

Town Of Sandwich



PLANNING BOARD

16 Jan Sebastian Drive, Sandwich, MA 02563
Phone: 508 833 8001
Fax: 508 833 8006
E-mail: planning@townofsandwich.net

FORM C APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

Date: _____
Sandwich, Massachusetts

To the Planning Board of the Town of Sandwich:
The undersigned herewith submits the accompanying Definitive Plan of a proposed Subdivision, entitled: _____ dated _____, located in the Town of Sandwich for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations of the Sandwich Planning Board.

1. Name of Applicant: _____
Address: _____
Daytime Phone #: _____
Email: _____
Signature of Applicant: _____
2. Name of Engineer and/or Surveyor: _____
Address: _____
3. Name of Property Owner(s): _____
Address: _____
Daytime Phone #: _____
Email: _____
Signature of Property Owner(s): _____

Deed of property recorded in Barnstable County Registry of Deeds, Book ____ Page ____

or under Certificate of Title No. ____ Registered in Land Registry District, Book ____
Page ____.

Subject Property: Map ____ Parcel _____. (Found on tax bill) Zoning District: _____

Registry of Deeds title reference: Book _____, Page _____, or Certificate
Of Title Number _____ & Land Court Lot # _____ & Plan # _____.
(Call Barnstable County Registry at (508) 362-7733).

Date subject lot was created in its present form (Call Barnstable County Registry at (508) 362-7733). _____

Property Address: _____

Property Access: _____



SECTION 3

PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS 3.C DEFINITIVE PLAN:

3.C.1 GENERAL

Any person who submits a Definitive Plan of a subdivision for approval shall file the following at a regularly scheduled meeting:

- a. The original 24" x 36" drawing of the Definitive plan and five (5) reproducible prints thereof, dark line on white background. The plans shall be marked by the applicant for the Planning Board, Town Engineer, Conservation Commission, Board of Health and the Water District. Additionally the applicant shall supply seven (7) 11" x 17" copies of the definitive plan and plan and profile sheets. All copies of the plans shall be delivered to the Planning and Development Office who shall be responsible for distribution.
- b. Proof that written notice was given to the Town Clerk by delivery or Registered Mail, accompanied by a copy of the completed Form C Application.
- c. List of abutters, dated within six months of the submission, CERTIFIED by the Board(s) of Assessors.
- d. Applicant(s) shall submit two (two) sets of envelopes addressed with necessary postage affixed to each abutter.
 - One set of envelopes for the hearing notice shall have Certified Mail, return receipt requested slips and green cards to be filled out for each abutter. These envelopes will require enough postage to send one ounce of mail certified return receipt requested. The Planning & Development Office will affix the return receipt requested green cards to the envelopes before they are mailed. All other postage and slips shall be affixed, the envelopes addressed and the green cards completely filled out. The return address on both the envelopes and green slips shall be:
Sandwich Planning Board
16 Jan Sebastian Drive
Sandwich, MA 02563
 - The second set of envelopes for the decision will require one first class stamp and shall be addressed to each abutter with the return address as indicated above.
- e. A filing fee made payable to the Town of Sandwich. (Refer to Fee Schedule in the Appendices). The applicant is responsible for payment of the legal notice in the area newspaper, which is published twice.
- f. The applicant shall submit calculations for the storm drainage systems. Such calculations shall be prepared by a Registered Professional Engineer.
- g. The applicant shall submit boring logs and soil classifications performed by a Registered Professional Engineer of borings taken at the exact location of each proposed leaching basin to a depth of two (2) feet below the structure, but in no case less than ten (10) feet below finish grade.
- h. The applicant shall furnish a Municipal Lien Certificate at the time any Form C is submitted which certifies taxes due to the Town of Sandwich on all of the land shown on the proposed plan are paid in full through the most current quarter of the fiscal year.

3.C.2 CONTENTS

The Definitive plan shall be prepared by a Civil Engineer and Land Surveyor, each registered in Massachusetts and shall be clearly and legibly drawn according to the Plan Regulations of the Registry of Deeds. A signed statement to this effect shall appear on the plan title sheet. The plan shall be at a scale of one (1") inch equals forty (40') feet. If the plan requires more than one sheet, an index map at a scale of one (1) inch equals one hundred (100) feet will be required. Plan sheets shall not exceed 24" x 36".

