

**TOWN OF IPSWICH
FORM B**

APPLICATION FOR PRELIMINARY 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-S, MGL, for approval of a proposed subdivision plan, hereby submits a Preliminary 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: _____

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 Preliminary Subdivision Plans (Form B)
(Ch. 41, 81S)**

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

Refer to Planning Board Subdivision Rules and Regulations Sections 4.2 and 4.3

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

ADMINISTRATIVE REQUIREMENTS:

- _____ Form B filed with Planning Board and Board of Health and Town Clerk's Date Stamp
- _____ Reproducible preliminary plan plus 15 contact prints
- _____ Copy of Form B and plans filed with Town Clerk
- _____ Filing fee of \$100 plus \$100 per lot x _____ lots = filing fee to be submitted

PLAN REQUIREMENTS/FORM AND CONTENTS:

- _____ Subdivision name, boundaries, north arrow, date, zoning district(s) Water Supply district(s), and scale
- _____ Names and addresses of record owner(s), applicant(s), engineer and surveyor
- _____ Names of all abutters per most recent assessor's tax list
- _____ Location, names, and present exterior pavement and right of way widths of existing and proposed streets and ways within the plan and in the immediate area
- _____ Notation of scenic ways within the plan and the immediate area
- _____ Lot lines with approximate dimensions and areas; lot numbers
- _____ Public areas abutting or within the subdivision
- _____ Existing and proposed topography sufficient to establish drainage patterns and profiles and water bodies
- _____ Major features of the land, e.g. existing structures, wells, septic systems, wall, fences, monuments, wooded areas, outcroppings, ditches, swamps, water bodies and natural waterways intended to receive drainage effluent
- _____ Statement with respect to cut and fill operations, net import or export of fill
- _____ Existing and proposed centerline profile of all proposed streets and ways

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- _____ Proposed drainage systems with easements, sewer and water mains, hydrants, gas lines, electric, telephone, community antenna television cable, and appurtenant equipment
- _____ Existing and proposed easements and rights-of-way applicable to the proposed plan

- _____ Areas of the plan designated as wetlands as defined under the Town of Ipswich Wetlands Protection By-law

- _____ 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 consistent with Master Plan?
- _____ 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?
- _____ 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?

CURBING AND WALKWAYS:

- _____ Is vertical granite curbing set forth on all finished street grades over 6%? Sloped granite on finished street grades 2% - 6% and at non-arterial intersections?
- _____ At all other locations, is bituminous concrete curbing presented?
- _____ Are easements shown for pedestrian ways providing access to Conservation Area?
- _____ Is at least one sidewalk complying with ' 6.11.2 presented?
- _____ Do pedestrian ways and sidewalks intersecting streets with curbing have slopes to the roadway surface to comply with ADA standards?

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UTILITIES:

- _____ Do all gas, telephone, electricity, cable television 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?
- _____ If minimum required water standards are not achievable, are alternative measures for fire protection presented, per Sections 6.15.4 and/or 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 applied for to the Massachusetts Division of Water Pollution Control for extension of the sewer system?
- _____ Has a permit from the Board of Sewer Commissioners been applied for an extension of the Town's sewer system?
- _____ 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?
- _____ 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 4" in diameter?
- _____ Is a manhole presented at every change in grade or horizontal alignment and at least once every 300'?
- _____ 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 Water Division?

STORM DRAINAGE:

- _____ Has a storm drainage plan been prepared by a registered professional engineer?
- _____ 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?

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- _____ Are all drains of reinforced concrete pipe and of a minimum diameter of 12" and a minimum pitch of one-half of one percent?
- _____ 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 intersection streets?

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?

PROTECTION OF NATURAL RESOURCES:

- _____ 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, appears applicable, and/or the Town of Ipswich Wetlands General By-Law, 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, water courses, historic spots, rock outcroppings and ledges 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?

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_____ 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 n: _____