

SALEM, MASSACHUSETTS

SUBDIVISION REGULATIONS

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REVISED SUBDIVISION REGULATIONS
SALEM, MASSACHUSETTS

Prepared by
THE SALEM PLANNING BOARD

Under the authority vested in the Planning Board of the City of Salem by Section 81-Q of Chapter 41 of the General Laws, the Planning Board held a Public Hearing in Council Chamber of the City Hall, 93 Washington Street, Salem, Massachusetts at 8:00 P.M., E.S.T., Wednesday, September 24, 1975. The purpose of the Public Hearing was to give those people who so desired the opportunity to express their views on revisions proposed by the Planning Board to the Rules and Regulations Governing the Subdivision of Land in the City of Salem, as originally adopted June 18, 1962, amended June 15, 1967.

On September 24, 1975 the Planning Board voted on the Revisions all as published in this annotated edition of the Subdivision Rules and Regulations.

The Planning Board held a Public Hearing in the first Floor Conference Room, City Hall, 93 Washington Street, Salem, Massachusetts at 7:30 P.M., E.S.T., Thursday, December 4, 1975. The purpose of the Public Hearing was to give those people who so desired the opportunity to express their views on amendments proposed by the Planning Board to the Rules and Regulations Governing the Subdivision of Land in the City of Salem, as originally adopted June 18, 1962, amended June 15, 1967 and September 24, 1975. On December 4, 1975 the Planning Board voted on the amendments all as published in this annotated edition of the Subdivision Rules and Regulations.

In the future the Subdivision Rules and Regulations shall be revised and updated every two years, or, as the Planning Board deems it necessary. In the event of any revision or amendment of the Subdivision rules or regulations, public hearings will again be held in accordance with Section 81-Q of Chapter 41 of the General Laws.

This report presents annotated Rules and Regulations Governing the Subdivision of Land in Salem, Massachusetts. They are based upon the Model Subdivision Regulations of the Commonwealth of Massachusetts, but have been considerably revised by the Salem Planning Board to suit local conditions. The Regulations were originally approved on June 18, 1962, after the required public hearing. After required public hearings the Regulations were revised by vote of the Planning Board on June 15, 1967. The Regulations were further revised after required public hearings by vote of the Planning Board on September 24, 1975, and were amended after required public hearings by vote of the Planning Board on December 4, 1975. The Regulations have been reviewed and approved by the City Solicitor with regard to legal form and adequacy.

The Planning Board Held a Public Hearing in the second floor conference room, One Salem Green, Salem, MA at 7:30 p.m., Thursday, April 2, 1987. The purpose of the Public Hearing was to give those people who desired the opportunity to express their views on the amendments proposed by the Planning Board to the Rules and Regulations Governing the Subdivision of Land in the City of Salem, as originally adopted June 18, 1962, amended June 15, 1967, and September 24, 1975. On April 2, 1987, the Planning Board voted on the amendments as published in this edition of the Subdivision Rules and Regulations.

**RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND
SALEM, MASSACHUSETTS**

PURPOSE

These subdivision regulations have been adopted under the Subdivision Control Law, Section 81 K to 81 GG of Chapter 41, General Laws. They have been enacted for the purpose of protecting the safety, convenience and welfare of the inhabitants of the cities and towns in which it is, or may hereafter, be put in effect by regulating the laying out and construction of ways in subdivisions providing access to the several lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions and in proper cases parks and open areas.

The Planning Board under the subdivision control law, shall be exercised with due regard for:

- The provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel;
- Lessening congestion in such ways and in the adjacent public ways;
- Reducing danger to life and limb in the operation of motor vehicles;
- Securing safety in the case of fire, flood, panic and other emergencies;
- Insuring compliance with the applicable zoning ordinance or by-laws;
- Securing adequate provision for water, sewerage, drainage, underground utility services, fire, police and other similar municipal equipment and street lighting, and other requirements where necessary in a subdivision;
- and
- Coordinating the ways in a subdivision with each other and with the public ways in the city or town in which it is located and with the ways in neighboring subdivisions.

It is the intent of the subdivision control law that any subdivision plan filed with the planning board shall receive the approval of such board if said plan conforms

to the recommendation of the board of health, the municipal zoning regulations and to the reasonable rules and regulations of the planning board pertaining to subdivisions of land; provided, however, that such board may, when appropriate, waive, as provided for in Section 81-R, such portions of the rules and regulations as is deemed advisable.

SECTION I AUTHORITY

Under the authority vested in the Planning Board of the City of Salem by Section 81-Q of Chapter 41 of the General Laws, said Board hereby adopts these annotated Rules and Regulations governing the subdivision of land in the City of Salem.

SECTION II GENERAL

A. Definitions

"Subdivision" shall mean the division of a tract of land into two or more lots and shall include resubdivision, and, when appropriate to the context, shall relate to the process of subdivision of the land or territory subdivided; provided, however, that the division of a tract of land into two or more lots shall not be deemed to constitute a subdivision within the meaning of the subdivision control law, if at the time when it is made, every lot within the tract so divided has frontage on

- (1) a public way,
- (2) a way shown on a plan theretofore approved in accordance with the subdivision control law, or
- (3) a way in existence when the subdivision control law became effective in the City of Salem, having, in the opinion of the Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the

land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of at least such distance as is currently required by zoning or other ordinance of the City of Salem for erection of a dwelling on such lot.

Conveyances or other instruments adding to, taking away from, or changing the size and shape of, lots in such manner as not to leave any lot so affected without the frontage above set forth, or the division of a tract of land on which two or more buildings were standing when the subdivision control law went into effect in the City of Salem in separate lots on each of which one of such buildings remains standing, shall not constitute a subdivision.

"Preliminary Plan" shall mean a plan of a proposed subdivision or resubdivision of land drawn on tracing paper, or a print thereof, showing

- (1) the subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";
- (2) the names of the record owner and the applicant and the name of the designer, engineer or surveyor;
- (3) the names of all abutters, as determined from the most recent local tax list;
- (4) the existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;
- (5) the proposed system of drainage, including adjacent existing natural waterways, in a general manner;
- (6) the boundary lines of proposed lots, with approximate areas and dimensions;
- (7) the names, approximate location and widths of adjacent streets;
- (8) and the topography of the land in a general manner.

B. Plan Believed not to Require Approval (Form A)

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 and who believes that his plan does not require approval under the Subdivision Control Law may submit his plan and application Form A (see Appendix) to the Planning Board accompanied by the necessary evidence to show that the plan does not require approval. Said person shall file, by delivery or registered mail, a notice with the City Clerk stating the date of submission for such determination and accompanied by two copies of said application. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefor.

If the Planning Board determines that the plan does not require approval, it shall, without a public hearing, endorse forthwith on the plan the words "Approval under the Subdivision Control Law not required". Said endorsement shall be made by the signatures of at least five (5) members of the Board.

The Planning Board may add to such endorsement a statement of the reason approval is not required. The plan will be returned to the applicant, and the Planning Board shall notify the City Clerk of its action.

If the Planning Board determines that the plan does require approval under the Subdivision Control Law, it will so inform the applicant and return the plan. The Planning Board will also notify the City Clerk of its action.

If the Planning Board fails to act upon a plan submitted under this section within twenty-one days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required.

The plan filed under this Section II-B shall have all the information that is called for, for Definitive Plans under Section III-B, except that the drawing size may be smaller, as the overall lot area does not warrant a full size sheet.

In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the applicant shall be shown.

C. Subdivision

No person shall make a subdivision within the meaning of the Subdivision Control Law of any land within the City, or proceed with the improvement or sale of lots in a subdivision, or the construction of ways, or the installation of municipal services therein, unless and until a Definitive Plan of such subdivision has been submitted and approved by the Planning Board as hereinafter provided.

Not more than one building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on (a) any lot in a subdivision, or (b) elsewhere in the city without the consent of the Planning Board and such consent will be conditional upon the providing of adequate ways furnishing access to each building site in the same manner as otherwise required for lots in a subdivision.

