

Douglas Planning Board Policy # 01-002 Preliminary Subdivision Plans

Administration/General - In the case of a subdivision showing lots in a residential zone, any person, before submitting his Definitive Plan for approval, may submit to the Planning Board and to the Board of Health, a Preliminary Plan, and shall give written notice to the Douglas Town Clerk by delivery or by registered mail, postage prepaid, that such plan has been submitted, along with a copy of said plan.

In the case of a nonresidential subdivision, any person before submitting his Definitive Plan for approval shall submit to the Planning Board and the Board of Health, a Preliminary Plan, and shall give notice to the Douglas Town Clerk by delivery or by registered mail, postage prepaid, that such plan has been submitted, along with a copy of said plan.

In either case, if the notice is given by delivery, the Douglas Town Clerk shall, if requested, give a written receipt therefor. Within sixty-days after submission of a Preliminary Plan, each Board shall notify the Applicant and the Douglas Town Clerk, by certified mail, either that the plan has been approved, or that the plan has been approved with modifications suggested by the board or agreed upon by the person submitting the plan, or that the plan has been disapproved and in the case of disapproval, the board shall state in detail its reasons therefor. The Planning Board shall notify the Douglas Town Clerk of its approval or disapproval, as the case may be. Except as is otherwise provided, the provisions of the subdivision control law relating to a plan shall not be applicable to a preliminary plan, and no register or deeds shall record a preliminary plan.

The plan, accompanied by a properly executed application Form B shall be submitted by delivery at a regularly scheduled meeting of the Board, or by registered or certified mail to the Board, postage prepaid in care of the Town Clerk. If so mailed, the date of receipt shall be the date of submission of the plan. In addition, written notice shall be given by the Applicant to the Douglas Town Clerk by delivery or by registered or certified mail, that he has submitted such a plan. The Town Clerk shall give a written receipt (Form 0), if requested, to the person who delivered such notice.

Presentation – The Preliminary Plan shall be drawn at a scale adequate to show pertinent details about the project, eight 24”x 36”prints and six “Half Scale” reduced (12” x 18”) prints shall be filed with the Planning Board office. Groups of prints shall be bound along the left edge and shall be folded in a manner to properly display the project title block when folded. A transmittal and a written narrative detailing specifics about the project shall also be included for distribution by the Planning Board office. The specifics about any particular project shall include, but not necessarily be limited to the following:

- United States Geological Survey (USGS) Topographic Quadrangle Sheet indicating Site Locus;

- Current Douglas Tax Assessors Map Detailing Site Location;
- Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Mapping indicating site locus, map panel ID number, and date of map;
- United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Soil Survey of Worcester County, Massachusetts, Southern Part indicating site locus and including soil tables and descriptions, as appropriate;
- Traffic Impact and Safety;
- Stormwater Management;

The Preliminary Plan should show sufficient information about the subdivision to form a clear basis for discussion of the layout and design for the preparation of the definitive Plan.

Contents – The following shall be clearly shown on the submitted plan(s)

- A. If more than one page, each page must contain in the lower right-hand corner, the subdivision name, the page number, the date of plan preparation, and, when applicable, provisions for recording any and all revision dates, and space for Planning Board action. In addition, the first page shall indicate what information is to be found on each page of the plan along with a key plan or index plan.
- B. The locus of the land shown on the plan, at a scale of 1,000 feet (1,000') to the inch.
- C. Title reference, date of deed, the book and page number, and Land Court certificate number (when applicable) for the subject parcel(s) being subdivided;
- D. Subdivision name, perimeter boundaries, north point, date and scale.
- E. Name and address of record owner, applicant, subdivider, Registered Professional Engineer and Registered Land Surveyor stamps.
- F. Major features of the land including existing walls, fences, trails, monuments, buildings, large trees or wooded areas, rock ridges and outcroppings, ditches.

Indication of all site features to be retained, demolished or moved shall be so noted.

- G. In the case of a subdivision covering less than all of the land owned by the subdivider in the area of the subdivision, a plan showing in a general manner the proposed overall development of all of said land.
- H. Approximate topography of the land with two-foot contour intervals;
- I. Names of all abutters as they appear in the most recent tax list;
- J. Site information showing all flood plains and zones, waterways and wetland resources areas pursuant to the Massachusetts Wetlands Protection Act and the Douglas Wetlands Protection Bylaw (on site and within 100 feet of the property), location of wells (on site and within 100 feet of the property) and front/side/rear building setback lines.
- K. Zoning classification and location of any zoning district boundaries that lie within the locus of the plan, including any overlay zoning districts, which include but not limited to, Water Supply Protection Overlay District, Aquifer Protection District, etc.
- L. Areas of land within any historic district, on official Scenic Roads, and the location of historic monuments and buildings or distinctive geographic features worthy of preservation.
- M. Existing and proposed lines of streets, ways, lots with numbers, easements, and public or common areas within the subdivision.
- N. Location, names and present widths of adjacent streets;
- O. The profiles of existing grades and approximate proposed finished grades of the roadway and underground utilities. Vertical scale of one inch to four feet (1"=4') and a horizontal scale one inch = forty feet (1"=40'). Profiles of proposed streets at a (may be submitted on separate sheets);
- P. Site line triangles and profiles of all proposed intersections.
- Q. Proposed systems of sewage disposal, drainage including adjacent existing natural waterways, and water installations and other underground utilities, including easements, in a general way;
- R. A description of existing soil conditions, based on USDA-NRCS Soil Survey Map.

Approval

The Planning Board may give such Preliminary Plan its approval, with or without modifications. Such approval does not constitute approval of a subdivision, but does facilitate the procedure in securing approval of the Definitive Plan.

In the case of disapproval, the Board will provide a detailed statement of the reasons for its action.