

SECTION III. SUBMISSION OF PLANS

SECTION III-A. PLANS SUBMITTED UNDER M.G.L. Chapter 41, Section 81P ("Approval Not Required" or "Form A" Plans)

A. Determination of Applicability of the Subdivision Control Law and ANR plans

Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan of land situated in Haverhill and who believes that this plan does not require approval under the Subdivision Control Law, may submit this plan to the Board for a determination.

Any application for a determination by the Board shall be made in a form approved by the Board as described below.

B. Submission of ANR Plans

The following procedure shall be utilized for the submission of ANR Plans to the Planning Board:

1. Procedure

- a. Any person who wishes to cause to be recorded in the Registry of Deeds or be filed with the Land Court a plan of land and who believes that the plan does not require approval under the Subdivision Control Law, may submit a descriptive cover letter which provides a summary of the proposed plan in terms of new lots created, lots modified or whatever other impact the proposed plan results in; the Plan itself (requirements for which are detailed below) and Application "Form A" (See Appendix) to the Planning Board. The above items shall be accompanied by the necessary evidence required by these regulations to show that the plan does not require approval.
- b. **This "Form A" plan shall first be submitted to the City for review by the Planning Director.** Any revision to the plan requested by the Planning Director shall be made **prior to** its presentation before the Board. The plan must be submitted at least **ten (10) business days** prior to the Planning Board Meeting in order to be placed on the agenda to be considered by the Board.
- c. The plan shall not be deemed to have been filed with the Board until said cover letter, plan, prints, Form A, and the application and filing fee, together with all necessary evidence noted above have been reviewed by the planning

director, delivered to the Board and all requirements are fully completed in accordance with these Rules and Regulations. Thereafter, the person submitting the plan shall file, by delivery or by registered mail, a notice with the City Clerk stating the date of submission for such determination.

An incomplete application shall be deemed as not having been filed with the City and will be returned to the applicant

- d. If the Board determines that the plan does not require approval, it shall without a public hearing and within the statutory time frame endorse on the plan or cause to be endorsed thereon the words "Haverhill Planning Board Approval under the Subdivision Control Law not required". In all cases, the endorsement shall be followed by a notation that "No determination of compliance with all zoning requirements has been made". Said plan shall be returned to the applicant and the Board shall notify the City Clerk of its action.

The Board in addition to citing the plan as an ANR Plan or a subdivision may place additional conditions or clarifications on the plan in order to insure that the Subdivision Control Law and the Rules and Regulations are adhered to prior to filing the ANR Plan with the Deeds Office or Land Court.

- e. If the Board determines that the plan does require approval under the Subdivision Control Law, it shall within the statutory time period allotted so inform the applicant and return the plan. The Board shall also notify the City Clerk of its determination.
- f. If action is not taken by the Board pursuant to a "Form A" plan at a regular or special meeting, the following procedure may be utilized at the discretion of the Board Chairperson when necessary to ensure compliance with statutory time frames. The Planning Director and Zoning Officer with concurrence of the Chairman of the Planning Board shall determine that the plan does not require approval pursuant to these regulations, then without a public hearing and within the statutory time period allotted, two (2) Planning Board members shall review this determination and endorse on the plan if approved, the words "Planning Board Approval Under Subdivision Control Law Not Required." In all cases, the endorsement shall be followed by a notation that "No determination of compliance with all zoning requirements has been made". Said plan shall be returned to the applicant and the Board shall notify the City Clerk of its action.
- h. "Form A" Approvals - if lots have been previously approved as Plans Not Requiring Approval, they shall not be submitted as part of a definitive

subdivision plan. If Form A's are shown on a subdivision plan, and they have not been previously approved, then such lots shall be considered as part of the subdivision.

- i. Approval of ANR Plans shall not insure compliance of the lots altered or created with the Zoning Ordinance of the City of Haverhill.
- j. ANR Plans and the lots so created shall be required to adhere to the requirements contained in the Subdivision Rules and Regulations whenever applicable.

2. *Information Required on ANR Plans*

ANR Plans shall be legibly drawn in accordance with the Rules and Regulations of the City of Haverhill as outlined below and of the Registry of Deeds as amended pertaining to plan size, material, lettering, and related requirements and shall contain all required seals and signatures required by the Registry of Deeds prior to the recording of said plan.

