

**FEE SCHEDULE**

July 28, 2010

Refer to Section 1450 of these Subdivision Rules and Regulations.

**FILING FEES**

Approval Not Required (ANR) plans	\$85 Application Fee + \$110 each lot/parcel created including original
Preliminary Subdivision/FOSPRD	\$2,150 Application Fee + \$110 each lot
Definitive Subdivision*/FOSPRD**	\$4,300 Application Fee + \$215 each lot
Modification of Approved Subdivision/Special Permit	\$540
Road Acceptance	\$1,650 or \$3 per LF whichever is greater
Waiver from Subdivision Rules and Regulations	\$50 per waiver request
Surety Release Request	\$110 + site inspection (if necessary)

This schedule does not include fees which may be required to cover project review/construction oversight costs or which may be required to be posted as surety.

This schedule includes the 7.5% technology fee.

\* The filing fee is for purposes of partially covering the estimated expenses incurred for consulting engineering for plan review, advertising, notices, etc., in conjunction with the approval of the plan.

\*\* Prior to the endorsement of the definitive plan, the applicant will be required to submit a review fee.

**CHECKLIST FOR:**  
**PLANS BELIEVED NOT TO REQUIRE APPROVAL**

(Page 1 of 1)

- ☐ Filing fee
- ☐ Form A application
- ☐ Written notice of submission to Town Clerk
- ☐ Tax assessor's sketch of proposed lots @ 1"=200'
- ☐ ANR Plan - mylar, two paper prints and a format compatible with ArcGIS

- Plan criteria: ☐ Scale 1"=40' (or other appropriate scale)
- ☐ Size 24" x 36" (max.), 10" x 14" (min.)
  - ☐ Certified by a registered land surveyor

- Plan contents: ☐ Record owner's name(s)
- ☐ Applicant's name
  - ☐ Registered land surveyor name, seal
  - ☐ Abutters' names (direct abutters only)
  - ☐ North arrow
  - ☐ Date of survey
  - ☐ Scale
  - ☐ Identification of zoning district
  - ☐ Zoning district boundaries
  - ☐ Signature block "Approval Under Subdivision Control Law Not Required"
  - ☐ Existing land boundary lines and dimensions
  - ☐ Reference to two permanent boundary monuments
  - ☐ Proposed lot boundary lines and dimensions
  - ☐ Lot areas
  - ☐ Other lot dimensions to show compliance with zoning
  - ☐ Existing easement dimensions
  - ☐ Proposed easement dimensions
  - ☐ Purpose of easements
  - ☐ Existing structures including stone walls
  - ☐ Found bounds
  - ☐ Location, width and names of adjacent ways
  - ☐ Identification of ways as public or private
  - ☐ Deed reference (book and page) of land being subdivided
  - ☐ Land Court certificate number (if applicable)
  - ☐ Notice of action by Zoning Board of Appeals (if applicable)
  - ☐ Locus map showing subject site to surrounding area indicating major roads

- ☐ PDF of submission

**CHECKLIST FOR:  
PRELIMINARY PLANS**

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- ☐ Filing fee
- ☐ Form B application
- ☐ Written notice of submission to Town Clerk
- ☐ List of waivers
- ☐ Brief outline of performance guarantees to be implemented upon submission of the definitive plans
- ☐ Six (6) prints of the preliminary plan: four (4) copies to Planning Board, one (1) copy to Board of Health and one (1) copy to Conservation Commission distributed by applicant

Plan criteria: ☐ Scale 1"=40'  
☐ Size 24" x 36" (max.), 10" x 14" (min.)

- Plan contents: ☐ Subdivision name
- ☐ Record owner's name(s)
    - ☐ Applicant's name
    - ☐ Designer's name
    - ☐ Engineer's name (if applicable)
    - ☐ Registered land surveyor name (if applicable)
    - ☐ Abutters' names (see definition)
    - ☐ North arrow
    - ☐ Date
    - ☐ Scale
    - ☐ Legend
    - ☐ Identification of zoning district
    - ☐ Floodplain and zoning overlay districts
    - ☐ Title: "Preliminary Subdivision of Land in Bolton"
    - ☐ Existing land boundary lines
    - ☐ Proposed lot boundary lines
    - ☐ Lot areas
    - ☐ Other lot dimensions to show compliance with zoning
    - ☐ Existing and proposed easements
    - ☐ Existing adjacent streets and ways
    - ☐ Proposed streets and ways
    - ☐ Public areas within the subdivision
    - ☐ Covenants and restrictions
    - ☐ Existing drainage pattern
    - ☐ Proposed drainage system

