

**SALISBURY PLANNING BOARD DEFINITIVE
SUBDIVISION
FILING CHECKLIST**

Applications will not be stamped in at the Town Clerk's office for the Planning Board, until the Planning Department determines that the following items are included with the application:

1. Application must be filled out completely and correctly. (Map and Parcel must be included and can be found in the Assessors Office). **Attachment 1**
2. Definitive Subdivision application & review fees. Checks payable to the Town of Salisbury.
3. Plan drawn in accordance with the requirements listed in Salisbury's Subdivision Control Regulations Section IV (7 COPIES).
4. Abutters List Request form must be completed at the Assessor's Office (\$15-checks payable to the Town of Salisbury).
5. Treasurer's Office signature to insure all Taxes are paid up to date on the property in question and any applicable betterments are paid in full. **Attachment 2**
6. Copy of Registered Deed
7. Digital Data Submission Requirements – completed sign off form by MVPC. **Attachment 3**
8. New Streets/Ways Name sign off sheet. **Attachment 4**
9. A completed Form C Submittal Checklist. **Attachment 5**

IMPROPER OR INCOMPLETE FILINGS WILL RESULT IN A
DELAY IN DECISION, TOWN CLERK WILL SIGN AND STAMP
AFTER PLANNING DEPARTMENT SIGNS OFF.

Planning Department

Town Clerk

***** Notes to Applicant *****

Applicants shall bear the cost of advertising the legal notices in the Newburyport Daily News, and will be directly billed by that publication.

Board of Health will approve or disapprove plans within 45 Days of submission. Planning Board decision is contingent upon Board of Health approval. Planning Board has up to 135 Days from submission to make a decision.

All conditions must be met and required changes made to the plan, then submitted to the Planning Board for review, before a building permit will be signed

Attachment 1

**SALISBURY PLANNING BOARD
FORM C
APPLICATION FOR APPROVAL OF DEFINITIVE PLAN**

Date _____

Map _____ Lot _____

Applicant's Name:

Applicant's Address:

(Local address needed for hearing notice)

Telephone # & Fax #: _____

E-mail Address: _____

Owner of Property:

Owner's Address:

Plan Entitled: _____ Dated

Zoning District: _____

Lot Size: _____

Description of Proposed Work:

Other Permits Required and Status of Applications:

Waivers Requested:

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, hereby applies for the approval of said DEFINITIVE plan by the Salisbury Planning Board for property located at _____, Salisbury MA. In furtherance thereof hereby agrees to abide with the Rules and Regulations of said Board. The undersigned hereby further covenants and agrees with the Town of Salisbury, upon the approval of said DEFINITIVE plan by the Board:

1. to install utilities in accordance with the rules and regulations of the Planning Board, the water Department, the Highway Superintendent, the Board of Health, and all general as well as zoning bylaws of Salisbury, as are applicable to the installation of utilities within the limits of ways and streets;
2. to complete and construct the streets or ways shown thereon in accordance with Section 5 of the Rules and Regulations of the Planning Board and the approved DEFINITIVE plan, profiles and cross sections of the same. Said plan, profiles, cross sections and construction specifications are specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole or part of said land, and assigns of the undersigned; and
3. to complete the aforesaid installations and construction within two years from the date hereof.

Signature of Applicant

Received: _____
Town Clerk

Attachment 2

**DEFINITIVE SUBDIVISION APPLICATION
TAX AND BETTERMENT PAYMENT CERTIFICATION**

Date _____

Map _____ Parcel _____

Owner's Name: _____

Property Address: _____, Salisbury MA

I, _____, certify that all taxes and applicable
betterment's have been paid in full for the property located at **Map**
_____ **Parcel** _____. The next billing date is _____.

Signature: _____
Treasurer or Treasurer's Clerk

Date: _____

Attachment 3

The applicant shall submit two copies of the Definitive Plan in a digital format to the Merrimack Valley Planning Commission. Before any application for a Form C Definitive Subdivision is accepted, the form below must be completed by MVPC. Failure to submit form will cause the application to be incomplete

Municipal Mapping –Digital Data Submission Requirements

The following requirements apply to the submission of SANR or subdivision plans as well as for plans and as-built drawings for infrastructure projects (water/sewer installation or repair, road work, and other capital improvements).

1. All plans and specifications must be submitted on electronic media (3.5” floppy or CD_ROM using an IBM-PC or compatible file format). Acceptable file formats include: AutoCAD *.dwg, AutoCAD *.dxf, ArcView *.shp, ArcInfo *.E00. The files must be identical to the printed plan and contain all information included on the written plan. Upon project completion a digital submission of the “as-built” plan is required for final release of the performance bond associated with any project.
2. All digital mapping data must be delivered in the Massachusetts State Plane Coordinate system with a horizontal datum of NAD83 and vertical datum of NGVD88. All lot lines and easements depicted on the electronic submittal will conform to survey accuracy. Where possible all bearings and distances should be adjusted for true north OR the applicant shall provide a listing of the number of degrees, minutes, and seconds of deviation between true north and magnetic north. If necessary data will be accepted in NAD27 using the aforementioned specifications.
3. Each feature type must be organized in the CAD or GIS data structure as a separate layer. For example, there must be separate CAD layers for buildings, roads, road centerlines, surface water,

wetlands, etc. Having all these features in a single CAD layer or GIS file will not be accepted.

