

**SALISBURY PLANNING BOARD FORM E
APPLICATION FOR AMENDMENT, MODIFICATION, OR
RESCISSION OF APPROVAL OF DEFINITIVE SUBDIVISION
PLAN
FILING CHECKLIST**

The Town Clerk's office is unable to accept applications for the Planning Board unless the following items are included with the application.

1. Application must be filled out completely and correctly. (Map and Parcel must be included can be found in the Assessors Office)
Attachment 1
2. Form E application & review fees. Checks payable to the **Town of Salisbury**.
3. Registered Plan drawn to scale and in Subdivision Control Regulations (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. A completed Form E submittal Checklist. **Attachment 4**

**IMPROPER OR INCOMPLETE FILINGS WILL RESULT IN A
DELAY IN THE HEARING**

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 E
APPLICATION FOR AMENDMENT, MODIFICATION OR
RESCISSION OF APPROVAL OF DEFINITIVE SUBDIVISION
PLAN**

Date _____

Map _____ Lot _____

Applicant's Name:

Applicant's Address:

Telephone # & Fax #: _____

E-mail Address: _____

Owner of Property:

Owner's Address:

Plan Entitled: _____ Dated

Zoning District: _____

Lot Size: _____

Description of Proposed Amendment:

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: _____

Date: _____

Treasurer or Treasurer's Clerk

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

FORM E PLAN SUBMITTAL CHECKLIST

Before any Form E 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: _____

Planning Department

(1 Set of Plans & application) Received By: _____

Date: _____