SECTION III PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS

A. Preliminary Plan (Form B)

I. General

A preliminary plan of a subdivision may be submitted by the subdivider to the Planning Board and to the Board of Health for discussion and tentative approval, modification or disapproval by each Board. A copy of such plans shall also be filed with the Board of Health, Conservation Commission, City Engineer, Fire Department, Police Department and School Department. The submission of such a Preliminary Plan will enable the subdivider, the Planning Board, the Board of Health, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly

recommended that a Preliminary Plan be filed in each case. A properly executed application Form B (see Appendix) shall be filed with the Preliminary Plan to the Planning Board.

The applicant shall file by delivery or registered mail a notice with the City Clerk stating the date of submission for such tentative approval of a Preliminary Plan and accompanied by two copies of the completed application Form B.

2. Contents

The preliminary Plan shall be drawn on tracing paper with pencil at a suitable scale and two prints shall be filed at the office of the Planning Board and one print at the office of the Board of Health, Conservation Commission, City Engineer, Fire Department, Police Department and School Department. Said plan shall be identified as a Preliminary Plan and show all the information described under the definition of the Preliminary Plan so as to form a clear basis for discussion of its problems and for preparation of the Definitive Plan. During discussion of the Preliminary Plan the complete information required for the Definitive Plan (Section II-B-2 Contents) and the financial arrangements (Section III-B-3 Performance Guarantee) will be developed.

3. Action By Board

The Planning Board may give such Preliminary Plan its approval with or without modification. Such approval does not constitute endorsement of a subdivision. The Board may also disapprove the plan. A disapproval will be accompanied by a detailed statement of reasons for action. Such reason may include violations of sound land use principles and design.

B. Definitive Plan (Form C)

1. General

Any person who submits a Definitive Plan of a subdivision to the Planning Board for approval shall file with the Board the following:

- a. An original drawing of the Definitive Plan and three contact prints thereof, dark line on white background. The original drawing will be returned after approval or disapproval.
- b. A properly executed application Form C (see Appendix).
- c. The applicant shall pay the cost of all advertisements and notices.

The applicant shall file by delivery or registered mail a notice with the City Clerk stating the date of submission for such approval and accompanied by two copies of the completed application (Form C). A copy of such plans shall also be filed with the Board of Health, Conservation Commission, City Engineer, Superintendent of Streets, Fire Department, Police Department and School Department.

2. Contents

The Definitive Plan shall be prepared by a registered land surveyor and shall be clearly and legibly drawn in black India ink upon tracing cloth. The Plan shall be at a scale of one inch equals forty feet or such other scale as the Planning Board may accept to show details clearly and adequately. Sheet sizes shall preferably not exceed 24" x 36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. The Definitive Plan shall contain the following information:

- a. Subdivision name, boundaries, north point, date and scale.

- b. Name and address of record owner, subdivider and engineers of sewerage and water systems. (In cases where the surveying is done by someone other than the Registered Engineer the surveyors stamp and signature should be included.)
- c. A certified statement as to encumbrances existing upon the land at the time of filing. Immediately prior to the final approval of any plan and its submission to the Registry of Deeds, the applicant shall further certify that no change in encumbrances has occurred during the period of consideration of the plan.
- d. A certified statement identifying a sufficient legal interest of the subdivider in the land if the subdivider is not the owner.
- e. Names of all abutters as they appear in the most recent tax list.
- f. Lines of existing and proposed streets, rights-of-way and curb lines, way, lots, easements, and public or common areas within the subdivision. "(The proposed names of the proposed new streets shall be shown in pencil until they have been recommended by the Planning Board to the City Council and then approved by the City Council.)"
- g. Sufficient data to determine the location, direction, and length of every street and way line, lot line and boundary line, and establish these lines on the ground.

- h. Location of all permanent monuments properly identified as to whether existing or proposed.
- i. Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- j. An inset on the plan, at the same scale as the city street plan, showing the relation of the subdivision streets to the existing system.
- k. Indication of purpose of easements.
- l. Suitable space to record the action of the Planning Board and the signatures of the members of the Planning Board.
- m. Existing and proposed topography at 2 feet contour interval.
- n. The line of the Salem flood elevation of 15.36 feet Mean Low Tide and the zone classification (A, A3, or V3). This data shall be taken from Section VII, Paragraph P. Wetlands and Flood Hazard District, of the Salem Zoning Ordinance. A subdivision proposal outside the Flood Hazard District shall place on the plans a reference of nonapplicability.
- o. Boundaries and types of wetlands as shown on the maps titled, "Wetlands Areas of Salem, Massachusetts", prepared by Dr. Jerome Long and dated March 15, 1977, on file with the City Clerk.
- p. Existing profiles on the exterior lines and proposed profile on the center-line of proposed streets at a horizontal scale of one inch equals forty feet and vertical scale of one inch equals four feet, or other scales acceptable to the Planning

Board. (All elevations shall refer to the City datum.)

- q. Proposed layout and design calculations for storm drainage, water supply and sewage disposal systems certified by a registered professional engineer.
- r. Before any building permits are issued by the Building Inspector under the provisions of Chapter 4 (Building Code) of the Revised Ordinance of the City of Salem, all existing and proposed grades in the entire subdivision must be shown on a Plot Plan.
- s. A statement describing conformance with the Master Plan or reasons for nonconformity.
- t. In connection with any definitive plan except that for a subdivision for the purposes of the erection of one single family house, the applicant shall also submit an Environmental Impact Statement which shall provide the information shown in Appendix A to these Rules and Regulations and clearly show the relation of the proposed project to the total environment of the City and its inhabitants.

Said Appendix A shall be considered a part of these Rules and Regulations. The Board, at its discretion, may also require an Environmental Impact Statement for a subdivision of one single family house.

In reviewing the statement, the City boards will consider the degree to which water is recycled back into the ground, the maintenance and improvement of the flow and quality of surface waters; the preservation or promotion of wildlife refuges, historic sites, unique geological, botanical and archaeological features, existing or

potential trails and accesses to open space areas; and the health and safety of the inhabitants of the area.

The Board may waive any section, or sections, of the Statement which it deems inapplicable to the proposed project or may require additional information on any aspect of the statement. The Board may also require that the statement or appropriate sections thereof be prepared by a Registered Professional Engineer, Architect or other professional acceptable to the Board. The developer should discuss the requirements with the Board prior to preparation of the Statement.

3. Review by Board of Health and Others as to Suitability of the Land

At the time of filing of the Definitive Plan, the subdivider shall also file with the Board of Health two contact prints of the Definitive Plan dark line on white background. For subdivisions serviced by the municipal sewerage system, the Board of Health, shall within forty-five days after filing of the plan, report to the Planning Board in writing, approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on such plan cannot be used for building sites without injury to the public health, and include such specific findings and the reasons therefor in such report, and where possible, shall make recommendations for the adjustment thereof. Every lot (so located that it cannot be served by a connection to the municipal sewer system) shall be provided with cesspool or septic tank and drainfield satisfactory to the Board of Health and the City Engineer.

Floodplains, marshes, ponds, watercourses, or seasonal wet areas may be included as part of a lot subject to the approval of the Board of Health; however, no person shall remove fill, dredge, or alter any bank, beach,

dune, flat, marsh, meadow or swamp bordering on any existing creek, river, stream, pond, or lake or any land under said waters or any land subject to storm flowage, or flooding without filing written notice of intention and receiving authorization to so remove, fill, dredge, or alter, including such plans as may be necessary to describe the proposed activity and its effect on the environment in accordance with Chapter 131 of the Massachusetts General Laws including all subsequent amendments. Information describing this activity and its effects on the natural resources shall be submitted to the Planning Board with the Definitive Plan.

Approval by the Board of any Definitive Plan proposing such removal, filling, dredging or alterations shall be conditional, subject to final approval of such actions by the Conservation Commission.

Where appropriate, the Board may require soil surveys to establish the suitability of the land for the proposed storm and sanitary sewerage installations. The Board may also require that soil percolation tests be made on all lots of the proposed bottom grade of the leaching facility.

4. Public Hearing

Before approval, modification and approval, or disapproval of the Definitive Plan is given, a public hearing shall be held by the Planning Board, notice of the time and place of which and the subject matter sufficient for identification, shall be given by the Planning Board at the expense of the applicant by advertisement in a newspaper of general circulation in Salem, once in each of two successive weeks, the first publication being not less than fourteen days before the day of such hearing, and by mailing a copy of such advertisement to the applicant and to all owners of land abutting upon the land included in such plan as appearing on the most recent tax list.

