



FAIRHAVEN PLANNING BOARD
FORM G
Subdivision Plan Checklist

This checklist is provided as an aid to both the Applicant and the Planning Board in the preparation and processing of subdivision plans. A copy of this checklist shall be filled out by the Applicant and retained by the Planning Board for each subdivision that is submitted.

Name of Subdivision: _____

Number of Lots: _____

Owner or Developer: _____

Phone: _____

Address: _____

Name of Engineer: _____

Phone: _____

Name of Surveyor: _____

Phone: _____

Plan Processing

(This section to be filled out by Planning Department)

Date

- _____ Preliminary plan submitted
- _____ Planning Board action
- _____ Definitive plan submitted
- _____ Public hearing notice
- _____ Second notice
- _____ Report from Board of Health
- _____ Report from Board of Public Works
- _____ Public hearing
- _____ Planning Board action
- _____ Notice to Town Clerk
- _____ Receipt of financial guaranty
- _____ Endorsement (20 days following Planning Board approval)
- _____ Request for security release
- _____ Planning Board action _____

Preliminary Plan Submittals

- _____ 1. 10 Prints
- _____ 2. Application Form B
- _____ 3. Form B to Town Clerk
- _____ 4. Print to Board of Health

Preliminary Plan Contents

- _____ a. Subdivision name
- _____ Subdivision boundaries
- _____ North point
- _____ Date
- _____ Scale
- _____ Legend
- _____ Title " Preliminary Plan "
- _____ b. Owner's name
- _____ Applicants name
- _____ Designer's name
- _____ c. Abutter's names
- _____ d. Location of all existing and proposed streets, ways, easements, and public areas. *
- _____ e. Proposed system of stormwater management. *
- _____ Wetlands (as defined by 310 CMR 10.00, the Wetland Protection Regulations)
- _____ f. Location of all boundaries of proposed lots.*
- _____ Areas*
- _____ Dimensions*
- _____ g. Nearby street names, widths, and locations*
- _____ h. Topo*
- _____ i. Locus Plan (1 inch equals 600 feet)*
- _____ j. Sketch of proposed remaining land development*

Items marked * need to be done in only a general manner on a Preliminary Plan.

Preliminary Plan Substance

- _____ a. Lots meet zoning?
- _____ b. General street layout safe?
- _____ c. Potential wetland impacts?
- _____ d. Open space preservation?
- _____ e. Respect for natural features?
- _____ f. Effectiveness of stormwater management system?
- _____ g. Connection to other land?



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- _____ h. Adequate street widths?
- _____ i. Dead-end streets not too long?

Definitive Plan Submittals

- _____ 1. Ten prints
- _____ 2. Fee
- _____ 3. Application Form C (2), to Planning Board and Town Clerk
- _____ 4. Complete list of abutters
- _____ 5. Planning Board will submit plans to Board of Public Works, Fire and Police Departments, Board of Health, and Board of Assessors, Conservation Commission, Building Commissioner

Definitive Plan Form

- _____ 1. Engineer and land surveyor stamps and names.
- _____ 2. India ink on linen or Mylar.
- _____ 3. Scale of 1 inch equals 40 feet
- _____ 4. Sheet sizes 9 1/2 x 14 inches minimum.
- _____ 5. Index sheet if multiple sheets.

Definitive Plan Contents

- _____ a. Subdivision name
- _____ Subdivision boundaries
- _____ North point
- _____ Date
- _____ Scale
- _____ b. Owner's name
- _____ Applicants name (subdivider/developer)
- _____ Engineer name
- _____ Surveyor's name
- _____ c. Abutters' names
- _____ d. Lines of existing and proposed streets, ways, lots, easements and public areas
- _____ Proposed street names in pencil
- _____ e. Location, direction and length of all street, way, lot and boundary lines
- _____ Lot numbers in circles
- _____ Street numbers in squares
- _____ f. Existing monuments
- _____ Proposed monuments
- _____ g. Nearby street names, widths and locations