In the event that the following requirements are not fully complied with by the applicant, the submittal shall be considered null and void and returned for future submittal:

Approval Not Required Plans (ANR) Submittal Requirements:

- a. Identification of the plan by name of owner of record, address and location of the land in question, including the scale, north arrow, date, and revision date(s) if applicable.
- b. A locus map at one to twelve hundred feet (1,200') to the inch, or the then current City Map scale. Locus must show at least one intersection of two existing city streets.
- c. The statement, "Planning Board Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the Board signatures. In all cases, the endorsement shall be followed by a notation that "No determination of compliance with all zoning requirements has been made."
- d. Zoning classification and location of any zoning district boundaries that may lie within the locus of the plan. The R.L.S., for instance where the lot under application, falls in two or more zones, shall provide a statement on the plan certifying the accuracy of the zone district boundary line(s).

- e. The Lot Number, Land Area , frontage, existing topography and Lot Location for the entire area affected shall be identified on the Plan. Frontages and Topography of the affected area shall be shown in sufficient detail as a means of determining if adequate actual access to the buildable portion of the lot exists.
- f. In the case of the creation of a new lot, all the remaining land area and frontage of the land in the ownership of the applicant shall be shown. In the event the remaining area is in excess of four (4) acres and the remaining frontage is in excess of two hundred (200) feet, this information may be conveyed as a note on the plan.
- g. Notice of any decisions by the Zoning Board of Appeals, including but not limited to variances and exceptions or special permits regarding the land or any buildings thereon shall be shown. Plans must be signed by the Board of Appeals prior to the Planning Board signing the plans. A certification by the surveyor shall state: "I certify this plan is in compliance with a variance issued (date) and recorded at Essex South Registry of Deeds at Book (#) and Page (#)."
- h. Full and proper names of abutters from the most recent tax list, unless the applicant has knowledge of any changes subsequent to the latest available City Assessor's records. A copy of the current assessors map showing the property must be filed with the application package
- i. Names and status (private or public) of streets and ways shown on the plan, including width of such street or way right-of-way and limits of development. The distance to the nearest intersecting street right-of-way and its name shall be indicated.
- j. Bearings and distances of all lines of the lot or lots shown on the plan and the distance to the nearest permanent monument or road, sufficient to establish all lines on the ground. Frontage of each existing and proposed lot must be totaled and clearly shown. Areas in square feet of all lots shall be indicated. ALL lot lines either to be created, removed or in any way modified must be clearly identified on the plan.
- k. Accurate location of all existing structures, including all wells, septic systems, surface and subsurface drainage, and building setbacks. All roadways must be clearly labeled as to width, existing pavement, condition of improvements and status such as public, private improved unimproved, developed or undeveloped etc. Roadway information must be shown in sufficient detail to enable a determination of the adequacy of the access afforded by it.

- l. Location of all bounds, easements and/or encumbrances.
- m. The plan scale shall be at forty (40') to the inch or other such scale as the Board may accept.
- n. Each submittal must be accompanied by an original and three (3) copies of the plan and a filing fee as established by the Planning Board .
- o. The Registered Land Surveyor (R.L.S.) shall certify on the plan that "No new right of way lines are being created by this plan and that the right of way lines shown are as existing and are not changed or altered in any manner by this plan". The R.L.S. shall also provide with the submission of any Form A Plan, a copy of the most recent plan on file with the City of Haverhill and Registry of Deeds which shows the existing rights(s) of way abutting the property under application.
- p. The R.L.S. shall provide a statement on the plan certifying that the land area and the frontage shown for the lot(s) under application is in conformance with the zone(s) for which the land is situated.
- q. The seal of the surveyor and/or engineer, his address and signature.
- r. All plans shall contain a certification by the surveyor that "I certify this plan is in compliance with the Haverhill Regulations Governing Subdivision of Land Section III, Part A."
- s. The R.L.S. in stamping and signing the plan attests to the accuracy of all information shown on the submitted Form A plan.

C. *Standard of Review for ANR Plans*

The Planning Board shall utilize the following standards in determining that ANR Plans have been properly filed :

- 1. The ANR Plans must meet the informational and procedural requirements of the Rules and Regulations as specified above.
- 2. The ANR application form shall be completely filled out with the signatures of all the property owners involved in the plan.