5. Performance Guarantee

Before endorsement of approval of a Definitive Plan of a subdivision, the subdivider shall agree to complete the required improvements specified in Section V for any lots in a subdivision, such construction and installation to be secured by one and in part by the other, of the following methods which may from time to time be varied by the applicant with the approval of the Planning Board:

a. Endorsement of approval with bonds or surety.

The subdivider shall either file a performance bond or a deposit of money or negotiable securities in an amount determined by the Planning Board to be sufficient to cover the cost of all or any part of the improvements specified in Section V not covered by a covenant under "b" hereof. Such bond or security, if filed or deposited, shall be approved as to form and manner of execution by the City Solicitor and as to sureties by the City Treasurer and shall be contingent on the completion of such improvements within two years of the date of the bond. The amount of the bond shall be determined by applying the actual surveyed quantities multiplied by unit prices listed in the latest building construction cost data manual used by the Engineering and Planning Department.

b. Endorsement of approval with covenant.

The subdivider shall file a covenant, executed and duly recorded by the owner of record, running with the land, whereby such ways and services as specified in Section V, not covered by bond or deposit under "a" hereof, shall be provided to serve any lot before such lot may be built upon or conveyed, other than by mortgage deed. If such ways and services are not completed within two years of the

date of filing of the covenant, approval of the plan shall be automatically rescinded and the subdivider must resubmit a new plan for the approval and endorsement of the Planning Board.

6. Reduction of Bond or Surety

The penal sum of any such bond, or the amount of any deposit held under clause "a" above, may, from time to time, be reduced by the Planning Board and the obligations of the parties thereto released by said Board in whole or in part. If release is by reason of covenant, a new plan of the portion to be subject to the covenant may be required. If the release is by covenant, the covenant will be reduced to a degree of seventy-five (75) percent of the value of the work for which the covenant is made and completed. Thereafter, a bond or surety in the full amount of the remaining twenty-five (25) percent of the value of the total work shall be filed as called for in subparagraph 5 above. The bond or surety will be held until the entire project is completed and approved.

7. Release of Performance Guarantee

Upon the completion of improvement required under Section V, and submission of an "As-build" plan showing the precise location of water valves, shut-offs, manholes, sewer elevations, etc. as constructed, security for the performance of which was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the subdivider, may orally request and agree on terms of release with said Planning Board, or he may send by registered mail to the City Clerk a written statement in duplicate that the said construction or installation in connection with which such bond, deposit or covenant has been given, has been completed in accordance to the requirements

contained under Section V, such statement to contain the address of the applicant, and the City Clerk shall forthwith furnish a copy of said statement to the Planning Board. If the Planning Board determines that said construction or installation has not been completed, it shall specify to the applicant in writing the details wherein said construction and installation fails to comply with the requirements contained under Section V. Failure of the Planning Board to act on such application within one hundred forty-five days after the receipt of the application by Clerk all obligations under the bond shall cease and terminate by operation of law, any deposit shall be returned and any such covenant shall become

void. In the event that said forty-five day period expires without such specifications, or without the release and return of the bond, or return of the deposit or release of the covenant ad aforesaid, the City Clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded.

8. Certificate of Approval

The action of the Planning Board in respect to such plan shall be by vote, copies of which shall be certified and filed with the City Clerk and sent by delivery or registered mail to the applicant. If the Planning Board modifies or disapproves such plan, it shall state in its vote the reason for its action. Approval, if granted, shall be endorsed on the original drawing of the Definitive Plan by the signature of at least five members of the Planning Board but not until the statutory twenty day appeal period has elapsed following the filing of the certificate of the action of the Planning Board with the City Clerk and said Clerk has notified the Planning Board that no appeal has been filed. After the Definitive Plan has been approved and endorsed, the applicant shall furnish the Planning Board with three prints thereof.

The contents of any such endorsement of the Planning Board or certificate by the City Clerk of Salem shall be final and conclusive on all parties, subject to the provisions of Section 81-W, Chapter 41, General Laws.

Endorsement of approval of the Definitive Plan does not constitute the laying out or acceptance by the City of streets within a subdivision.

9. Exhibit Plans

Refer to exhibit plans 1, 2, 3 and 4 of the Appendix for the typical format and layout for the required drawings.

SECTION IV DESIGN STANDARDS

A. Streets

1. Location and Alignment

- a. All streets in the subdivision shall be designed so that, in the opinion of the Planning Board, they will provide safe vehicular travel. Due consideration shall also be given by the subdivider to the attractiveness of the street layout in order to obtain the maximum livability and amenity of the subdivision.
- b. The proposed subdivision shall conform, so far as practicable to the current Master Plan as adopted as whole or in part by the Planning Board.
- c. Provision satisfactory to the Planning Board shall be made for the proper projection of streets, or for access to adjoining property which is not yet subdivided.
- d. Reserve strips prohibiting access to streets or adjoining property shall not be permitted, except where, in the opinion of the Planning Board, such strips shall be in the public interest.
- e. Street jogs with centerline offsets of less than one hundred twenty-five (125) feet should be avoided.
- f. The minimum centerline radii of curved streets shall be two hundred thirty (230) feet. Greater radii may be required for principal streets.
- g. Streets shall be laid out so as to intersect as nearly as possible at right angles. No street shall intersect any other street at less than sixty (60) degrees or more than one-hundred (100) degrees.

- h. Property lines at roadway intersections shall be rounded or cut back to provide for a curb radius of not less than thirty (30) feet.

2. Width *

- a. The minimum width of right-of-way improvements shall conform to the schedule below:

	Roadway	Plant Strip	Sidewalk	Curb
Primary	36'	5'	5'	6"(vertical)
Collector	32'	3'	5'	6"(vertical/sloped)
Minor/Dead End	24'	3'	5'	6"(vertical/sloped)

The Planning Board shall in all cases determine what classification shall be applied to all streets shown on a definitive plan. In instances where a collector or minor street has the potential for expansion, the Planning Board may require the street width of a primary road. In general, these classifications will be assigned on the following basis:

Primary: street which carries through traffic, serves itself, and is fed by one or more collector streets.

Collector: A street which serves itself, receives traffic from one or more streets, is joined by other streets at both ends, and which by its nature does not carry through traffic.

Minor: A street which is joined by other streets only at both ends and provides the principal means of access for only the lots on that street.

Dead End : A street under 500 feet in length which joins another street at only one end.

* In instances where existing street widths are greater than 36 feet the existing width shall be met.

3. Grade

- a. Grades of streets shall be not less than 1%, and the constructed street shall not vary more than ± 0.08 foot (eight one-hundredths of one foot) from the proposed elevation as shown on the Definitive Plan.

Grades shall not be more than 6% for principal streets nor more than 10% for secondary streets. Streets laid out at a 6% through 10% slope shall not vary more than ± 0.3 foot (three tenths of one foot) from the elevations shown on the Definitive Plan.

4. Dead-end Streets

- a. Dead-end streets shall not be longer than five hundred (500) feet.
- b. Dead-end streets which do not have the potential for further subdivision shall be provided at the closed end with a turnaround having curb-face to curb-face roadway diameter of at least ninety (90') feet.
- c. Dead-end streets which have the potential for further subdivision shall contain a T or Hammer Head turnaround 20 feet x 35 feet.

B. Easements

1. Easements for utilities across lots or centered on rear or side lot lines shall be provided where necessary and shall be at least twenty (20) feet wide.
2. Where a subdivision is traversed by a water source, drainage way, channel or stream, the Planning Board shall require that there be provided a storm water easement or drainage right-of-way of adequate width to conform substantially to the lines of such water course, drainage way, channel or stream, and to provide for construction or other necessary purposes.

C. Open Space

Before approval of a plan the Planning Board may also in proper cases require the plan to show a park or parks suitably located for playground or recreation purposes or for providing light and air. The park or parks shall not be unreasonable in area in relation to the land being subdivided and to the prospective uses of such land. The Planning Board shall by appropriate endorsement on the plan require that no building be erected upon such park or parks without its approval for a period of three years after the date of endorsement of approval of the Definitive Plan.

