

CHECKLISTS

**CHECKLIST FOR REVIEW OF
PRELIMINARY/DEFINITIVE PLAN**

Topsfield, MA _____, 20____

The accompanying Preliminary/Definitive (cross out one) Plan was submitted on _____ for the following property located in the Town of Topsfield.

1. Name of Applicant _____

Address _____

2. Name of Owner of Record _____

Address _____

3. Name of Designer _____

Address _____

4. Name of Engineer _____

Address _____

5. Name of Surveyor _____

Address _____

Location and Description of Property: _____

PRELIMINARY PLAN CHECKLIST

The following materials are required for review of the Preliminary Plan under the Topsfield Rules and Regulations governing the Subdivision of Land:

	Not Needed	Missing	Incomplete	Complete
1. Completed and signed Application Form B				
2. General Requirements				
a. Copy of written notice of submission and receipt from Town Clerk				
b. Original drawing of Definitive Plan	*			
c. Another Mylar or linen reproducible of Definitive Plan	*			
d. Six contact prints, dark line on white background				
e. Contact print, dark line on white background filed with Board of Health				
(1) One print				
(2) Two prints	*			
f. Copy of receipt from Board of Health				
g. Sketch plan showing street layout for any contiguous unsubdivided land owned or controlled by the owner of applicant				
h. Fees, payable to the Town of Topsfield				
i. List of abutters, Form C	*			
(1) Name	*			
(2) Mailing Address	*			
(3) Certificate of Board of Assessors	*			
j. Evidence from Clerk of Corporation certifying authorization of individuals to act for the Corporation	*			
k. Evidence Definitive Plan conforms to approved Preliminary Plan	*			
l. Evidence (Form B) one (1) print of Definitive Plan submitted to each of the following:	*			
(1) Board of Health	*			
(2) Board of Selectmen	*			
(3) Fire Department	*			
(4) Police Department	*			
(5) Road Commissioner	*			
(6) Board of Water Commissioners	*			
(7) Conservation Commission	*			
(8) Soil Removal Board	*			
m. Environmental Impact Statement	*			
3. Contents Required				
a. Plan				
(1) Drawn in pencil on tracing paper				

	Not Needed	Missing	Incomplete	Complete
(2) Drawn in black India ink on stable base	*			
(3) Scale 1" = 40'				
(4) Sheet size 24" x 36"				
(5) 1" border on all sides	*			
(6) Subdivision Name				
(7) Boundaries				
(8) North Point				
(9) Date of Submission				
(10) Legend				
(11) Title "Preliminary Plan"				
b. Record Owner				
(1) Name				
(2) Address				
c. Applicant				
(1) Name				
(2) Address				
d. Designer				
(1) Name				
(2) Address				
(3) Seal				
e. Engineer				
(1) Name				
(2) Address				
(3) Certificate	*			
(4) Seal				
f. Surveyor				
(1) Name				
(2) Address				
(3) Certification of Conformance to Technical Standards	*			
(4) Seal				
g. Abutters (Form C)				
(1) Name				
(2) Plan Locations				
h. Existing and proposed lines of:				
(1) Streets				
(2) Ways				
(3) Turnarounds, including whether permanent or temporary	*			
(4) Lots	*			
(5) Rights-of-way				

	Not Needed	Missing	Incomplete	Complete
(6) Easements, including purpose				
(7) Zoning district boundaries	*			
(8) Public or common areas				
(9) Proposed street names in pencil	*			
i. For every street, way, lot and boundary line:				
(1) Lengths to nearest 0.01'	*			
(2) Bearings to nearest 0.01'	*			
(3) Radii to nearest 0.01'	*			
(4) Tangent distances to nearest 0.01'	*			
(5) Central angles	*			
j. Permanent Monuments				
(1) Location	*			
(2) Type	*			
(3) Existing or proposed	*			
k. Proposed Lots				
(1) Boundary Lines				
(2) Areas in square feet				
(3) Dimensions				
(4) Designated numerically and in sequence	*			
l. Boundary lines of entire original tract of land, if severed from larger tract	*			
m. Existing streets bounding, approaching, or within 400' of subdivision				
(1) Location				
(2) Names				
(3) Widths				
n. Major site features				
(1) Stone walls	*			
(2) Fences	*			
(3) Buildings	*			
(4) Trees larger than 8" in diameter or within the proposed rights-of-way and 20 feet beyond	*			
(5) Rock ridges	*			
(6) outcroppings				
(7) Historic features	*			
(8) Wooded areas	*			
(9) Bridle trails or paths	*			
(10) Natural waterways, including direction of flow				
(11) Water bodies or wetlands				
o. Locus Map				
(1) Scale 1" = 600'				