Upon a positive determination on the above criteria, properly filed plans shall be given ANR endorsement by the Planning Board as specified in M.G.L. Chapter 41,

Section 81P only after a determination is made by the board that the plan does not depict a subdivision. Each of the following criteria must be found by the Board to be present in the plan submitted:

- a. The lots created by the plan shall have adequate zoning frontage in the City of Haverhill as specified in the Zoning Bylaw on an existing way and/or street, located in the City of Haverhill.
- b. The lots created by the plan shall have sufficient area as specified in the Zoning Bylaw.
- c. The existing way and/or street which supplies the lot frontage, shall be improved to sufficient width, grade and paving for the entire frontage so as to provide adequate, safe, actual access to the lot(s) created or altered by the plan, in the opinion of the Planning Board. Any plan showing inadequate or illusory access to lots created or altered shall not be considered for ANR endorsement.

Any plan which depicts inadequate frontage for a lot, even if the lot has been granted a frontage variance from the Haverhill Board of Appeals shall not be considered for Form A endorsement. The fact that inadequate frontage exists and form A plans can only be signed where adequate frontage exists, requires that a plan with a lot(s) with a frontage variance(s) in place must be filed as a definitive plan.

- d. The lots created or altered by the plan can be accessed without crossing a wetland. The Planning Board shall not sign a ANR Plan if the lot(s) created, or altered by the plan before the Board, can only be accessed by crossing a wetland.

Any plan that does not in the opinion of the Planning Board meet all of the criteria listed above shall be deemed a subdivision for purposes of the Subdivision Control Law.

Failure of the ANR Plan to meet any of the above listed standards shall be cause for the Board to refuse to sign the ANR Plan.

Should the Plan show a subdivision of land specified in the Subdivision Control Law and Section II (B) of the Rules and Regulations, the Board shall indicate that the plan shows a subdivision and file said finding with the City Clerk.

Should a street or way require improvement to a standard acceptable to the Planning Board, the Board shall require submission and approval of a Roadway Improvement Plan and establishment and endorsement of associated security bonds. These bonds

shall be established as specified in Section V of the Rules and Regulations, which are sufficient as indicated by the Engineering Department to improve the way. All of this process described above must be completed prior to the issuance of any permit from the Building inspector for the site.

SECTION III-B. PRELIMINARY SUBDIVISION PLANS

A. *Submission of preliminary subdivision plan*

1. General

The Planning Board utilizes Preliminary Subdivision Plans in order to generate comments from city agencies and citizens regarding a proposed subdivision of land in the city. Comments received on the plan provide the applicant and the Board with information on how to proceed with a detailed definitive subdivision plan.

Preliminary subdivision plans may not be filed with the Registry of Deeds Plan, and remain in effect in accordance with the Subdivision Control Law until a definitive subdivision plan is filed with the Board.

2. Procedure

The Planning Board shall follow the procedures as outlined in M.G.L. Chapter 41, Section 81S. More specifically, the following procedure will be followed:

- a. Submission of a plan and application **Form B** which meets the requirements of the Rules and Regulations.
- b. The Planning Director and the applicant will review the information submitted prior to the **Form B** receiving a time stamp from the City Clerk.
- c. Upon acceptance of the plans and the time stamp placed upon the **Form B**, the Planning Department shall distribute copies to the City Departments and Agencies for review.
- d. The Board will review the plans during a public meeting and receive additional input from city departments for review.
- e. The Board will take action on the plan within the statutory time period allowed for in the subdivision control law. The Board may take the following actions: approve the plan, approve with conditions; or disapprove the plan.

The Board shall issue a written decision of their action and file with the City Clerk.

- f. Preliminary plans shall lapse within the statutory time period allowed in the

subdivision control law unless a definitive subdivision plan is formally submitted to the Board of review.

- g. Except as otherwise provided for in the provisions of the Subdivision Control Law relating to a plan shall not be applicable to a preliminary subdivision plan and no Registrar of Deeds shall record a preliminary plan.
- h. Revisions made to preliminary plans are required to be submitted to the Planning Department at least two (2) weeks prior to the hearing date.