D. Protection of Natural Features

Due regard shall be shown for all natural features, such as large trees, water courses, scenic points, historic spots, and similar community assets.

E. Flood Hazard

Before approval of a plan, the Planning Board shall review each subdivision proposal to determine whether such proposal will be reasonably safe from flooding. If proposed new development is in a flood-prone area, it shall be reviewed to assure that it complies with the requirements of Section VII, Paragraph P. of the Salem Zoning Ordinance, Wetlands and Flood Hazard District."

RIGHT OF WAY IMPROVEMENTS POLICY

	SIDEWALKS	CURBING	GRASS STRIPS	TREES	UTILITIES
	Existing Conditions	Existing Conditions	Existing Conditions	Existing Conditions	Existing Conditions
Subdivision of two lots (no expansion possible) ^a	Existing Conditions	Existing Conditions	Existing Conditions	Existing Conditions	Existing Conditions
Subdivision of two lots (with possible expansion) ^a	Land reserved for 5' sidewalk	Land reserved for 6" granite curb (sloped or vertical)	Land reserved for 3'-5' grass strip ^{**}	Not required, but will be done in future	Underground unless property line is within 25' of existing pole
Subdivision of 3-6 lots (Lots on one side of street)	Five foot sidewalk on one side	Six-inch granite (sloped or vertical)	3-5 foot grass strip ^{**}	3½" calliper, 30' on center	Underground
Subdivision of 3-6 lots (Lots on both sides)	Five foot sidewalk on both sides	Six inch granite (sloped or vertical) on both sides	3-5 foot grass strip on both sides ^{**}	3½" calliper; 30' on center	Underground
Subdivision of 3-6 lots with expansion possible for seven or more lots ^a	Five foot sidewalk on both sides	Six Inch granite curb- (sloped or vertical) on both sides	3-5 foot grass strip on both sides ^{**}	3½" calliper; 30' on center	Underground
Subdivision in excess of six lots	Five-foot sidewalk on both sides of way upon which frontage is gained	Six-inch granite (sloped or vertical) on both sides	3-5 foot grass strip on both sides ^{**}	3½" calliper, 30' on center	Underground

NOTE: In instances where existing conditions differ from the right-of-way improvements outlined in this chart, the more comprehensive conditions shall be met.

^a The determination of expandability shall be made by the Planning Board and shall be in accordance with the applicable sections of the Subdivision Regulations, Zoning Ordinance and the Wetlands Protection Act.

^{**} Width of grass strip is determined by the eventual street designation by the Planning Board.

SECTION V REQUIRED IMPROVEMENTS FOR AN APPROVED SUBDIVISION

A. Street and Roadway

1. All referrals hereinafter refer to Commonwealth of Massachusetts Department of Public Works Standard Specifications for Highway and Bridges 1953 Edition and all amendments to date. The words "to date" shall be interpreted to mean "at the time of filing of a subdivision plan for approval".
2. The entire area of each street or way shall be cleared of all stumps, brush, roots, boulders, like material and all trees not intended for preservation.
3. All loam and other yielding material shall be removed from the roadway area of each street or way and replaced with suitable material. Section VII-F of the Zoning Ordinance of the City of Salem shall be referred to.
4. Granite curbs and gutters shall be installed not closer than as described in Section IV A. herewith. Curb and gutter shall be installed in conformity to standards of the Massachusetts Department of Public Works, Section F-1 Commonwealth of Massachusetts Department of Public Works Specifications 1953, Type VA-1.
5. All roadways shall be brought to a finished grade as shown on the profiles of the Definitive Plan with at least 12" of suitable gravel after compaction with a 12-ton 3-wheel roller and treated with a prime coat of asphalt MC-1 and surfaced with two courses of type I-1 bituminous concrete 2½" binder, 1½" top, in accordance with Section B-18, Commonwealth of Massachusetts Department of Public Works Specifications 1953. The type of surfacing of every way shall be in such a way that it will carry the expected traffic for a period of 15 years without excessive maintenance cost.

B. Sidewalks

Sidewalks shall be constructed as required by the Planning Board as follows: Sidewalks shall have a base of 8" of suitable gravel and a surface of type I-2 bituminous concrete, 3" in depth laid in two courses, 2" binder and 1" top. The face of the sidewalk against the sodded edges shall be built against a wooden form. The form shall be made of 1" by 3" continuous wood strapping securely fastened to 2" by 3" wood posts 18" long 2' on center. The form shall be left in place after the sidewalk is laid. The Planning Board may require cement concrete sidewalks to conform with the sidewalks of adjacent areas.

C. Grass Strips

Grass strips shall be provided between the curbing and sidewalk edge to a minimum of five feet. The finished grade of such grass strips shall be a slope of ½"/ft. toward the roadway. Where unusual physical land characteristics or topographic conditions exist, the Board may approve the construction of a grass strip of a greater slope with the finished slope not projecting above a plane sloped four horizontal to one vertical upward from the back of the curb or below a plane sloped four horizontal to one vertical downward from the back of the curb. Shade trees of a species and size to be approved by the Planning Department shall be planted along the side lines of the streets, at the location and intervals to be determined by the Board. Trees shall be protected by suitable boxes, fenders, or wells as appropriate. The applicant shall be responsible for the health and erectness of these trees for twenty-four (24) months after acceptance of the road by the Board or he shall be responsible for replacing the tree with one at least equal in size and comparable in type to the tree being replaced and again guaranteed for at least twenty-four (24) months from date of replanting.

The top six inches of grass strips shall consist of good quality loam extending to the right-of-way, screened, raked and rolled with at least a 100-pound roller to grade. The loam shall be screened with lawn grass seed applied in sufficient quantity to assure adequate permanent coverage, satisfactory to the Planning Department, rolled when the loam is moist. Loaming and seeding shall be in accordance with Section 751 and 765 of the Standard Specifications.

D. Monuments

Monuments shall be installed at all street intersections, at all points of change in direction or curvature of streets and at other points where, in the opinion of the City Engineer, permanent monuments are necessary. Such monuments shall conform to the standard specification of the City Engineer and shall be set according to such specifications. No permanent monuments shall be installed until all construction which would destroy or disturb the monuments is completed.

E. Utilities

1. Connections for sewer, drain, water and electrical service from the main structure in the way to the exterior line of the way shall be constructed for each lot whether or not there is a building thereon, except that the Board may waive such requirements, in whole or in part, in the case of a lot to be used for a park, playground or for any other purpose for which, in the opinion of the Board, such connections shall not be required.
2. All sewer, surface water drains, water pipes and any other underground facilities, together with their appurtenances, shall be installed only after the sub-grade has been established; such sub-grade and the installation of all utilities and the backfilling of all the trenches shall be inspected by the City Engineer at the expense of the contractor before any installation is made.

The services of a consultant may be secured by the City Engineer, and such consultant shall serve as a full-time inspector in lieu of a City employee inspector, and in both instances, the City shall be reimbursed by the contractor for the full cost of the inspection including the cost of insurance for liability and accidents. This reimbursement shall be made in full, prior to issuance of a Certificate of Occupancy.

The contractor shall notify the City Engineer at least forty-eight (48) hours in advance before any underground work is started so that the City Engineer can notify his inspector of the particular work. If any work is done in the absence of the Inspector, the City Engineer may order the work uncovered and redone.

3. Adequate disposal of surface water shall be provided. Catch basins and curb inlets, etc., shall be built on both sides of the roadway on continuous grades at intervals of not more than four hundred (400) feet placed at low points and sags in the roadway and near the corners of the roadway at intersecting streets.
4. All pipe, fittings, grates, frames and covers in relation to service installations of all kinds must be of the same grade and standard as used by the City of Salem, Department of Public Works. (Materials list available at the Engineering Office, Department of Public Works at One Salem Green).

Storm and Sub-Surface Drains, Water Pipe and Sewer Line Extensions

Any storm and sub-surface drainage, water and sewer system required in a subdivision shall be interconnected with existing drainage, water and sewer facilities, respectively, and if such interconnection requires extension of said system beyond the subdivision, the subdivider shall install the same at his own

expense and subject at all times to the inspection and approval of the various superintendents of the applicable city department.