BOLTON PLANNING BOARD

**CHECKLIST FOR PRELIMINARY PLANS (CONTINUED)**

(page 2 of 2)

- ☐ Major site features (existing and proposed)
  - ☐ Existing contours @ one (1) foot intervals
  - ☐ Proposed contours @ one (1) foot intervals
  - ☐ Preliminary profile of proposed roadway and drains
  - ☐ Cross section of way
  - ☐ Cross section of any proposed open channels
  - ☐ Deed reference (book and page) of land being subdivided
  - ☐ Land Court certificate number (if applicable)
  - ☐ Locus map at 1" = 1000'
  - ☐ Existing soil conditions per NRCS soil survey
  - ☐ Wetlands
  - ☐ Notice of action by Zoning Board of Appeals (if applicable)
- ☐ PDF of submission

**CHECKLIST FOR:  
DEFINITIVE PLANS**

(Page 1 of 3)

- ☐ Filing fee
- ☐ Inspection fee (paid in full prior to endorsement)
- ☐ Form C application
- ☐ Written notice of submission to Town Clerk
- ☐ List of waivers
- ☐ Any other information requested by the Town during the preliminary plan review process
- ☐ Certified list of abutters (see definition) per most recent tax list
- ☐ One (1) mylar and four (4) paper prints of the definitive plans and calculations (see below)
- ☐ Definitive plans in a format compatible with ArcGIS
- ☐ One (1) copy of the definitive plans distributed by applicant to each: Board of Health, Conservation Commission, Police/Fire, Department of Public Works Director

Plan criteria:

- ☐ Scale 1"=40'
  - ☐ Size 24" x 36" (max.), 10" x 14" (min.)

Content for all plans:

- ☐ Subdivision name
- ☐ Record owner's name(s)
  - ☐ Applicant's name
  - ☐ North arrow
  - ☐ Date
  - ☐ Graphic bar scale
  - ☐ Legend (a general legend on the Title Sheet may substitute)
  - ☐ Existing and proposed street names
  - ☐ Sheet number
  - ☐ Title block
  - ☐ Signature block for Planning Board and Town Clerk

Title Sheet:

- ☐ Certified by registered civil engineer and/or land surveyor
- ☐ Index of drawings
- ☐ General legend
- ☐ General notes
- ☐ Key plan
- ☐ Locus map @ 1"=1000'
- ☐ Identification of zoning district
- ☐ Zoning district boundaries
- ☐ Floodplain per F.E.M.A.

BOLTON PLANNING BOARD

**CHECKLIST FOR DEFINITIVE PLANS (CONTINUED)**

(Page 2 of 3)

- ☐ Zoning overlay districts
- ☐ Notice of action by Zoning Board of Appeals
- ☐ List of waivers printed on the sheet

Lot Layout Plan:

- ☐ Certified by registered land surveyor
- ☐ Existing land boundary lines and dimensions
- ☐ Reference to two permanent boundary monuments
- ☐ Proposed lot boundary lines and dimensions, lot areas
- ☐ Lot enumeration in a logical sequence
- ☐ Other lot dimensions to show compliance-with zoning
- ☐ A statement that each lot complies with zoning
- ☐ Existing easement dimensions
- ☐ Proposed easement dimensions
- ☐ Purpose of easements
- ☐ Existing structures including stone walls
- ☐ Existing and proposed bounds names of adjacent ways
- ☐ Location and width of adjacent ways
- ☐ Identification of ways as public or private
- ☐ Width of adjacent streets (not roadway location)
- ☐ Deed reference (book and page) of land being subdivided
- ☐ Land Court certificate number (if applicable)
- ☐ Covenants or restrictions
- ☐ Open space

Street Plan and Profile:

- ☐ Certified by a registered civil engineer
- ☐ Vertical datum N.A.V.D. of 1988
- ☐ Street profile horiz. scale: 1"=40', vertical scale: 1"=4'
- ☐ Dimensional information for streets, ways, easements
- ☐ Existing dry utilities (telephone, cable, electric, etc.)
- ☐ Proposed dry utilities in plan
- ☐ Drainage structures and pipes locations in plan and profile
- ☐ Drainage pipes' slope, size, length
- ☐ Drainage structures' rims, inverts, station location in a table on the plan
- ☐ Curbing in plan, type of curbing
- ☐ Existing ground profile along the centerline
- ☐ Proposed centerline profile of the roadway
- ☐ Centerline elevations (existing, proposed) in profile

**CHECKLIST FOR DEFINITIVE PLANS (CONTINUED)**

(Page 3 of 3)

- ☐ Road stations in plan and profile
- ☐ Roadway vertical curve geometry in profile
- ☐ K values for vertical curves
- ☐ design safe sight stopping distance for each vertical curve
- ☐ Roadway slope gradients
- ☐ Lot corners, sideline extensions in plan