3. Submission Requirements

The following information provides a detail regarding the Preliminary Subdivision Plan Submittal Requirements. Any question regarding the information required for a preliminary plan submission should be directed to the City Planner for clarification. A Preliminary Plan must be drawn on tracing paper with pencil at a scale of forty feet (40') to the inch and nineteen (19) prints shall be filed at the Planning Board Office. The Planning Director has the discretion to reduce the number of plans required. Said Preliminary Plan should show sufficient information about the subdivision to form a clear basis for discussion and for the preparation of the definitive plan. This Plan will, at a minimum, provide the following information:

- a. The name of the applicant, owner(s) of record, the designer, together with their addresses.
- b. The zoning district in which the proposed subdivision is located, including the flood hazard areas as determined by the Federal Emergency Management Administration, if applicable.
- c. The title under which the proposed subdivision is to be recorded with the City Clerk, if approved.
- d. The names and addresses of the owners of property adjoining the land included within the proposed subdivision, as they appear in the most recent tax list, submitted on **Form E** (See Appendix).
- e. Boundaries, north arrow, date, scale, legend, and title "Preliminary Plan".
- f. The existing streets and ways, and streets proposed to be constructed, identified by the proposed name for each, together with curves, paving, width of right-of-way and preliminary street profiles.
- g. The approximate boundary lines of proposed lots, with figures showing dimensions of each and with the area of each shown in square feet. Plus and

minus figures may be used. All lots will be designated numerically and in sequence.

- h. Existing easements and proposed for utility lines, walks, and other rights-of-way.
- i. Existing and proposed drainage lines for both storm water and surface water, including adjacent existing natural waterways. Existing and proposed water and sewer facilities. Proposed locations for detention/retention ponds.
- j. Topographic contours shall be shown at five (5) foot intervals.
- k. Existing major site features, such as existing boundary stone walls and fences, buildings, swamps and water bodies.

Key Map - a Locus Map of the subdivision at a scale of six hundred (600) feet to the inch, and a key map shown at a scale of two hundred (200) feet to the inch showing exterior lines of all proposed streets in the subdivision and their location in relation to one or more existing streets, or portions thereof, shown and readily identifiable as to locus on the "Zoning Map, City of Haverhill", as amended.

Fees as the Board may set for the review of the Preliminary Plan.

B. Standards of Review for Preliminary Subdivision Plans

The Planning Board shall utilize the following standards in reviewing Preliminary Subdivision Plans:

- 1. The Preliminary Plan shall include all of the information indicated in Section III of the Rules and Regulations.
- 2. The Preliminary Plan shall adhere to all of the design standards indicated in Section VI of the Rules and Regulations.
- 3. The Preliminary Plan shall comply to all of the review comments submitted by various City departments in order to comply with the law of the Commonwealth, City bylaws, or protect the public health, safety, and welfare of the City.

The Planning Board, based upon the standards related above shall either:

1. Approve;
2. Approve with conditions; or
3. Deny a Preliminary Subdivision Plan and file the decision with the City Clerk in conformance with the requirements of the Subdivision Control Law.

SECTION III-C. DEFINITIVE SUBDIVISION PLANS

A. *Submission of Definitive Subdivision Plan*

1. General

The purpose of definitive subdivision review is to establish a plan that can be filed with the Registry of Deeds Office for the expressed purpose of dividing property ownership in the city.

All of the procedures and information contained in the Rules and Regulations shall be met by the applicant. Failure to follow procedures and information standards listed, the Planning Board shall deny the plan. Incomplete applications will be denied.

The Planning Board recommends that the applicant seek Conservation Commission approval, if necessary, prior to submitting plans to the Planning Board.

2. Procedure

The Planning Board shall follow the procedures outlined in M.G.L. Chapter 41, Section 81T, 81U and 81V inclusive. Specifically, the following procedures shall be utilized for definitive plan review:

- a. The applicant shall submit the plans and supporting materials to the Planning Director as called for in the Rules and Regulations prior to receiving a time stamp from the City Clerk. The Planning Director shall verify that the plans and materials submitted meet the requirements of the Rules and Regulations. Upon verification, the applicant may receive a time stamp on the **Form C** from the City Clerk.
- b. The applicant shall supply an abutter's list as specified in the Subdivision Control Law certified by the Assessors Office. The Planning Office shall mail a notice at the applicant's expense by registered mail of public hearing to the abutters prior to the Planning Board meeting.
- c. The Planning Office shall place an advertisement at the applicants expense in a newspaper of general circulation in the city sufficient for time, place and subject matter involved with the plan, once in each of two (2) successive weeks, with the first publication being not less than fourteen (14) days prior

to the day of the public hearing.