Fire Alarm and Underground Cable Work

A. General Requirements

1. Fire alarm systems of design and construction approved by the City Electrician and by the Chief of the Fire Department, shall be required along the streets in the subdivision in conformity with the following specifications:
2. All work including trenching and backfill to be done by developer employing an Electrical Contractor.
3. All equipment, work and box locations to be approved by the City Electrician and Fire Prevention Bureau. Contractor must secure permission to make attachments to poles from owner of same.
4. All work to conform to the requirements of publication #73, of the National Fire Protection Association, except that Overhead, Linework, Underground Cable Work, as defined in this publication, must be approved by the City Electrician.
5. The Cable Work for the Fire Alarm System within the Subdivision shall be placed in P.V.C. conduit as approved by the City Electrician. Cable connections beyond the first pole outside of the Subdivision shall be run to the City connections as directed and approved by the City Electrician.

B. Linework Overhead, Outside of Subdivision

A minimum of a ten-conductor cable, conforming to I.M.S.A. specification #20-3, the wires therein to be #14 A.W.G. minimum, 6 straight and 2 twisted pair, 600 volt insulation, color coded, and figure #8. Cable to be attached to poles, 22 feet above grade, or 2 feet above telephone cable where present. Attachment to poles to be by 5/8" through bolt, nut and washer, using Universal type messenger hanger or 3-bolt thru clamps. Termination of line to be by Thimble-eye bolt.

Messenger sections to be spliced with strand links or equal and termination at thimble-vise by strand-vise or equal. At box locations, cable or cables to be dressed down pole and termination on strip in Weatherproof Aerial Terminal Box w/hinged or drop bottom through bushed insulated holes, leaving a drip loop below. A.T.B.'s to be mounted on pole 10 feet above grade on centers. Sufficient terminal strips for number of wires in cable to be mounted in box. Final connection to City Fire Alarm System to be made by City Fire Alarm Electricians only. Final connections to the City systems shall be made by the City Electrical Department only.

C. Cable Work - Underground in all Areas Within and Outside the Subdivision

All underground cable work shall be placed in 2" P.V.C. conduit with all materials and methods of installation to be approved by the City Electrician. Materials list may be obtained at the office of the City Electrician.

Final connections to the City Systems shall be made by the City Electrical Department only.

D. Fire Alarm Boxes

1. Fire Alarm Boxes

All Fire Alarm Boxes shall be Gamewell Standard Municipal Fire Alarm Box type #7000 Code WUXAL, or approved equal. The box shall be a three (3) fold, non-interfering type, with test block, telegraph key, tap bell, equipped with a standard lock used in Salem, with a brass key. A specialcolored (red) light shall be provided with each box to indicate location at night, equal to Gamewell Catalog No. 7512. The light shall be fed by #10 gauge U F cable protected by a circuit breaker in ungrounded conductor (circuit breaker to be mounted in terminal space of pedestal to the satisfaction of the City Electrician).

Cable to extend underground in sidewalk or lawn area to secondary terminal point.

2. Pedestals

Fire Alarm Pedestals shall be either Gamewell Type PC-1 for a single box, or a Gamewell Type PC-2 where two boxes are mounted on a single pedestal or an approved equal.

All pedestals shall be furnished and installed complete on a suitable concrete foundation. In addition a Template shall be furnished with each pedestal.

Each Template shall have a full complement of barrel nuts, anchor bolts, screws, and a form tube arranged for the entrance of the cables. A ground rod shall also be provided.

3. Location of Boxes

Locations of all Fire Alarm Boxes shall be as approved by the Chief of the Fire Department, and the City Electrician. In general all boxes shall be located at street intersections in a manner such that they will be visible from all intersecting streets, when possible.

- a. No Fire Alarm Box shall be more than 500 feet walking distance from any point from street or sidewalk. The first box shall be installed at the beginning of the development, or not more than 1000 feet from the nearest fire alarm box.

E. General

1. Copies of publication #73 are available from:

National Fire Protection Association
470 Atlantic Avenue
Boston, Massachusetts 02210

2. All equipment and wiring must be new and in first class condition.

3. I.M.S.A. means International Municipal Signal Association.
4. A.T.B. means Aerial Terminal Box.
5. Gamewell Type etc. means equipment manufactured by the Bliss Gamewell Co., a subsidiary of E. W. Bliss Co., Newton Upper Falls, 02164, Massachusetts.

F. New Telephone Service

All New England Telephone & Telegraph Company distribution cable and wires will be placed underground in accordance with the provision of its filed tariffs.

The developer shall note that the cable work and branch services may be run in a common trench with the electric utilities, if the two utility companies mutually agree on the common trenching.

G. Underground Electrical Systems

1. Installation of Underground Distribution Equipment for Residential Developments

- a. The entire electric distribution system within the development, including the street lighting system, shall be of the underground type.
- b. The electric distribution system shall be installed in accordance with the Massachusetts Electric Company's policy relative to the "Installation of Underground Distribution Equipment for Residential Developments" which is in effect on the date that construction is scheduled to start.
- c. The street lighting system may be of a type and design furnished by Massachusetts Electric Company relative to underground supplied street light systems and approved by the City. The Board may require or approve alternative street lighting systems.
- d. On property which is to remain privately owned the street lighting fixtures may be of a type preferred by the owners of same provided said fixtures are U.L. listed.

SECTION VI TIME FOR COMPLETION

For each subdivision or each stage of a staged subdivision, the construction of all ways and the installation of all required municipal services shall be completed within 18 months from the date of receipt of bond or surety by the Board or within two years of the date of approval of the Definitive Plan, whichever is earlier. Failure to do so shall automatically rescind approval under covenant conditions or rescind approval subject to Section 81-W of the Subdivision Control Laws.

SECTION VII, CLERK OF THE WORKS

The Planning Board may require the services of a consultant to serve as a Clerk of the Works to ensure that proper construction practices have been implemented according to the approved subdivision plans and specifications and according to any additional standards or procedures set forth in the covenant between the Planning Board and the Developer. The Clerk of the Works shall be selected by the Planning Board and the City Engineer and shall be directly responsible to the City Engineer.

The City shall be reimbursed on a monthly basis by the Developer for the full cost of the inspection including the cost of insurance for liability and accidents. The amount of payment shall be in accordance with trade practices and shall be determined by the Planning Board and City Engineer.

The Developer shall notify the Planning Board in writing eight weeks prior to commencing construction. The Clerk of the Works' term shall begin eight weeks after the receipt of the letter form the Developer by the Planning Board. The Clerk of the Works' term shall end when the Planning Board receives written notice from the City Engineer stating that construction has been substantially completed according to the approved subdivision plans and specifications and according to any additional standards and procedures set forth in the covenant between the Planning Board and the Developer.

APPENDIX A

REQUIREMENTS FOR ENVIRONMENTAL IMPACT STATEMENT

In accordance with Section 4.3.2.i, the applicant shall submit an Environmental Impact Statement. The statement shall discuss the following:

Natural Environment

1. Air

- a. Describe possible sources and duration of significant amounts of odors, smoke and dust.
- b. Describe precaution to be taken to eliminate or minimize the adverse environmental effects of the smoke, dust or odors generated.
- c. Describe the relationship of the location of the subdivision and prevailing wind patterns to nearby residences, businesses, recreation area, and other public areas.
- d. If incineration of refuse is proposed for the subdivision, describe the effects resultant emissions will have on air quality in the area. Include proof that the incinerator complies with the latest local and state standards.

2. Land

- a. Describe the existing general physical conditions of the site, including existing use, general topography, unusual geologic formations and soils, and how the project will effect these features.
- b. Describe any limitations on proposed project caused by subsurface soil and water conditions, and methods to be used to overcome them.
- c. Describe procedures and findings of percolation tests conducted on the site.
- d. Describe the types and amounts of land which will be permanently affected by construction of the subdivision.
- e. Describe proposed rough grading plans.
- f. Describe location and extent of existing marshes, wetlands, or seasonal wet areas and any proposed alterations.