- _____ h. Space for Town Clerk and Planning Board certifications
- _____ i. Wetlands (as defined by 310 CMR 10.00, the Wetland Protection Regulations)
 - _____ Existing topo at 5-foot intervals
 - _____ Proposed topo at 5-foot intervals
- _____ j. Street plan and profile
 - _____ 1. Exterior lines, location, direction, and length of way.
 - _____ 2. Existing center-line profile (black full line)
 - _____ Right side line (dashed black line)
 - _____ Left side line (black dots)
 - _____ 3. Proposed center-line profile (red line)
 - _____ Elevations every 50' feet.
 - _____ 4. Wetlands (as defined by 310 CMR 10.00, the Wetland Protection Regulations)
 - _____ 5. Drainage inverts
 - _____ Drainage slopes
 - _____ Drainage capacity and velocity
 - _____ 6. Water pipe sizes
 - _____ Water gate valves
 - _____ Water hydrants
 - _____ 7. Scale 1 inch equals 40 feet and 1 inch equals 4 inches
 - _____ 8. Elevations refer to mean sea level
- _____ k. Locus Plan (1 inch equals 600 feet)

Definitive Plan Design Standards

- A. Streets
 - 1. Location & alignment
 - _____ a. Attractive layout/maximum amenity
 - _____ b. Master Plan conformance
 - _____ c. Proper projection of streets
 - _____ d. No reserve strips
 - _____ e. Centerline Offsets \geq 125 feet
 - _____ f. Centerline radius (100 feet, 150 feet, 500 feet)
 - _____ g. Intersections (60 degrees +)?
 - _____ h. Corners rounded (15 feet, 30 feet)?
 - 2. Width
 - _____ a. Street right of way width (40', 50', 60') ?



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3. Grade/street profiles _____

- _____ a. Minimum grade (6%, 8%, 12%)?
- _____ b. Leveling area if required (4% for 50 feet)?
- _____ c. Vertical curves (minimums 10 and 20 feet per 1% grade)?

4. Dead-end streets _____

- _____ a. Maximum length less than 500 feet
- _____ b. Turnaround diameters
 - _____ Outside of Pavement (100 feet)
 - _____ Outside Property Line (120 feet)

5. Sight Distance _____

_____ Minimums (150 feet, 200 feet)

6. Cross Section _____

- _____ a. Paved Width (24 feet) (See § 322-10C.)
- _____ b. Minimum 12-inch gravel subbase
- _____ c. 2 ¾ inch bituminous concrete binder course
- _____ d. 1 ¼ inch bituminous concrete top course
- _____ e. Curb, Type I - 1 Class 1 bituminous concrete [See § 322-10C(3)]
- _____ f. Granite curb inlets at catch basins
- _____ g. Minimum 24 inches cover over drain lines (Class Three pipe if less than 48 inches)
- _____ h. Materials and methods to conform to MHD Spec. B-18
- _____ i. Sidewalks (minimum 5 feet width) [See § 322-10D(1)]
 - _____ 1. On all collector and minor residential streets of less than 120 feet frontage per dwelling unit
 - _____ 2. 8 inches gravel base.
 - _____ 3. 2 inches asphalt concrete (3 inches at driveway entrances)
- _____ j. Landscaping
 - _____ 1. 6 inches loam
 - _____ 2. 2 ½ inch caliper trees

7. Areas outside A.C.E. hurricane barrier _____

_____ Minimum elevation to 13 feet above mean sea level

B. Easements _____

- _____ 1. 12 feet minimum
- _____ 2. As necessary for watercourses
- _____ Drainage ways

3 Drainage improvements outside subdivision _____

C. Open Space _____

_____ Park, recreation and open air reasonable in relation to subdivision?

D. Protection of Natural Features _____

- _____ Trees
- _____ Watercourses
- _____ Scenic points

E. Utilities _____

1. Drainage _____

- _____ Tide gates for culverts (below 10 feet above mean sea level)
- _____ Rational Method used for calculation
- _____ 10-year frequency (sewers)
- _____ 25-year frequency (culverts)
- _____ Velocity (2 feet – 10 feet per second)
- _____ Runoff coefficient $\geq .3$
- _____ Calcs include all developable tributary land
- _____ Catch basin to manhole drainage system?
- _____ 12 inches minimum pipe diameter
- _____ Catch basins (minimum 48 inches diameter)
- _____ Catch basins at corners?
- _____ Catch basins every 350 feet?

2. Water supply & sanitary disposal _____

- _____ a. Evidence of adequate water supply for each lot?
- _____ b. Public sewer or private sanitary disposal (Board of Health)

3. Protection from Flooding _____

_____ All facilities design based upon 13-foot flood elevation (MSL)

- _____ Utilities
- _____ Sewage disposal
- _____ Refuse/other wastes

F. One Lot Per Dwelling _____

- _____ Complies with zoning
- _____ Adequate way (Planning Board determination)
- _____ Access to each building site