- d. The Planning Office shall distribute copies of the plan and related supporting materials to city departments for review and comment.
- e. The public hearing shall be opened during the Planning Board meeting. The Board shall review the plans in public taking additional input from the applicant, city officials and citizens pertaining to the plan before them.
- f. The Planning Board shall vote to either:

- 1. Continue the public hearing:

The Board may vote to take this action upon reviewing the plans and finding that additional information is needed in order to obtain a complete record upon which to formulate and base its decision, or requires additional time to fully explore the existing record and allow for additional input from various parties of interest.

The Board will consider the time period of the continuance and determine if the applicant is acting in good faith regarding providing information to the Board in a timely manner.

The Board may take this action if enough time is available to continue the hearing within the statutory time frame allowed by the Subdivision Control Law.

The Board will specify the time and hearing will be continued and cite the information and reasons for the continuance of the hearing. The Board may allow one continuance, unless extraordinary issues can be demonstrated by the applicant.

- 2. Close the public hearing:

Upon making a finding that the record before the Board is complete and sufficient in order to render a decision, the Board shall vote to close the public hearing and take the matter under advisement. The Board may state a time upon which a decision will be considered by the Board for the application before them.

- 3. Accept a Request for an Extension or Withdrawal of the Application:

The Board may at any time accept a request from the applicant to either extend the statutory time period upon which the Board must

act, or withdraw the application from the Board's consideration.

The applicant shall submit an extension request form to the Board granting an extension to a specific time, whereupon the Board must render its decision.

The Board may consider a withdrawal of the application once the public hearing is opened. The Board may at that time vote to accept or deny the request, once received by the applicant.

If the Board receives a written request to withdraw, which is time stamped by the City Clerk prior to the advertisement of the hearing, the Board shall accept the withdrawal request as required by state law.

- g. The Board shall prepare a draft decision for the Plan and review it during a public meeting. The Board may add and change conditions to the draft upon reading them into the record. The Board may also request comments from parties of interest prior to voting on the decision. The Board shall entertain a motion, and upon a majority vote, take action on the matter before them.

The Board shall take final action on a Definitive Plan within the time frame specified by the Subdivision Control Law.

- h. The Board shall file the decision with the City Clerk within fourteen (14) days upon voting on the decision. The Board shall mail a notice of the decision to the applicant by registered mail, at the address stated on the application.
- i. Upon the expiration of the twenty (20) day appeal period, upon filing the plan with the City Clerk, the applicant may submit the plans to the Planning Board for signing and filing documents as specified in Section VI in order to file the plan in the Registry of Deeds Office.
- j. Revisions made to Definitive Plans are required to be submitted to Planning Department at least two (2) weeks prior to the hearing date.

3. Submission Requirements

Any questions regarding the information called for in a Definitive Plan submittal should be directed to the Planning Office for clarification.

- a. Forms

1. Form C - Application For Approval
 2. Form D - Land Surveyor's Certificate
 3. Form E - List of Abutters
- b. Key Map - A locus map of the subdivision, at a scale of six hundred (600) feet to the inch and a key map shown at a scale of two hundred (200) feet to the inch, showing exterior lines of all proposed streets in the subdivision and their location in relation to one or more existing streets and ways, or portions thereof, shown and readily identifiable as to locus on the "Zoning Map, City of Haverhill" as most recently amended.
- c. Seepage Test Data - In areas not served by City sanitary sewers, percolation rate and spring water table data shall be submitted in accordance with the provisions of Title V of the State Regulations shall be in such detail and form as may be required by the Board.
- d. Drainage Analysis - Shall be prepared by a Registered Professional Engineer to substantiate all proposed drainage facilities and sizes. Computations shall indicate existing as well as proposed run-off peaks and flows and volumes and shall be based upon the following design storms:

A two (2) and ten (10) year storm for all street and lot drainage, and a one hundred (100) year storm for all major cross drainage and brooks, or in other areas where in the opinion of the Planning Board such run-off may be detrimental to the health, welfare and well being of the general public.

All drainage computations shall show the impact (increase or decrease) of run-off peak flows and volumes at the point(s) of outlet of the subdivision boundaries, for the ten (10) and one hundred (100) year storm event. The Board may require that the applicant or developer mitigate the run-off to zero percent (0%) increase in the rate of run-off. All drainage computations shall account for house, driveway, and grading of the lot.