The following information shall be shown on the plan:

- a. Subdivision name, date, scale, north arrow, benchmarks used and a locus plan at a scale sufficient to identify the location of the property.
- b. Names and addresses of the record owner and subdivider; and the names and addresses, stamps and signatures of the Registered Land Surveyor and Registered Civil Engineer.
- c. If the applicant is not the owner of some or all of the land that is the subject of the Definitive plan, the applicant shall provide proof, to the satisfaction of the Planning Board, that any and all owners of the property agree to the subdivision of the property show on the plan; and further, that all owners agree through a written statement submitted to the Planning Board that the applicant or the applicant's representative is empowered to serve as their agent. Such written statements shall be submitted by each owner of the property that is the subject of the Definitive Plan.
- d. Names of all abutters as they appear in the most recent tax list and approximate intersecting boundaries of abutting lands.
- e. Lines of existing and proposed streets, ways, lots, easements and 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 Town Engineer.
- f. Sufficient data to determine the location, direction and length of every street and way line, lot line, boundary lines and easements to establish these lines on the ground.
- g. Location of all permanent monuments properly identified as to whether existing or proposed.
- h. Location, names, and present widths of streets, bounding, approaching or within reasonable proximity of the subdivision.
- i. The location of major site features, such as existing stone walls, fences, buildings, large trees, rock ridges and outcroppings, swamps and water bodies.
- j. Pavement grades and location of utilities within 100 feet of intersection of proposed road(s) and existing road(s).
- k. Proposed road centerline stationing at points of tangency, points of curvature, and street intersections.
- l. Assessor's Map number, lot number and zoning district, including minimum requirements for frontage, lot size, setbacks, etc. Location relative to the Water Resource District shall be shown, if applicable.
- m. Evidence that access to each lot shown on the subdivision plan shall be gained from the frontage of said lot.
- n. Plan and profile drawings of proposed streets drawn as follows:
 1. A horizontal scale of one (1) inch equals forty (40) feet.
 2. A vertical scale of one (1) inch equals four (4) feet.
 3. Existing centerline in fine solid line.
 4. Existing right sideline in fine dotted line.
 5. Existing left sideline in fine dashed line.
 6. Proposed centerline grades in heavy lines. Grade elevations shall be shown at every fifty (50') foot station, road intersections, points of tangency (PT) and points of curvature (PC).

On vertical curves grades shall be shown at every twenty-five (25') foot station, points of vertical curvature (PVC) and points of vertical tangency (PVT).

7. Proposed systems of drainage, including catch basins, leaching basins, manholes and proposed inverts, pipe sizes and materials. Catch basins and manholes shall not be located within the intersection of a driveway and street. (Amended 6/7/95).
8. All intersecting walks and driveways.
9. Elevations referred to mean sea level as established by the United States Coast and Geodetic Survey, Massachusetts Geodetic Survey or the Town of Sandwich Engineering Department.
10. Rates of gradient shown by figures for roadways and drainage.
11. Profile stationing referenced to the plan drawing. Profile shall be drawn along the street centerline around a cul-de-sac. (Amended 6/7/95).
12. Size and locations of existing or proposed water mains, all other utilities and their appurtenances, including hydrants located within and adjacent to the subdivision.
13. Location of proposed monuments and street signs in accordance with SRR Sections 5M and 5O.
 - o. Typical cross section of proposed streets in accordance with the applicable typical cross section showing construction and all proposed and required utilities.
 - p. Profiles and cross sections of any swales utilized for storm water runoff.
 - q. Suitable space for endorsement by the Board and for verification of no appeal by the Town Clerk.
 - r. Existing and proposed topography at a two (2) foot contour interval, shown on a separate plan as follows:

Contours shall extend beyond boundaries of the property a sufficient distance to indicate the effect of the subdivision on abutting property as required by the Board.

Show on each lot: the approximate anticipated location for the house and driveway, and suggested grading and spot elevations. This information will be used to ascertain whether each lot can comply with applicable sections of the Sandwich Zoning By-Law.
 - s. Proposed street numbers of each lot shown in pencil until approved by the Town Engineer clearly differentiated from the lot number assigned within the subdivision.
 - t. The base flood elevation contour as shown on the most recent community panel published by the Federal Emergency Management Administration (FEMA) shall be clearly shown in a heavy solid line clearly differentiated from other contour lines.
 - u. The lengths and bearings of all existing boundaries, all proposed boundaries of lots, lot frontage on street, of all easements, all length, radii, tangents and central angles of all curves in street lines and lot lines.
 - v. The location of all existing trees fifteen (15") inches in caliper or greater, and all holly trees (*Ilex opaca*) six (6") inches in caliper or greater. Measurements shall be taken 4 feet above grade.
 - w. A detailed landscape plan, at a minimum scale of 1"=20', prepared by a Massachusetts Registered Landscape Architect, showing:
 1. Location, size and species of proposed street trees and other plantings.
 2. Existing trees, as described in section 3.C.2.v, which are proposed to be removed. The location of proposed tree plantings in accordance with Section Section 5.K.
 3. Limit of clearing for roadway layout and each house lot.
 4. Location of proposed walls, walkways, utility boxes, lighting fixtures, signs, or other structures within the road layout, easements, or community open space.
 5. Method of slope stabilization.