4. CAD data may be tiled on paper, PDF or other form of digital output as individual sheets for improved readability, but plans should be derived from a single master drawing. All data will be topologically clean, meaning that polygons are closed (no overshoots or undershoots) and lines connect at nodes. Features that naturally connect such as driveways to roads must connect seamlessly. All text in AutoCAD files will appear on top of other features and will be in separate annotation layer. Features under text should not be erased or 'broken' in order to make the text clearer.
5. Documentation of the data format must be provided with a description of the CAD layers and list of the types of features placed in each layer. Submission of multiple files must also include a list of the files and their purpose.
6. Attributes or databases that are included in mapping files must have a definition of the meaning of each field as well as a definition of any values used in each field. Features that contain an elevation component (z-value) must have that elevation value within the attribute data.
7. The data submitted must include documentation on the method used to gather the data, the name of the person(s) responsible for preparing the data, contact information, an estimation of the horizontal and vertical accuracy, and the date of data capture. All media shall be free from any and all defects and viruses, and labeled as to their contents.

DIGITAL DATE SUBMISSION SIGN-OFF

Note to applicant: Please allow 10 days for MVPC review and response.

Applicant: _____ Phone
#: _____

Plan Engineer: _____ Phone#: _____

Engineer Project Number: _____

- 1) Date submitted to MVPC?
- 2) Street address of submitted plan?
- 3) Map and lot of submitted plan if available?
- 4) Type of lot adjustment (new lot, subdivision, lot line correction, lot combination, easement, other – describe)
- 5) Projection used by engineering firm (state plane 1927, state plane 1983, or WGS 84)?
- 6) File name, file format and version of software (if applicable)?
- 7) Additional comments or instructions (if necessary)?

To be filled out by Merrimack Valley Planning Commission:

- 8) Presence of latitude/longitude feature on paper plan (Y/N)?
- 9) Adjusted for true north or declination depicted on paper plan (Y/N)?
- 10) Arcs closed to create parcel polygons (Y/N)?
- 11) Are all features independent (Y/N)?
- 12) Is there documentation of each layer (Y/N/Partial)?
- 13) Has the accuracy been estimated?

MVPC has reviewed the digital data submitted and finds it acceptable and complete:

(signature)

(date)

Attachment 4

NEW STREETS/WAYS NAME SIGN OFF SHEET PLANNING BOARD

APPLICANT: _____ MAP/LOT:
_____PHONE:_____

PROPOSED STREET NAME:

PROPOSED ALTERNATE STREET NAME:

BELOW THIS LINE FOR OFFICE USE ONLY

Please circulate in the following order:

1. POLICE DEPARTMENT

APPROVAL OF STREET NAME:

DATE:

POLICE CHIEF

2. FIRE DEPARTMENT

APPROVAL OF STREET NAME:

DATE:

FIRE DEPARTMENT

3. DEPARTMENT OF PUBLIC WORKS

APPROVAL OF STREET NAME:

DON LEVESQUE

DATE:

4. ASSESSOR'S OFFICE- MUST SUPPLY A COPY OF THE PLAN

** Please allow 10 days for Assessor's Office review**

APPROVAL OF STREET NAME:

CHERYL GILLESPIE

PRELIMINARY ISSUANCE OF STREET NUMBERS:

(See Attached)

DATE:

FINAL ISSUANCE OF STREET NUMBERS: _____(See Attached)

(Final issuance of Map/Lot and street numbers after Planning Board approval and recording at the Registry of Deeds)

DATE:

OWNER(S):

BY SIGNING THIS DOCUMENT, THE OWNER UNDERSTANDS, ACCEPTS, AND AGREES TO COMPLY WITH THE FOLLOWING STATEMENTS:

1. The Developer or Applicant before the Planning Board is responsible for the cost and installation of a street sign. Specifications for street signs may be obtained from the Director of Public Works, Don Levesque. The average cost of a sign and installation is between \$150-\$200. Signs are available from:

Traffic Safety & Signs, Inc.
96 Steadman Street
Lowell, MA 01851
(800) 242-7446

Sign A Rama USA
141 Bridge Road
Salisbury, MA 01952
(978) 462-1804

2. Any division resulting in additional lots will be identified and taxed in the subsequent fiscal year as separate lots, after Planning Board approval and recording at the Registry of Deeds.

3. The Police Department requires a street number to be place on the house or mailbox, for emergency 911 purposes, at the time of occupancy. Failure to comply will result in a fine.

Owner

Date

Owner

Date

Attachment 5

FORM C PLAN SUBMITTAL CHECKLIST

Before any Form C Definitive Subdivision application can be filed at the town clerk's office, the following departments must receive the specified information and sign below that the information has been received. Departments have 14 days within which they may approve, disapprove, or comment on the proposed plan.

Board of Health

(1 Set of Plans & application) Received By:

_____ Date: _____

Fire Department

(1 Set of Plans & application) Received By:

_____ Date: _____

Department of Public Works

(3 Sets of Plans & application) Received By:

_____ Date: _____

Building Department

(1 Set of Plans & application) Received By:

_____ Date: _____

Conservation Commission

(1 Set of Plans & application) Received By:

_____ Date: _____

Police Department

(1 Set of Plans & application) Received By:

_____ Date: _____

Assessor's Department

(1 Set of Plans & application) Received By:

_____ Date: _____

Economic Development

(1 Set of Plans & application) Received By:

_____ Date: _____

Planning Department

(1 Set of Plans & application) Received By:

_____ Date: _____