If surface water drains discharge onto adjacent existing streets or onto adjacent properties not owned by the applicant, the applicant shall present evidence to the Planning Board that such discharge is satisfactory, permitted, and does not cause any detrimental effects to public or private property.

- e. Ownership/Encumbrances - The applicant shall provide a pre-development and post-development hydrology map for analysis by the City Engineer. Evidence of transfer of ownership, language of any easements, covenants, or

deed restrictions applying or proposed to apply to the area being subdivided, rights and easements obtained for utilities or drainage outside of the subdivision.

- f. Specialized Engineering Services - In order to determine compliance with the requirements or intent of this Regulation, the Board may, at its discretion, require specialized engineering or environmental analyses to be prepared at the expense of the applicant.
- g. Construction Schedule - Specific details of the various phases of construction, along with the proposed dates when the phases will be completed.
- h. Soil Map - Soil types based on U.S.D.A. Soils Study and location and results of soil percolation or subsurface tests.
- i. Fees - As the Planning Board may set for review of subdivision plans.
- j. Erosion Control Plan - Description of erosion and sediment control methods to be employed, both during and after construction. In order to reduce erosion accompanying any and all construction activities and the resultant pollution of streams, wetlands, and natural drainage areas, the applicant shall submit an Erosion and Sediment Control Plan, which shall include at the minimum the following: control methods such as berms, dikes, retention ponds, mulching, temporary sodding, and hay bales. Said plan shall conform to the requirements of the NACC.
- k. Definitive Plans - An original drawing of the Definitive Plan, prepared as hereinafter prescribed, nineteen (19) prints of same and one submission in digital format, on media acceptable to the City Engineer. The Definitive Plan shall be prepared by an engineer or surveyor, registered in the Commonwealth of Massachusetts, and shall be clearly and legibly drawn in black waterproof ink upon tracing cloth. Final plans submitted for approval shall be twenty-four (24") inches by thirty-six (36") inches in overall dimensions. A margin of one and a half (1.5") inches shall be allowed on the left-hand edge for binding. The other three sides shall have one half (0.5") inch margins.

The plan shall be at a horizontal scale of one inch to each forty feet (1"=40'). Where necessary, the plan may be on several sheets, but in such cases, matching lines and consecutive numbering shall be provided.

The Definitive Plan shall contain the following information:

1. The name of the applicant, owner(s) of record, and designer, together with their addresses.
2. The existing zoning district in which the proposed subdivision is located.
3. The title under which the proposed subdivision is located.
4. The names and addresses of the owners of property abutting the land included within the proposed subdivision, as it appears on the most recent tax list, submitted on **Form E** (See Appendix).
5. North arrow, date, scale, and legend.
6. Boundary survey made and certified to by a land surveyor registered by the Commonwealth of Massachusetts.
7. The existing and proposed streets to be constructed, identified by the proposed name for each, together with stations, curves, paving, and width of right-of-way. If temporary cul-de-sacs are built in order to adhere to the City's phase development bylaw, all such plans shall be submitted showing their location and proposed method of construction.
8. The proposed lots, with figures showing the dimensions of each and with the area of each shown in square feet. All lots will be designated numerically and in sequence. All lots shall list the contiguous building area provided in accordance with the zoning bylaw.
9. Existing easements and proposed easements for utility lines, including gas and electrical services, walks or paths, and other rights-of-way including common driveways.
10. Existing and proposed drainage lines for both storm water and surface water, including adjacent existing natural waterways, such as ponds and brooks. Existing and proposed water and sewer facilities.
11. A grading plan showing existing and proposed contours at two (2) foot intervals. All proposed changes in topography, either due to filling of wetlands and excavation and/or septic design, proposed dwelling and driveway locations, grading, shall be incorporated into a final topographic grading plan of the subdivision showing specifically the lot grading so as to give the Planning Board sufficient information to determine that surface run-off from adjacent areas do not cause

detrimental damage to other lots and/or areas within or adjoining the subdivision.

Sufficient contours (approximately fifty feet from the exterior property lines) of adjacent land shall be shown to determine the watershed affected by the storm drainage system. Where the watershed is sufficiently large, a supplemental plan may be submitted. A Hydrologic Section Plan for large projects (over twenty lots) shall be provided which shows the entire subdivision and the entire watershed that contains the subdivision under review.