- x. Curb cuts and driveways within proposed street layouts showing access to each lot from the lesser traveled way.
- y. An erosion control plan shall include the following:
 - 1. Topographical contours at two foot intervals;
 - 2. Drainage patterns and watershed boundaries;
 - 3. Existing vegetation;
 - 4. Proposed limit if clearing;
 - 5. The location, identification and narrative description with detailed drawings of all temporary and permanent erosion and sediment control Best Management Practices (BMP);
 - 6. Temporary driveway apron to serve during all phases of site preparation and constructions that shall consist of ¾ " crushed stone 3" thick or bituminous binder 2 ½ " thick.
 - 7. Narrative description of the construction schedule and the concurrent sequencing and timing of erosion control measures as shown on the plan.
- z. A traffic impact and access study shall be required for all developments that generate 25 or more peak hour vehicle trips or 250 or more daily vehicle trips at the development access to existing roadway networks. The study shall be based on standard traffic engineering guidelines developed by the Massachusetts Environmental Protection Act (MEPA). The Planning Board may require a traffic study if in their determination one is warranted because of public safety concerns.

3.C.3 PUBLIC HEARING:

- a. No notice of a hearing will be advertised until all requirements as called for under Section 3 of the Subdivision Rules and Regulations have been complied with and on file in the Planning Board Office.
- b. Before approval of the Definitive plan is given, a public hearing shall be held by the Board. Notice of such hearing will be given by the board at the expense of the applicant at least fourteen (14) days prior thereto by advertisement in an official publication of, or in a newspaper of general circulation in the Town of Sandwich. A copy of said notice will be mailed to the applicant and to all owners of land abutting the subdivision as appearing in the most recent tax list.

3.C.4 PROCEDURE:

- a. After the required hearing, but within ninety (90) days of submission of the Definitive plan, if a Preliminary plan has previously been filed, or one hundred and thirty (135) days if no Preliminary plan has previously been filed, the Planning Board will take final action thereon.
- b. The Planning Board may approve, approve with modification, or disapprove said plan, it will state in its vote the reasons for such action and shall so notify the applicant, and the Town Clerk.
- c. If additional time is needed to resolve an application, the Applicant may request in writing to the Planning Board for an extension of the statutory time frame in which they are required to act.

3.C.5 REVIEW OF BOARD OF HEALTH AS TO SUITABILITY OF LAND:

- a. The Board of Health or officer shall report to the Planning Board in writing, approval or disapproval of said plan, and in the event of disapproval shall make specific findings as to which, if any, of the lots shown on the plan cannot be used for building sites without injury to the public health and include such specific findings and the reasons therefore in such report.
- b. Failure of the Board of Health to make such a report within forty-five (45) days after the plan is filed with their office shall be deemed approval by such Board or officer.
- c. Such Health Board or officer shall send a copy of such report, if any, to the person who submitted said plan.

3.C.6 REVIEW BY OTHER OFFICIALS:

- a. Before the opening of the public hearing for the Definitive Plan, the Board will submit to the Engineering Department a copy of the plan. A report as to the conformity of the plan with the Subdivision Regulations and with the design standards will be filed by the Engineering Department. This report to the Planning Board shall follow the format of these Rules and Regulations and be submitted to the Planning Board office at least one week prior to the scheduled public hearing.
- b. The Board will require the subdivider to notify the agencies listed below that a plan has been filed with the Planning board and is available for review. Copies of said notification shall be presented to the Board.
 1. The Chief of the Fire Department as to the location of the hydrants and other pertinent data.
 2. The Superintendent of the Water District as to the location of the water mains, including service to the fire hydrants.
 3. The Manager of the electric company as to the requirements for electrical service.
 4. The Gas Company as to the location and size of gas mains.
 5. The Telephone Company as to the location of telephone lines and the location of Cable TV lines.
 6. The Director of Public Works.
 7. The Police Chief.
 8. Other departments or officials deemed necessary.

3.C.7 TIME OF COMPLETION OF WAYS AND INSTALLATION OF MUNICIPAL SERVICES:

Every applicant shall state in writing the time within which he agrees to complete the proposed ways and to install all municipal services required by the Board. The Board may decline to approve any plan unless the applicant agrees to complete the ways shown thereon and install the municipal services aforesaid within an agreed upon period after the date of his application. The applicant shall notify the Board in writing of the date that construction will begin at least seven (7) days prior to such date. (Amended 6/7/95)

In the event the work is not completed within the time set forth, or as extended, the Board may rescind its approval and require a new public hearing.

