.3, as applicable)

\_\_\_\_\_ Are there no dead end streets in excess of 500' in length?

\_\_\_\_\_ Does each dead end street have a cul-de-sac with at least an outside roadway diameter of 100' and a property line diameter of at least 120'?

\_\_\_\_\_ Does each cul-de-sac have a right-of-way, to be dedicated to the Town, extended to the property line?

\_\_\_\_\_ Are there no street intersections of less than 75E'?

\_\_\_\_\_ At each intersection, does the street grade not exceed 3% for 100' in each direction from the intersection?

\_\_\_\_\_ At each intersection, are there at least a curve or pavement radius of 25' or more?

\_\_\_\_\_ If access to this subdivision crosses land in another municipality, has the developer submitted certification, in writing, from the appropriate authorities, that such access is in accordance with the Master Plan and Subdivision requirements of said municipality and that a legally adequate Performance Bond has been duly posted or that such access has been adequately improved to handle prospective traffic?

\_\_\_\_\_ Are there no reservation strips set forth in this plan which would prevent further extension of proposed streets?

\_\_\_\_\_ Are there any side slopes which exceed 4:1 in a residential subdivision or 3:1 in a non-residential subdivision? Are guard rails shown if any slope exceeds 3:1?

### **CURBING AND WALKWAYS:**

\_\_\_\_\_ Is vertical granite curbing set forth on all finished street grades over 6% and at intersections with arterial streets? Is sloped granite curbing shown in all cul-de-sacs, on all finished street grades greater than 2% but less than 6%, and at all other intersections?

\_\_\_\_\_ Is granite curbing set forth as headers for catch basins, set back 4" from edge of pavement?

### Checklist for Definitive Subdivision Plans (Form C)

- \_\_\_\_\_ Is granite curbing presented at all street intersections on the curve and extending 6' tangential to the point of curvature and point of tangency along the edge of pavement at the intersection?
- \_\_\_\_\_ At all other locations, is bituminous concrete curbing presented?
- \_\_\_\_\_ Are 15' easements shown for pedestrian ways providing access to Conservation Area?
- \_\_\_\_\_ Is at least one sidewalk presented in compliance with Section 6.11.2?
- \_\_\_\_\_ Do pedestrian ways and sidewalks intersecting streets with curbing have slopes to the roadway surface and otherwise conform to ADA standards?

#### UTILITIES:

- \_\_\_\_\_ Do all gas, telephone, electricity, CATV and water main locations underground comply with the location zone in Subdivision Regulations Figure 1?
- \_\_\_\_\_ Has a determination been made of pro forma water pressure for a main delivering water to the entrance to the subdivision been established?
- \_\_\_\_\_ Have the Water Division and the Fire Chief determined a minimum acceptable diameter for water main and does that minimum acceptable diameter appear on the subdivision plan?
- \_\_\_\_\_ Are there fire hydrants at least every 500' or fraction thereof on one side of the street, their number and location been approved by the Fire Division and the Water Division?
- \_\_\_\_\_ Are perpetual unobstructed easements provided for all municipal services?
- \_\_\_\_\_ If minimum required flow and pressure standards cannot be met by an extension of the municipal water system to service this subdivision, are alternative systems presented for fire protection, per Section 6.15.4?
- \_\_\_\_\_ If the municipal water system is not available to service this subdivision, is an alternative water supply provided for fire protection, per Section 6.15.5?

#### SEWERAGE:

- \_\_\_\_\_ Is the Town's sanitary sewerage system located within 400' of the subdivision?  
\_\_\_\_\_ Does the connection of the sewerage system of the subdivision comply with the Town's sewer master plan to the extent applicable?
- \_\_\_\_\_ Has a permit been obtained from the Massachusetts Division of Water Pollution Control for extension of the sewer system? Does it comply with ASTM & WPCF Manual of Practice #9?
- \_\_\_\_\_ Is the Town's sewer system planned to be installed within 400' of the subdivision within three years of the date of submission as indicated by a prior Town Meeting action?
- \_\_\_\_\_ If a communal sewerage disposal system is proposed, has the developer obtained approval of the Department of Environmental Protection and the Ipswich Board of Health for same?

## Checklist for Definitive Subdivision Plans (Form C)

- \_\_\_\_\_ Have perc tests been conducted and on-lot sewerage disposal systems been designed for each lot?
- \_\_\_\_\_ Are sewer mains at least 8" in diameter and house services at least 5" in diameter?
- \_\_\_\_\_ Is a manhole presented at every change in grade or horizontal alignment and at least once every 300'?

