

APPENDIX

**CITY ENGINEER STANDARDS FOR SUBMISSION OF
DEFINITIVE PLAN IN DIGITAL FORMAT
(PURSUANT TO section III-C-A-(3)(k))**

FEE SCHEDULE

FORMS (VARIOUS)

ENVIRONMENTAL IMPACT STATEMENT

CITY ENGINEER STANDARDS FOR SUBMISSION OF
DEFINITIVE PLAN IN DIGITAL FORMAT
(Pursuant to section III-C-A-(3)(k))

Prior to final approval by the Planning Board, the applicant shall submit two (2) copies of the approved version of the Definitive Plan on two 3-1/2 inch diskettes or compact disk recordable media in AutoCAD version 14 (or any subsequent release that the City of Haverhill adopts) to the Planning Board for review and approval. The computer version of the plan shall be identical, full size, and shall contain all information included on the printed plan. Each feature depicted in the subdivision plan shall have its own distinct data layer within the CAD system (i.e., lines representing each side of a property parcel). Where property parcels are depicted, the property parcel data layer shall be a distinct data layer within the system. Polygons representing property parcels MUST be closed and no other data layer shall be used to close the polygon. Data shall be produced and depicted using the Massachusetts State Plane Coordinate System (1983 Datum in meters). Each CAD sheet shall have a minimum of 4 survey quality control points depicted on both the hardcopy maps and the digital CAD file. These control points shall be survey quality and accurate to plus or minus one centimeter. Layer names shall conform to AIA and City Engineer's standards. Digital files shall be accompanied by information (or a text field) that defines and describes each layer contained within the submitted file(s). Data files shall be provided in an IBM-PC (or compatible) format file system.

A letter from the Planning Board verifying receipt of diskettes or compact disk recordable media and compliance with Planning Board standards shall be submitted to the applicant within ten (10) days. Failure to submit such diskettes or compact disk recordable media to the Planning Board, and to obtain a compliance letter may be cause for the Planning Board to rescind approval or not to endorse said plan.

All diskettes and compact disk recordable media shall be high quality, free from any and all defects and viruses, and labeled as to their contents. Diskettes shall be prepared with a back up and be sequentially numbered. The applicant shall provide to the Planning Board a descriptive list of all files submitted, with document file contents and intended use.

CITY OF HAVERHILL

PLANNING BOARD

Fee Schedule

PUBLICATIONS

Master Plan	\$35.00
Subdivision Rules & Regulations	\$25.00

LEGAL ADS

Preliminary -- Billed to Applicant
Definitive -- Billed to Applicant

APPROVAL NOT REQUIRED(Form A)

For each lot or parcel created or For which any property lines are changed.	\$100.00
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PRELIMINARY SUBDIVISION PLAN ROADWAY IMPROVEMENT PLAN FRONTAGE WAIVER PLAN

Submit with application a base filing fee of \$500.00 plus \$100.00 per lot.

DEFINITIVE SUBDIVISION PLAN

A filing fee of \$1,000 base fee, plus \$100.00 for each lot if a preliminary plan has been approved; or a filing \$1,000 base fee, plus \$500.00 for each lot if a preliminary plan has not been approved. Separate fees shall be submitted to cover the costs of legal notices and technical review, as deemed necessary by the Board. Estimates and procedures for additional fees shall be in accordance with M.G.L. Any modification of a definitive subdivision shall be subject to the same filing fees as if the plan were a new definitive subdivision submission.

LEGAL/ENGINEERING/CONSULTING FEES

The Planning Board reserves the right to engage the services of a technical consultant(s) to review any plans, if or whenever in its sole discretion, the Board believes that professional review is necessary to accomplish the purposes of these rules and regulations. The costs for any professional review shall be done by the applicant and shall be imposed in accordance with the M.G.L., as adopted by the Haverhill Planning Board in accordance with said law.

Pursuant to M.G.L. and in accordance with the Subdivision Regulations, the Planning Board may require that the Applicant pay a project review fee for the employment of outside consultants. When required the following policies shall apply:

The City's consultant will prepare a "fee estimate" only at the request of the Planning Board.

The Applicant shall provide funds to the City in the amount of the estimate before the City engages the consultant for project review.

The costs for outside consultants are not fixed and may vary depending on the level of effort required, the extent of the plan revisions filed and number of meetings attended.

If the original fee estimate is to be exceeded, the consultants will provide a revised fee estimate and the Applicant shall provide additional funds before the City authorizes the consultants to incur additional costs.

Copies of the plans and supporting information shall be provided by the Applicant directly to the review consultant.

Make checks payable to the "City of Haverhill"

(This document was approved by the unanimous vote of the Planning Board _____, to be effective _____).

RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
IN THE CITY OF
HAVERHILL, MASSACHUSETTS

THIS REVISION
WAS ADOPTED BY THE PLANNING BOARD
ON _____, 1999

Received and Filed at the City Clerk's
Office -- Haverhill, Massachusetts
on _____ by _____