3.C.8 PERFORMANCE GUARANTEE:

Before endorsement of a Definitive Plan of a subdivision, the applicant shall agree to complete the required improvements as shown on the plan and as specified in these

Subdivision Rules and Regulations Section 4 and 5 for all lots in the subdivision, such construction and installation to be secured by one, or in part by one and in part by the other, of the following methods which may from time to time be varied at the applicant's formal written request to the Planning Board.

- a. **Final Approval Cash Deposit:** The applicant shall deliver a passbook in an amount determined by the Board to be sufficient to cover the cost of all or any part of the improvements as shown on the Definitive Plan and as specified in Sections 4 and 5 of these Subdivision Rules & Regulations, not covered by the covenant under "b" below. The passbook will be approved by the Town Treasurer as to form and its release shall be contingent on the completion of such improvements within a time which shall have been set by the Board, up to a maximum of twenty-four (24) months, or an agreed upon period.
- b. **Final Approval With Covenant:** The applicant shall file a covenant acceptable to the Board, executed and duly recorded by the owner of record, running with the land, whereby such improvement as shown on the Definitive Plan and as specified in these subdivision Rules & Regulations, Sections 4 and 5, not covered by deposit under "all above, shall be provided to serve any lot before such lot may be built upon or conveyed, other than by mortgage deed. The form of the covenant may be given by Form E in the appendix.

3.C.9 CERTIFICATE OF ACTION:

- a. The action of the Board in respect to said plan shall be by vote, copies of which shall be certified and filed with the Town Clerk and sent by Certified mail to the applicant.
- b. Upon final approval, if granted, four (4) copies of the Definitive Plan with all modifications shown (if any were made) shall be submitted to the Planning Board for endorsement.
- c. The plan shall not be endorsed, however, until a statutory twenty (20) day appeal period has elapsed following the filing of the Certificate of action of the Planning Board with the Town Clerk and said Clerk has endorsed on the plan that no appeal has been filed, and surety is provided in accordance with Section 3.C.8 of these Rules & Regulations.
- d. The plan shall be endorsed by the Planning Board within the six months of approval. If said endorsement is not possible due to incomplete information, the Planning Board may, upon its own motion, rescind the approval of the plan pursuant to Section 81-W of the Subdivision Control Law. (Amended 9/3/97).
- e. Approval of the Definitive Plan shall not constitute the laying out or acceptance by the Town of any ways within a subdivision.

Town Of Sandwich

THE OLDEST TOWN ON CAPE COD



PLANNING & DEVELOPMENT OFFICE
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Application Fees

Board of Appeals

Special Permit	\$150.00
Special Permit Amendment	\$150.00
Variance	\$150.00
Appeal of a Decision of the Building Insp.	\$150.00
Comprehensive Permit	
By Limited Dividend Org.	\$300/2 lots + \$35 each unit
By Non-Profit Org.	\$ 50 + \$10 each unit over 50 Units
By Local Initiative –760 CMR 45.00	\$100 + \$10 each unit over 50 Units
By Public Agency	No Fee

Planning Board

Approval Not Required	\$120.00
Preliminary Plan	\$240/2 lots + \$30 each additional lot
Definitive Plan	\$360/2 lots + \$42 each additional lot
Major Modification to a Definit. Plan	\$180.00
Definitive Plan Rescission	\$240.00
Wireless Telecommunications Facility	\$1,200.00
Three Ponds District Special Permit	\$150.00
Cluster Special Permit	No Fee
Accessory Dwelling Unit Special Permit	No Fee
Affordable Housing Conditional Density Dev. Special Permit	No Fee
Advertising for Public Hearing	\$70.00

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December 2011

Electronic Filing

The Planning Board requests that all applicants for Form A and Form C plan endorsement file a digital copy in addition to the filing requirements contained in Section 3 of the Subdivision Rules & Regulations. Please refer to the current version of the MassGIS Standard for Digital Plan Submission to Municipalities for specifications. The MassGIS standard, a sample file, and reference mark data are available at the Office of the Town Engineer.

Form A – For Approval Not Required plans, a digital copy should be submitted along with the Form A and paper copies when the plan is presented to the Planning Board for endorsement. The digital plan should meet MassGIS Level II standards.

Form C – For Definitive Subdivision plans a digital copy should be submitted at the time of endorsement for an approved definitive plan and upon delivery of the As-Builts. The digital plan should meet MassGIS Level III standards.

These submissions should be on a Compact Disc (CD) that is clearly labeled for filing purposes.

Thank you for your attention to this filing requirement.

Sarah Regan, Chair
Planning Board