Topography and Grading Plan:

- ☐ Certified by a registered civil engineer
- ☐ Existing contours @ one (1) foot intervals
- ☐ Proposed contours @ one (1) foot intervals
- ☐ Vertical datum N.A.V.D. of 1988
- ☐ Major site features within 150' foot of centerline location of all roads, curbs, sidewalks, ways, drainage basins (existing and proposed)
- ☐ Property line dimensions are not required to be shown
- ☐ Proposed street light
- ☐ Street trees and legend, type and size
- ☐ Wetland resource areas as determined by the Conservation Commission

Soil Survey Plan:

- ☐ Certified by a registered civil engineer
- ☐ Existing soil conditions per NRCS survey
- ☐ Enough deep hole and percolation tests to show the lot is suitable for individual on-site sewage disposal
- ☐ Borings conducted at 200 foot intervals in alternating lanes of proposed ways

Impact Analysis:

- ☐ Prepared by a land planner or by a registered civil engineer
- ☐ Refer to appendix for format

Drainage Calculations: ☐ Certified by a registered civil engineer

Performance Guarantee satisfactory to the Board: ☐ Copy sent to Town Counsel

Review comments from other Town Officials:

- ☐ Board of Health
- ☐ Fire Department
- ☐ Police Department
- ☐ Conservation Commission

☐ PDF of submission

**CHECKLIST FOR:**  
**ADMINISTRATION OF SUBDIVISION**  
**FOLLOWING BOARD APPROVAL OF DEFINITIVE PLANS**

(page 1 of 1)

- ☐ Inspection records
- ☐ As-built plan (two (2) copies filed with the Board of Selectmen)
- ☐ Street acceptance plan (two (2) copies filed with the Board of Selectmen); original filed at the Registry of Deeds (or Land Court) following street acceptance
- ☐ Conveyance of title to streets (copy of proposed deed in electronic Word format prior to street acceptance)
- ☐ Conveyance of title to utilities
- ☐ Conveyance of title to easements (legal description of easements by metes and bounds in an electronic Word format prior to street acceptance)
- ☐ Copy of recorded deed(s) and other instruments for any common land or public open space, park or other such parcels contained within the subdivision
- ☐ Additional testing results to confirm or verify the suitability of the as-built conditions
- ☐ Written statement by the owner that the construction in connection with the performance guarantee has been completed according to the rules and regulations
- ☐ Copy of statement filed with the Planning Board original to the Town Clerk
- ☐ Costs for consultants (if required) paid in full
- ☐ Written evidence from the Town Treasurer that all property taxes owed to the Town for land contained within the subdivision owned by the applicant have been paid to the Town
- ☐ Partial or full release of the performance guarantee
  - Planning Board shall notify Town Treasurer of its decision to release performance guarantee
  - 10 percent retained for one year or streets accepted by Town meeting



## **IMPACT ANALYSIS OUTLINE**

(page 1 of 2)

### **PHYSICAL ENVIRONMENT**

1. Describe the general physical conditions of the existing site, including amounts and varieties of vegetation, general topography, slopes, ledge outcroppings, unusual geologic, scenic and historical features, stone walls, agricultural remains, tree rows, trees over 24" (diameter), trails, open space links and indigenous wildlife.
2. Describe how the proposed project will impact these features.
3. Provide a complete physical description of the project and its relationship to surrounding area.
4. Describe the source and quantity of water available for fire protection of the area.

### **SURFACE WATER AND SOILS**

5. Describe location, extent and type of existing water and wetlands, including existing drainage characteristics, both within and adjacent to the project. What is the relationship of the site to the regional watershed?
6. Describe the methods to be used during construction to control erosion and sedimentation, i. e., use of temporary sedimentation basins, type of mulching, matting or netting. Describe the approximate size, slope and relative location of the land to be cleared and length of time of exposure. Describe other soil erosion measures deemed necessary for this site.
7. Describe permanent measures to control erosion and sedimentation on-site to prove that there will be no damage to abutting properties.
8. Are there any areas of flooding or ponding on-site and/or adjacent to the site?
9. Describe the proposed drainage system and how it impacts the existing drainage patterns.
10. Describe the proposed permanent vegetative cover.
11. Describe completely the proposed sewage disposal methods and evaluate the summation of all systems relative to the surface water, soils, groundwater and vegetation. Are there any groundwater divides and where does the groundwater flow to? What is the site's proximity to private wells? Will the wells be affected by the cumulative impact of the proposed sewage systems?
12. Will blasting be required?