### STORM DRAINAGE SYSTEMS:

- \_\_\_\_\_ Has a storm drainage plan been prepared by a registered professional engineer utilizing a rational method corresponding to 100 year and 10 year frequency storms and runoff coefficient based on sandy soils? Is the drainage piping and catch basin system designed based on a 25-year event with detention for a 100 year/24 hour event? Will the detention system have a capacity for a combination storage and release rate not to exceed 72 hours, with a depth no greater than 4'?
- \_\_\_\_\_ Do detention/retention basins have an emergency overflow mechanism? Do their side slopes exceed 4:1? Is there at least a 12' wide access around the entire perimeter of each retention/detention basin for maintenance equipment?
- \_\_\_\_\_ Are stormwater runoff computations presented with the plan in a tabular form?
- \_\_\_\_\_ Are headwalls and endwalls or rip-rap shown on the plan end of each drain and culvert?
- \_\_\_\_\_ Is a positive drainage outfall shown for each surface drainage system?
- \_\_\_\_\_ Are all drains of reinforced concrete pipe and of a minimum diameter of 12" and a minimum pitch of one-half of one percent? Do they meet ASTM C-76 Class 4?
- \_\_\_\_\_ Are all drainage easements shown on the plan? Are they at least 30' wide?
- \_\_\_\_\_ Are catch basins shown on continuous grades at intervals of no greater than 300'?
- \_\_\_\_\_ Are catch basins shown at all low points of drainage, at sags in the roadway, and near the corners of the roadway at intersecting streets?
- \_\_\_\_\_ Do peak flows and runoff, on a post-development basis, exceed peak flows and run-off on a pre-development basis, for 10-year and 100-year storm events?

### LOT DRAINAGE AND EASEMENTS:

- \_\_\_\_\_ If provision is necessary to carry drainage to or across a lot, are all easements or drainage rights-of-way and proper side slope and minimum width of twenty feet shown on the plan?
- \_\_\_\_\_ Is any part of the proposed subdivision at or below a base flood elevation?
- \_\_\_\_\_ Are all easements of at least thirty feet in width?
- \_\_\_\_\_ Are all easements for park or conservation land of at least fifteen feet in width?

## Checklist for Definitive Subdivision Plans (Form C)

### NATURAL RESOURCES PROTECTION:

- \_\_\_\_\_ Where a subdivision is traversed by a water course, drainage way, channel or stream, is an easement conveyed to the Town for maintenance of said water course, drainage way, channel or stream of additional width adequate for emergency construction?
- \_\_\_\_\_ If the provisions of the Wetlands Protection Act, Massachusetts General Laws Chapter 131, Section 40, or the Town of Ipswich Wetlands General By-Law, appears applicable, should the Planning Board condition its approval of the plan upon the issuance of an order of condition by the Ipswich Conservation Commission?
- \_\_\_\_\_ Are natural features, such as large trees (12" and greater), water courses, historic spots, rock outcroppings and ledges, swamps, wetlands and other water bodies, and any endangered species habitats set forth on the plan and preserved in the plan as presented?
- \_\_\_\_\_ Are trees in excess of 12" in diameter outside of the rights-of-way of the proposed streets within the subdivision shown on the plan?
- \_\_\_\_\_ Have written approvals from the Planning Board and the Public Works Director been obtained for the removal of any of same?
- \_\_\_\_\_ Have new tree plantings of Zone 6 hardiness been shown on the plan as required by the Public Works Director?

### OTHER REQUIREMENTS:

- \_\_\_\_\_ Are street name signs shown on the plan?
- \_\_\_\_\_ Do said signs indicate the streets are private ways pending their acceptance as public streets?
- \_\_\_\_\_ Do the plans show street lighting?
- \_\_\_\_\_ Does the plan show for the location of marker pipes behind the fire hydrants?
- \_\_\_\_\_ Are retaining walls or other slope stabilization measures on all slopes exceeding a ratio of two horizontal to one vertical?
- \_\_\_\_\_ Are the side slopes of road shoulders not steeper than a grade of two horizontal to one vertical, except as may be required for sidewalks, all as shown on a typical street cross-section Figure 1?
- \_\_\_\_\_ Do the plans show for the slopes to be loamed and seeded similar to grass strips?
- \_\_\_\_\_ Do all street trees show protective measures of boxes or fenders?
- \_\_\_\_\_ Do the plans show any land reserved for public purposes, with a notice to the Board of Selectmen that the option to purchase this land is valid for three years?

**Checklist for Definitive Subdivision Plans (Form C)**

\_\_\_\_\_ Application and Plan Complete & Accepted. Hearing Date Set on: \_\_\_\_\_

\_\_\_\_\_ Application and Plan Incomplete (see Items Circled Above)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Plan Approved by Planning Board

\_\_\_\_\_ Plan Disapproved by Planning Board (see attached reasons)

Planning Board Decision Filed with Town Clerk on: \_\_\_\_\_