The edge of all wetland areas, as defined in M.G.L. Chapter 131, Section 40 and City ordinances, shall be delineated. Spot elevations shall be shown on very flat areas.

12. Existing forested areas, as indicated by foliage line.
13. Location of observation holes and percolation tests with results.
14. Existing major site features, such as existing stone walls, fences, buildings, large trees, rock ridges and outcroppings, including edge of existing pavement of roadways where such abuts the subdivision.
15. Sufficient data to accurately determine readily the location, bearing, and length of every street and way line, lot line and boundary line, and to reproduce same on ground. All bearings shall be true, magnetic or grid and the north arrow, as shown on the plan shall indicate this clearly. Location of all permanent monuments, properly identified as to existing or proposed.
16. Profiles of proposed streets, showing existing and proposed grades along the center line and side lines of each street, together with figures of elevation at the top and bottom of all even grades and at twenty-five (25) foot intervals along all vertical curves, marks or other duly recorded bench marks.

The horizontal scale of the profiles shall be forty (40) feet to one (1) inch. Profiles shall also show the size and location of all existing and proposed storm drains, water mains, sewer mains, and appurtenances thereto. Lines and figures indicating existing and proposed grades. All survey data shall refer to United States Coast and Geodetic Survey benchmarks or other duly recorded benchmarks. The location and elevation of the starting benchmark shall be indicated on the layout plan.

Profiles shall also be provided showing existing and proposed grades of sewer and drain installation in proposed of existing easements and on existing city streets where utility installation is proposed.

The stationing of all monuments, water and drainage facilities shall be shown on the plan and profile.

A permanent benchmark will be set and shown for each separate profile sheet, with its datum. Where another subdivision and/or NGS benchmark exists within five hundred (500) feet, the subdivision will be connected into such.

17. Typical cross-section of the streets with paving, shoulders, curbs, and sidewalks, in sufficient detail to clearly show construction features.
18. Suitable space to record the action of the Board in the form of conditions of approval and the signatures of the members of the Board. Sufficient space shall be provided to note any conditions of approval to be recorded with the plans in the Registry of Deeds Office.
19. Location of any existing septic systems or private wells.
20. Adjoining land of the owner, developer or applicant not being subdivided shall be shown.

4. Statement of Environmental Impact

Each definitive plan filing shall contain a Statement of Environmental Impact as defined below to be considered a complete filing. The Board may waive any section, or sections of the Statement that it deems inapplicable to the proposed project. The developer should discuss the requirements with the Planning Director prior to the submission of the Definitive Plan. The Statement should include, at a minimum, the following information:

a. Topography of Existing Site Features

A set of plans at uniform scale shall be submitted in conjunction with the Environmental Impact Statement, encompassing the entire subdivision on a single sheet not larger than forty-two (42") inches by sixty (60") inches showing the following:

1. Present topography at two (2) foot intervals, with graphic drainage analysis, location of existing structures, including fences and walls;
2. Vegetative cover analysis, including identification of general cover type, (wooded, cropland, brush, wetland, etc.), location of all major tree groupings, plus other outstanding trees or other botanical features, important wildlife habitats, and identification of areas not to be disturbed by construction;
3. Approximate surface and subsurface water level and seasonal high ground water mark.
4. Soil types based on U.S.D.A. Soils Study and location of soil percolation tests.

b. Physical Environment

1. Describe the general physical conditions of the site including amounts and varieties of vegetation, general topography, unusual geologic, scenic, and historical features, trails, open space and indigenous wildlife;
2. Describe how project will affect the features described above;
3. Provide a complete physical description of the project, and its relationship to surrounding area.

c. Surface, Water, and Soils Conditions

1. Describe the location, extent, and type of existing water bodies and wetlands, including existing surface drainage characteristics, both within and adjacent to the project;
2. Describe the methods to be used during construction to control erosion and sedimentation; which shall include at the minimum, the use of sediment basins and type of mulching, matting, or temporary vegetation, describe approximate size and location of land to be cleared at any given time and length of time and exposure; covering of soil stockpiles; and other control methods used. Evaluate the effectiveness of proposed methods on the site and on the surrounding areas,
3. Describe the permanent methods to be used to control erosion and sedimentation. Include a description of:

- a. Any areas subject to flooding or retention of water;
 - b. Proposed surface drainage system;
 - c. Proposed land grading and permanent vegetative cover;
 - d. Methods to be used to protect existing vegetation;
 - e. The relationship of development to the topography;
 - f. Any proposed alterations of shore lines, marshes, or seasonal wet areas;
 - g. Any existing or proposed flood control or wetland easements;
 - h. Estimated increase of peak run-off caused by altered surface conditions, and methods used to mitigate and impact and/or return water to the soil.
4. Completely describe sewage disposal methods. Evaluate impact of disposal methods on surface water, soils, and vegetation.
- d. Subsurface Conditions
- 1. Describe any limitations on proposed project caused by subsurface soil and water conditions, and methods to be used to overcome them;
 - 2. Describe procedures and findings of percolation tests conducted on the site;
 - 3. Evaluate impact of sewage disposal methods on quality of subsurface water.
- e. City Services
- 1. Describe estimate traffic flow at peak periods and proposed circulation pattern;
 - 2. Describe effect of project on police and fire protection services;
 - 3. Describe effect of project on Public Works Department;
 - 4. Describe effect of project on educational services;

5. Describe effect of project on the City water supply and distribution system;
 6. Describe the effect of the project on City sanitary sewer system.
- f. General Fiscal Impact to the City
1. Summarize the environmental and fiscal impacts the subdivision will have upon the entire City. Environmental impacts in terms of impacts on water quality, flood control, erosion and fiscal impacts in terms of increased water and sewer use, increases in school age children and demand on public services such as Police and Fire.

B. Standards of Review for Definitive Subdivision Plans

The Planning Board shall utilize the following standards in reviewing Definitive Subdivision Plans:

1. The Definitive Plan shall include all of the information indicated in Section III of the Rules and Regulations.
2. The Definitive Plan shall be in conformance with the purpose and intent of the Subdivision Control Law.
3. The Definitive Plan shall adhere to all of the design standards as indicated in Section VI of the Rules and Regulations.
4. The Definitive Plan shall comply to all the review comments submitted by various City departments in order to comply with commonwealth law, city bylaws, or to insure the public health, safety and welfare of the City.
5. The Definitive Plan shall comply with all standards and requirements of the Haverhill City Code; Haverhill Zoning Bylaw; Haverhill Board of Health regulations and the Ordinances and rules and regulations of the Haverhill Conservation Commission.

The Planning Board, based upon the standards related above shall either:

1. Approve;
2. Approve with conditions; or

3. Deny a Definitive Subdivision Plan and file the decision with the City Clerk in conformance with the requirements of the Subdivision Control Law.

SECTION III-D. REVIEW OF PLANS SUBMITTED - CITY DEPARTMENTS

A. Standards of Review By City Departments

1. **Planning Department:** This Department is charged with administering the Subdivision Rules and Regulations. Additional concerns related to environmental protection, public safety and implementation of city plans, studies and policies will also be reviewed by this department.
2. **Building Department:** This Department is charged with administering the Zoning Bylaws.
3. **Fire Department:** This Department is charged with public safety and fire safety concerns as they relate to physical improvements within the city. Adequate access for fire and emergency vehicles is a critical concern of this department.
4. **Police Department:** This Department is charged with public safety and crime prevention. This department is also concerned with traffic impacts of proposed projects, including the number, speed of automobiles, location and sight distance of roads for automobiles within the city and other traffic control issues.
5. **Engineering Department:** This department is concerned with physical improvements in the city both public and private. These improvements include: the provision of roads, storm water drainage, and overall engineering to the project. City design standards are employed by this department for the facilities listed above.
6. **Water/Wastewater Department:** These departments are concerned with physical improvements in the city both public and private. These improvements include: the provision of water and sewer.
7. **Conservation Commission:** The Commission's primary role is administering the Commonwealths Wetland Protection Act and the City's bylaws. The Commission is also concerned with environmental protection, open space preservation, protection of rare and endangered species and the preservation of wildlife habitat.
8. **Board of Health:** The Boards primary concern is administering Title V related to septic suitability and the design and placement of septic facilities. The Board is also concerned with overall public health and safety issues related to the environment.

8. Special Consultant(s): The Planning Board may in order to determine compliance with the requirements or intent of the Rules and Regulations, require specialized engineering or environmental analysis to be prepared at the expense of the applicant.