	Not Needed	Missing	Incomplete	Complete
p. Key Map				
(1) Scale 1" = 200'				
q. Space to record action of Board and signatures on each sheet	*			
r. Appropriate notation if improvements by covenant	*			
s. Existing and proposed topography				
(1) 2-foot contour intervals				
(a) when required by Board				
(b) for 150-feet either side of proposed road	*			
(2) 5-foot contour intervals for subdivision	*			
(3) 10-foot contour intervals U.S.G.S. map at scale 1" = 40' acceptable				
(4) Existing information on:				
(a) elevations	*			
(b) location and direction of flow of natural water-courses, brooks, streams, drainage ditches				
1. spot elevations at respective entrances and exits to the subdivision	*			
(c) ponds, swamps, low areas subject to flooding; with elevations	*			
(d) drainage structures with elevations	*			
(e) outcroppings of rock and ledge				
(5) Areas to be excavated or filled				
(6) General soil types				
(7) Borings				
(a) location				
(b) results				
(c) dates				
(8) Depth to groundwater as determined December through April				
(9) Location and results of soil percolation tests on all lots at existing and proposed grade				
t. Street Trees				
(1) Proposed				
(a) location				
(b) species				
(2) Existing trees over 8" in diameter within 20 feet of street right-of-way				
(a) location				
u. Location of proposed street lights				
v. Location of proposed sidewalks				
w. Profiles of centerline of proposed streets				
(1) Existing and proposed ground				
(2) Scale: Horizontal (1" = 40') and Vertical (1" = 4')	*			
(3) U.S.G.S. datum	*			

	Not Needed	Missing	Incomplete	Complete
(4) Permanent bench mark	*			
(5) Location of intersecting public or private ways	*			
(6) Existing location and size of:				
(a) storm drains	*			
(b) water mains	*			
(c) sanitary sewers	*			
(d) other underground utilities	*			
(7) Stationed centerline	*			
(8) Proposed utility layouts				
(a) storm drainage				
(b) water supply				
(c) sewage disposal system				
(d) design computations				
x. Design computations of streets	*			
(1) Horizontal curves	*			
(2) Vertical curves	*			
y. Multiple sheets	*			
(1) Match lines				
(2) Index plan, 24" by 36"				
z. Site Plan				
(1) Street names				
(2) Lot numbers	*			
(3) Areas	*			

DEFINITIVE PLAN CHECKLIST				
The following materials are required for review of the Definitive Plan under the Topsfield Rules and Regulations governing the Subdivision of Land:				
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CHECKLIST FOR REVIEW OF ENVIRONMENTAL IMPACT STATEMENT

The Environmental Impact Statement shall clearly show the relation of the proposed subdivision to the total environment of the Town and its inhabitants. The project's effects on the following items should be sufficiently evaluated in the statement to enable the Planning Board to determine the project's total probably impact on the environment.

COMPLETE

Natural Environment

- 1. Air
 - a. Possible sources and duration of odors, smoke, and dust _____
 - b. Precautions to prevent odors, smoke, and dust _____
 - c. Location of project with regard to nearby residences, businesses, recreation areas, and prevailing wind patterns _____
 - d. Burning brush and trees during site preparation subject to appropriate state and local permits _____
 - e. Incineration effects _____
- 2. Land
 - a. Current use _____
 - b. Topography _____
 - c. Geologic formations and soils _____
 - d. Subsurface soil and water conditions _____

COMPLETE

- e. Procedures and findings of percolation tests _____
- f. Type and amount of land permanently affected _____
- g. Proposed grading _____
- h. Location and extent of wetlands, marshes, seasonal wet areas _____
- I. Proposed alterations to marshes, shorelines, wetlands, and seasonal wet areas _____