3. Water and wetlands

- a. Evaluate how and to what extent the project will affect the quality and quantity of any existing or potential public or private water supply, including watersheds, reservoirs and groundwater.
- b. Describe the methods to be used during construction to control erosion and sedimentation and siltation including use of sediment basins and type of mulching, matting, or temporary vegetation; approximate size and location of land to be cleared at any given time and length of time to exposure; covering of soil stockpiles; and other control methods used. Evaluate effectiveness of proposed methods on the site and on the surrounding areas.
- c. Describe the permanent methods to be used to control erosion and sedimentation. Include description of
 - (1) any areas subject to flooding or ponding;
 - (2) proposed surface drainage system;
 - (3) proposed land grading and permanent vegetation cover;
 - (4) methods to be used to protect existing vegetation;
 - (5) the relationship of the development to the topography;
 - (6) any proposed alterations of shorelines, marshes or seasonal wet areas;
 - (7) any existing or proposed flood control or wetland easements;
 - (8) estimated increase of peak runoff caused by altered surface conditions, and methods to be used to return water to the soils.
- d. Discuss probability that project will increase pollution or turbidity levels within receiving waterway and the precautions to be taken to minimize the effects.
- e. Discuss the project's effect on the waterway's aquatic biota and use as habitats.
- f. Discuss the project's effects on groundwater quality and supply and efforts to recharge groundwater supplies.

- g. Discuss what effect the project will have on increasing the incidence of flooding, including areas outside the subdivision.
 - h. Discuss the effect of the proposed sewage disposal methods on surface and groundwater supplies and quality.
4. Energy
- a. Describe the types and increased quantity of energy required to serve the needs of the project residents.
 - b. Indicate what the sources of this energy will be.
5. Noise
- a. Describe the time, duration and types of noises generated by the project, both during and after construction.
 - b. Discuss what effect these noises will have on both humans and wildlife.
 - c. Describe the controls which will be used to eliminate or minimize the effects of these noises.
6. Local Flora and Fauna
- a. Discuss the project's effects on land-based ecosystems, such as the indigenous wildlife, stream bank cover, and vegetal or wooded growth.
 - b. Describe proposed types and amounts of vegetal cover.
 - c. Discuss the existence of rare or endangered plant, wildlife or fish species in the project area.

Man-made Environment

1. Land use
- a. Describe how the proposed project conforms with the growth plans for the area and the City in general.
 - b. Describe land uses adjacent to the project.
 - c. Describe any existing or proposed public or common recreational or open areas within the subdivision.
 - d. Discuss the site's proximity to transportation, shopping, educational facilities, recreational facilities, etc.

2. Density

- a. Provide a tabulation of proposed buildings by type, size (number of bedrooms, floor area), ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, parking and other paved vehicular areas, and usable open space.

3. Zoning

- a. Indicate the zoning designations for the site and adjacent areas.

4. Architecture

- a. Describe the architectural and landscaping techniques which will be used to blend the structures with the surrounding area.
- b. Discuss the heights of the structures in relation to the surrounding area.
- c. Discuss the project's visual impact and possible interference with natural views.
- d. Describe type of construction building materials used, location of common areas, location and type of service facilities (laundry, trash, garbage disposal).

5. Historic Buildings, Historical Sites and Archeological Sites

- a. Indicate location and significance of any historic buildings or sites on or adjacent to the project.

Public Facilities

1. Water supply, flow, pressure and distribution.

- a. Describe the groundwater and/or surface water supply to be used.
- b. Discuss the demands of the project for consumption and fire protection.

2. Sanitary sewerage connection, distribution and facilities.

- a. Discuss the quantity and type of sewage which will be generated by the project.

- b. Describe the method of sewage which will be generated by the project.
3. Storm drainage facilities
 - a. Describe where connection to the City system is proposed.
4. Disposition of stormwater
 - a. Indicate the location of all proposed outfalls.
 - b. Describe the effect of the outfalls and their discharge on the receiving waters, i.e., increased flows, pollution, etc.
 - c. Discuss the quantity of stormwater to be discharged.
5. Refuse disposal
 - a. Estimate the quantity and types of refuse that will be generated by the subdivision.
 - b. Describe the proposed methods of refuse disposal.
6. Traffic facilities
 - a. Discuss future vehicular circulation patterns including number and types of vehicles.
 - b. Describe the proposed pedestrian circulation pattern.
 - c. Discuss the location and number of parking spaces proposed.
7. Electric power
 - a. Discuss the power demand of the subdivision.
 - b. Discuss the source of the electric power and the method of supplying the area.
8. Gas
 - a. Discuss the demands of the subdivision.
 - b. Describe what the gas will be used for in the area.
 - c. Describe the source of gas supply and the proposed method of supplying the area.

Community Services

1. Schools
 - a. Discuss the effect of the subdivision on existing schools, including number and ages of children generated by the subdivision.
 - b. Describe the location of the nearest existing schools.
2. Recreation
 - a. Describe existing and proposed recreational facilities, including active and passive types; and age groups participating, and state whether recreational facilities and open space are available to all Salem residents.
 - b. Indicate location and width of existing and proposed pedestrian ways, bikeways or bridle paths.
3. Police
 - a. Estimate the total population projected for the subdivision.
 - b. Estimate the total number of automobiles for the area.
4. Fire
 - a. Discuss the total number of buildings to be constructed and their types and construction.
 - b. Describe the source and quantity of water available for fire protection for the area.
5. Public Works
 - a. Calculate the total linear feet of roadway to be publicly maintained and plowed.
 - b. Calculate the linear feet of street drains, culverts, sanitary sewers, and waterlines to be publicly maintained.

Human Considerations

1. Aesthetics and visual impact
 - a. Discuss the change in the present character of the area due to the project, i.e., land use, density of development, etc.

b. Discuss the measures to be taken to minimize the adverse effects of the project, i.e., architecture, buffers, etc.

2. Parks, forests and recreational areas

a. Discuss how the siting and construction of the project will affect existing and potential park and recreation areas, open spaces, natural areas, and scenic values.

b. Discuss how the project will affect recreational opportunities in the area due to removal of parks, forests, or open areas from public use.

3. Public Health

a. Discuss the project's effects on residents' public health due to changes in water quality, air quality, noise levels, etc.

CHECKLIST FOR REVIEW OF
ENVIRONMENTAL IMPACT STATEMENT

The Environmental Impact Statement shall clearly show the relation of the proposed subdivision to the total environment of the City and its inhabitants. The project's effects on the following items should be sufficiently evaluated in the statement to enable the Planning Board to determine the project's total probable impact on the environment.

	<u>Not needed or complete</u>	<u>Missing or not complete</u>
<u>Natural Environment</u>		
1. Air		
a. Possible sources and duration of odors, smoke and dust	_____	_____
b. Precautions to prevent odors, smoke, and dust	_____	_____
c. Location of project with regard to nearby residences, businesses, recreation areas, and prevailing wind patterns	_____	_____
d. Burning brush and trees during site preparation subject to appropriate state and local permits	_____	_____
e. Incineration effects	_____	_____
2. Land		
a. Current use	_____	_____
b. Topography	_____	_____
c. Geologic formations and soils	_____	_____
d. Subsurface soil and water conditions	_____	_____
e. Procedures and findings of percolation tests	_____	_____
f. Type and amount of land permanently affected	_____	_____

	<u>Not needed or complete</u>	<u>Missing or not complete</u>
g. Proposed grading	_____	_____
h. Location and extent of wetlands, marshes, seasonal wet areas	_____	_____
i. Proposed alterations to marshes, shorelines, wetlands, and seasonal wet areas	_____	_____
3. Water		
a. Conformance to water quality standards	_____	_____
b. Soil erosion and methods of control	_____	_____
c. Sedimentation and filtration and methods of control	_____	_____
d. Increased pollution or turbidity levels within receiving waterway	_____	_____
e. Precautions to minimize stream pollution	_____	_____
f. Aquatic biota and habitats	_____	_____
g. Groundwater quality and supply	_____	_____
h. Efforts to recharge groundwater	_____	_____
i. Increased incidents of flooding	_____	_____
j. Effect of proposed sewage disposal methods	_____	_____
4. Energy		
a. Types required	_____	_____
b. Increased demands	_____	_____
c. Sources	_____	_____

	<u>Not needed or complete</u>	<u>Missing or not complete</u>
5. Noise		
a. Time, duration, and types	_____	_____
b. Effects on humans and wildlife	_____	_____
c. Controls	_____	_____
6. Local Flora and Fauna		
a. Indigenous wildlife	_____	_____
b. Stream bank cover	_____	_____
c. Vegetal or wooded growth	_____	_____
d. Proposed vegetal cover	_____	_____
e. Rare or endangered species	_____	_____
<u>Man-made Environment</u>		
1. Land uses		
a. Consistency with growth trends of area and City	_____	_____
b. Adjacent land uses	_____	_____
c. Common area	_____	_____
d. Proximity to transportation, shopping, educational facilities	_____	_____
e. Recreational facilities and open spaces	_____	_____
2. Density		
a. Number of buildings by type, size (number of bedrooms, floor area)	_____	_____
b. Ground Coverage	_____	_____
c. Percentage of site covered by buildings, parking, paved areas, open space	_____	_____

	<u>Not needed or complete</u>	<u>Missing or not complete</u>
3. Zoning		
a. Project area	_____	_____
b. Adjacent areas	_____	_____
4. Architecture		
a. Architectural techniques to blend structure with surrounding areas	_____	_____
b. Heights of structures in relation to surrounding area	_____	_____
c. Interference with natural views	_____	_____
d. Type of construction, building materials	_____	_____
e. Location and type of service facilities	_____	_____
5. Historic Buildings or Sites		
a. On or adjacent to project site	_____	_____
<u>Public Facilities</u>		
1. Water supply, flow, pressure, and distribution		
a. Groundwater and surface water supplies	_____	_____
b. Demands for consumption and fire protection	_____	_____
2. Sanitary sewerage connection, distribution, and facilities		
a. Quantity	_____	_____
b. Quality or type	_____	_____
c. Treatment	_____	_____
3. Storm drainage facilities		
a. Connection to City system	_____	_____

	<u>Not needed or complete</u>	<u>Missing or not complete</u>
4. Disposition of stormwater		
a. Location of outfall	_____	_____
b. Effect on receiving water	_____	_____
c. Quantity	_____	_____
5. Refuse disposal		
a. Quantity	_____	_____
b. Types of refuse	_____	_____
c. Methods of disposal	_____	_____
6. Traffic facilities		
a. Vehicular circulation patterns	_____	_____
b. Number of vehicles	_____	_____
c. Types of vehicles	_____	_____
d. Pedestrian circulation pattern	_____	_____
e. Location and number of parking spaces	_____	_____
7. Electric power		
a. Demand	_____	_____
b. Source	_____	_____
c. Method of supplying area	_____	_____
8. Gas		
a. Demand	_____	_____
b. Uses	_____	_____
c. Source	_____	_____
d. Method of supplying area	_____	_____

Not
needed or
complete

Missing
or not
complete

Community Services

1. Schools

a. Number of children

b. Ages of children

c. Location of nearest existing schools

2. Recreation

a. Location and types of existing
available facilities

b. Age groups participating

c. Availability to all Salem residents

d. Location and width of pedestrian ways,
bikeways or bridle paths

3. Police

a. Total population projected

b. Estimated number of automobiles

4. Fire

a. Number of buildings

b. Types and construction of buildings

c. Source of water for fire protection

5. Public works

a. Linear feet of roadway for maintenance
and snow removal

b. Linear feet of street drain and
culverts for maintenance

c. Linear feet of sanitary sewerage
for maintenance

Not
needed or
complete

Missing
or not
complete

- d. Linear feet of water lines for maintenance

Human Considerations

- 1. Aesthetics and visual impact

- a. Change in present character of area

- b. Measures to minimize effects of project, i.e., architecture, buffers, etc.

- 2. Parks, forests, and recreational areas

- a. Removal of parks, forests, or recreational areas from public use

- 3. Public health



CITY OF SALEM PLANNING BOARD

FORM A APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL

In accordance with provisions of Section II-B of the Salem Subdivision Regulations, the applicant must file, by delivery or registered mail, a notice with the City Clerk stating the date of submission for such determination. The notice shall be attached to this application form. Twelve (11) copies of the notice and application shall be brought by the applicant to the City Clerk to be "date stamped". The City Clerk will retain the original; the remaining eleven (11) copies of the notice and application, as well as (11) copies of the Plan shall be filed with the Planning Board by the applicant. All notices and applications shall be typewritten or neatly printed in ink.

To the Planning Board:

The undersigned, believing that the accompanying plan of his property in the City of Salem does not constitute a subdivision within the meaning of the Subdivision Control Law because (state specific reasons): _____

and herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

1. Name of Owner _____

Address _____ Phone _____

2. Name of Applicant/Contact (if different than owner) _____

Address _____ Phone _____

3. Name of Engineer or Surveyor _____

Address _____ Phone _____

4. Deed of property records in _____ Registry

Book _____ Page _____

5. Location and Description of Property: _____

6. All streets and abutting lot lines shall be shown on the Plan together with the names of the Owners of the abutting lots.

Signature of Applicant

Signature of Owner (attached consent letter is also acceptable)

Date

Date

FEE PAID: _____

**NOTICE TO BE ATTACHED TO
FORM "A" APPLICATIONS**

See Form "A" applications for
Complete instructions for filing.
All insertions shall be typewritten
Or printed neatly in ink.

Date: _____

City Clerk
Salem, Massachusetts 01970

Dear Sir/Madam:

I hand you herewith a Form A application submitted by me this day to the Planning Board of the City of Salem requesting a determination and an endorsement on a plan filed with said application that Planning Board approval under the Subdivision Control Rules and Regulations is not required.

The land shown on the accompanying plan is located at _____
(Insert street name and number(s) here)

_____ in Ward _____
(Insert map and lot number(s) here)

Signature of Owner _____

Street Address _____

City/Town & State _____

Telephone Number _____



CITY OF SALEM PLANNING BOARD

FORM B APPLICATION FOR TENTATIVE APPROVAL OF PRELIMINARY PLAN

In accordance with the provisions of Section III-A of the Salem Subdivision Regulations the applicant must file, by delivery or registered mail, a notice with the City Clerk stating the date of the submission for such determination. The notice shall be attached to fifteen (15) copies of this Form B application. The notice and copies of the application must be "date stamped" by the City Clerk and then fifteen (15) copies of this Form B, with the Plan, filed with the Planning Board by the applicant. All notices and applications shall be typewritten or neatly printed in ink.

Salem, Mass., _____ 20 ____

To the Planning Board:

The Undersigned herewith submits the accompanying Preliminary Plan of property located in the City of Salem for tentative approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the City of Salem.

1. Name of Subdivider _____

Address _____

2. Name of Engineer or Surveyor _____

Address _____

3. Deed of property recorded in _____ Registry,

Book _____ Page _____

4. Location and Description of
Property: _____

5. All streets and abutting lot lines shall be shown on the Plan with the names and addresses of the abutting Owners.

Signature of Owner _____

Address _____

Telephone Number _____

A list of the names and addresses of the abutters of this subdivision is attached, which shall be attested to by the surveyor. Verification will be made by the Planning Board.

**NOTICE TO BE ATTACHED TO
FORM "B" APPLICATIONS
See Form "B" applications for
complete instructions for filing.
All insertions shall be typewritten
or printed neatly in ink.**

Date: _____

City Clerk
Salem, Massachusetts 01970

Dear Sir/Madam:

I hand you herewith sixteen (16) copies of Form B, an application submitted by me this day to the Planning Board of the City of Salem requesting a tentative approval, by the Planning Board, of a preliminary plan filed with this application.

The subdivision shown on the plan is tentatively designated as " _____
_____ "

and is located on streets now and/or tentatively known as (insert streets and street or lot numbers) _____

in Ward _____.