- 3. Water
 - a. Conformance to water quality standards _____
 - b. Soil erosion and methods of control _____
 - c. Sedimentation and filtration and methods of control _____
 - d. Increased pollution or turbidity levels within receiving waterway _____
 - e. Precautions to minimize stream pollution _____

 - f. Aquatic biota and habitats _____
 - g. Groundwater quality and supply _____
 - h. Efforts to recharge groundwater _____

 - i. Increased incidents of flooding _____
 - j. Effect of proposed sewage disposal methods _____

- 4. Energy
 - a. Types required _____
 - b. Increased demands _____
 - c. Sources _____

COMPLETE

- 5. Noise
 - a. Time, duration and types _____
 - b. Effects on humans and wildlife _____
 - c. Controls _____

- 6. Local Flora and Fauna
 - a. Indigenous wildlife _____
 - b. Stream bank cover _____
 - c. Vegetal or wooded growth _____
 - d. Proposed vegetal cover _____
 - e. Rare or endangered species _____

Man-Made Environment

- 1. Land Uses
 - a. Consistency with growth trends of area and Town _____
 - b. Adjacent land uses _____
 - c. Common area _____
 - d. Proximity to transportation, shopping, educational facilities _____
 - e. Recreational facilities and open spaces _____

- 2. Density
 - a. Number of buildings by type, size (number of bedrooms, floor area) _____
 - b. Ground coverage _____

COMPLETE

- c. Percentage of site covered by buildings, parking, paved areas, open space _____
- 3. Zoning
 - a. Project area _____
 - b. Adjacent areas _____
- 4. Architecture
 - a. Architectural techniques to blend structure with surrounding areas _____
 - b. Heights of structures in relation to surrounding area _____
 - c. Interference with natural views _____
 - d. Type of construction, building materials _____
 - e. Location and type of service facilities _____
- 5. Historic Buildings or Sites
 - a. On or adjacent to project site

Public Facilities

- 1. Water supply, flow, pressure, and distribution
 - a. Groundwater and surface water supplies _____
 - b. Demands for consumption and fire protection _____
- 2. Sanitary sewerage connection, distribution, and facilities
 - a. Quantity _____
 - b. Quality or type _____
 - c. Treatment _____

COMPLETE

- 3. Storm drainage facilities
 - a. Connection to Town system
- 4. Disposition of stormwater
 - a. Location of outfall _____
 - b. Effect on receiving water _____
 - c. Quantity _____
- 5. Refuse disposal
 - a. Quantity _____
 - b. Types of refuse _____
 - c. Methods of disposal _____
- 6. Traffic facilities
 - a. Vehicular circulation patterns _____
 - b. Number of vehicles _____
 - c. Types of vehicles _____
 - d. Pedestrian circulation pattern _____
 - e. Location and number of parking spaces _____
- 7. Electric power
 - a. Demand _____
 - b. Source _____
 - c. Method of supplying area _____
- 8. Gas
 - a. Demand _____
 - b. Uses _____

COMPLETE

- c. Source _____
- d. Method of supplying area _____

Community Services

- 1. Schools
 - a. Number of children _____
 - b. Ages of children _____
 - c. Location of nearest existing schools _____
- 2. Recreation
 - a. Location and types of existing available facilities _____
 - b. Age groups participating _____
 - c. Availability to all Topsfield residents _____
 - d. Location and width of pedestrian ways, bikeways or bridle paths _____
- 3. Police
 - a. Total population projected _____
 - b. Estimated number of automobiles _____
- 4. Fire
 - a. Number of buildings _____
 - b. Types and construction of buildings _____
 - c. Source of water for fire protection _____
- 5. Public works
 - a. Linear feet of roadway for maintenance and snow removal _____

- b. Linear feet of street drain and culverts for maintenance _____
- c. Linear feet of sanitary sewerage for maintenance _____
- d. Linear feet of water lines for maintenance _____

Human Considerations

- 1. Aesthetics and visual impact _____
 - a. Change in present character of area _____
 - b. Measures to minimize effects of project, i.e., architecture, buffers, etc. _____
- 2. Parks, forests, and recreational areas
 - a. Removal of parks, forests, or recreational areas from public use _____
- 3. Public health _____