Signature of Owner _____

Street Address _____

City/Town and State _____

Telephone Number _____



CITY OF SALEM PLANNING BOARD

FORM C APPLICATION FOR TENTATIVE APPROVAL OF DEFINITIVE PLAN

In accordance with the provisions of Section III-A of the Salem Subdivision Regulations the applicant must file, by delivery or registered mail, a notice with the City Clerk stating the date of the submission for such determination. The notice shall be attached to fifteen (15) copies of this Form C application. The notice and copies of the application must be "date stamped" by the City Clerk and then fifteen (15) copies of this Form C, with the Plan, filed with the Planning Board by the applicant. All notices and applications shall be typewritten or neatly printed in ink.

Salem, Mass., _____ 20__

To the Planning Board:

The Undersigned herewith submits the accompanying Definitive Plan of property located in the City of Salem for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the City of Salem.

1. Name of Subdivider _____

Address _____

2. Name of Engineer or Surveyor _____

Address _____

3. Deed of property recorded in _____ Registry,

Book _____ Page _____

4. Location and Description of Property: _____

5. All streets and abutting lot lines shall be shown on the Plan with the names and addresses of the abutting Owners.

Signature of Owner _____

Address _____

Telephone Number _____

A list of the names and addresses of the abutters of this subdivision is attached, which shall be attested to by the surveyor. Verification will be made by the Planning Board.

**NOTICE TO BE ATTACHED TO
FORM "C" APPLICATIONS
See Form "C" applications for
complete instructions for filing.
All insertions shall be typewritten
or printed neatly in ink.**

Date: _____

City Clerk
Salem, Massachusetts 01970

Dear Sir/Madam:

I hand you herewith sixteen (16) copies of Form C, an application submitted by me this day to the Planning Board of the City of Salem requesting a tentative approval, by the Planning Board, of a definitive plan filed with this application.

The subdivision shown on the plan is tentatively designated as " _____ "

and is located on streets now and/or tentatively known as (insert streets and street or lot numbers) _____

in Ward _____.

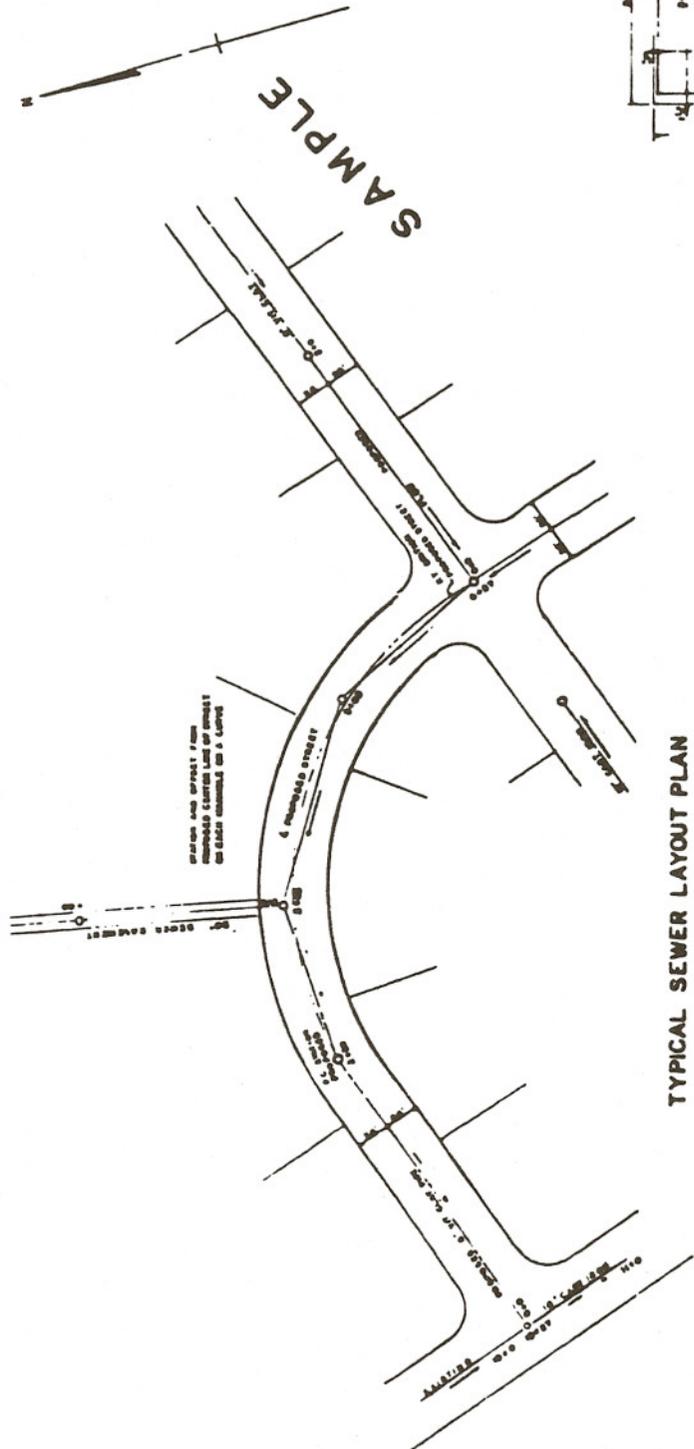
Signature of Owner _____

Street Address _____

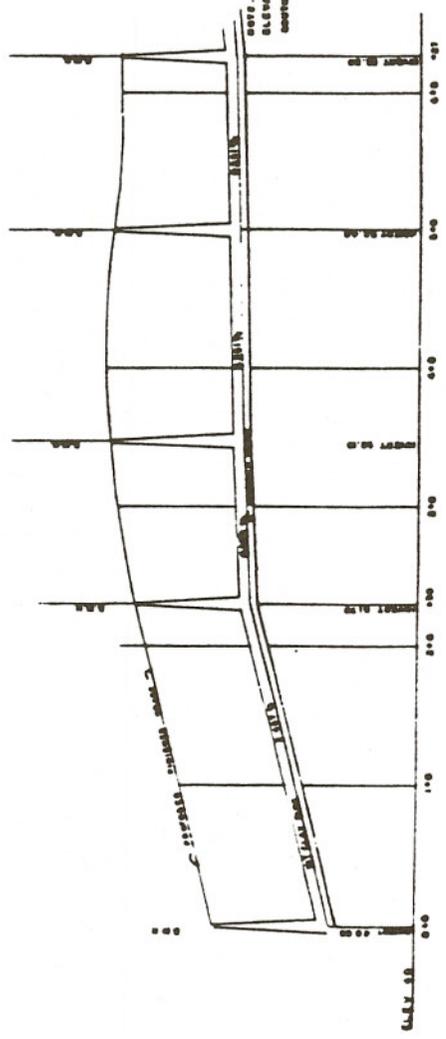
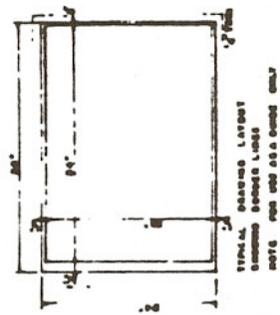
City/Town and State _____

Telephone Number _____

16



TYPICAL SEWER LAYOUT PLAN



TYPICAL SEWER PROFILE

EXHIBIT 3 OF 4

SUBMISSION PLAN	
TITLE OF DRAWING TO GO IN THIS SPACE	...
DATE	...
BY	...
CHECKED BY	...
APPROVED BY	...
SCALE	...
PROJECT NO.	...
DATE OF ISSUE	...
REVISIONS	...
NO.	...
DATE	...
BY	...
REASON FOR CHANGE	...

NOTE: ELEVATIONS ARE BASED ON CURVE DATA SHEET DATA.

TYPICAL TITLE BLOCK

SCALE: FULL SIZE

EXHIBIT 4 OF 4

TITLE OF DRAWING TO GO IN THIS SPACE		SUBDIVISION PLAN	
		SUBDIVISION _____ STREET NAMES _____	
		OWNER _____ SCALE - HOR: _____ SCALE - VER. _____ DATE _____	REG. LAND SURVEYOR _____ ADDRESS _____ SIGNATURE _____
		BENCH MARKS USED _____ _____	
REQ.	REQ.	SALEM PLANNING BOARD	APPLICATION FILED _____
		CHAIRMAN _____ CLERK _____ _____	FINAL PLAN FILED _____ HEARING DATE _____ PLAN APPROVED _____ _____