### **TRAFFIC ANALYSIS**

13. Determine existing traffic conditions including roadway geometries, traffic volumes, safety, delays, and levels of service for streets and intersections affected by the subdivision.
14. Determine future traffic conditions as indicated under Section 4280.
15. Determine the adequacy of those impacted streets to accept the proposed traffic. What percentage of increase will the existing roads experience? If deficiencies are detected on the existing streets, what improvements should be made to remedy the problem? What are the costs for such improvements?

**IMPACT ANALYSIS OUTLINE (continued)**

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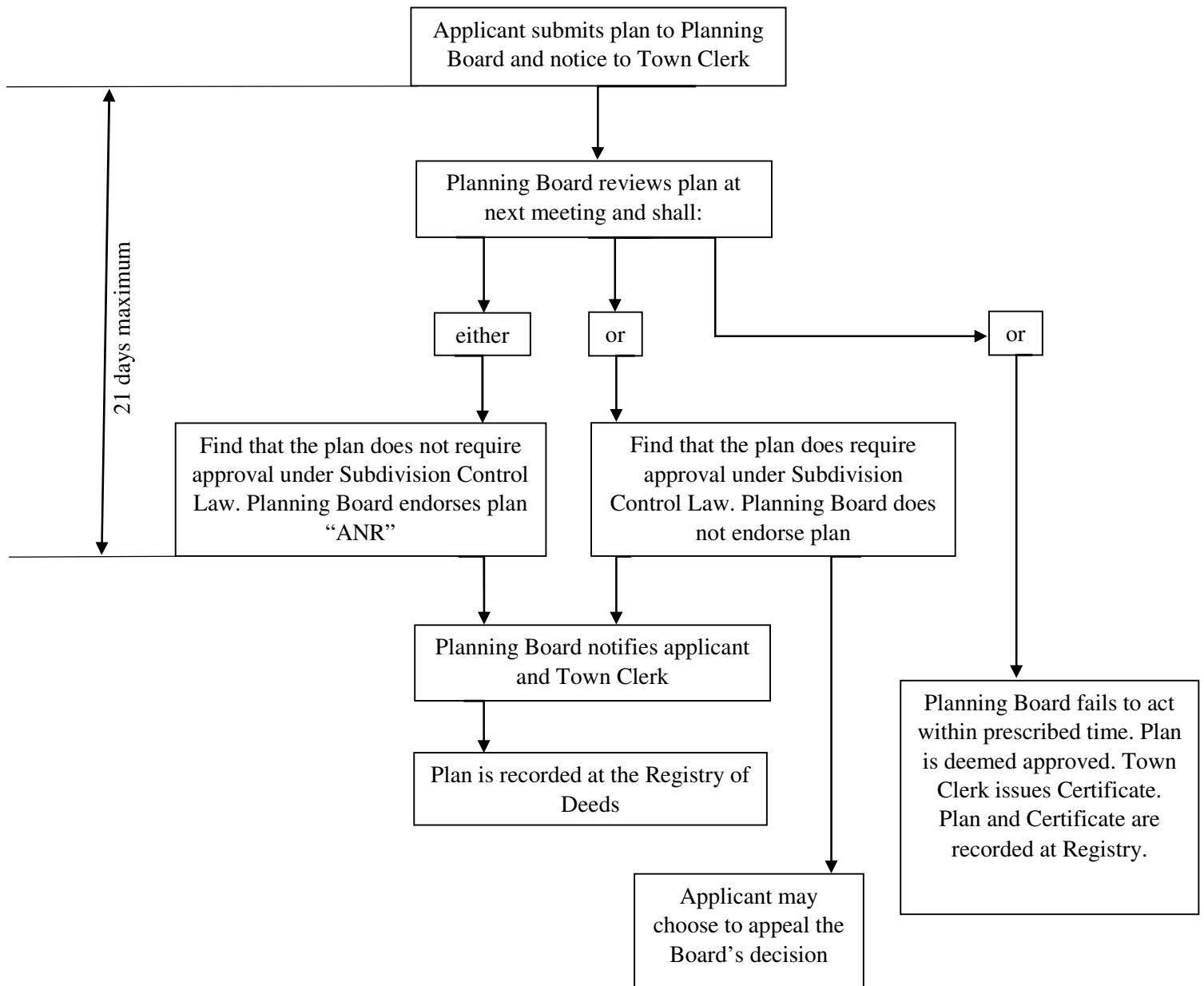
**LAND USE ANALYSIS**

16. Describe how the project accomplishes the objectives of the Board listed under Section 5100.
17. Describe the site's proximity to transportation, shopping, educational facilities, recreational facilities, etc.
18. What types of architecture are proposed?

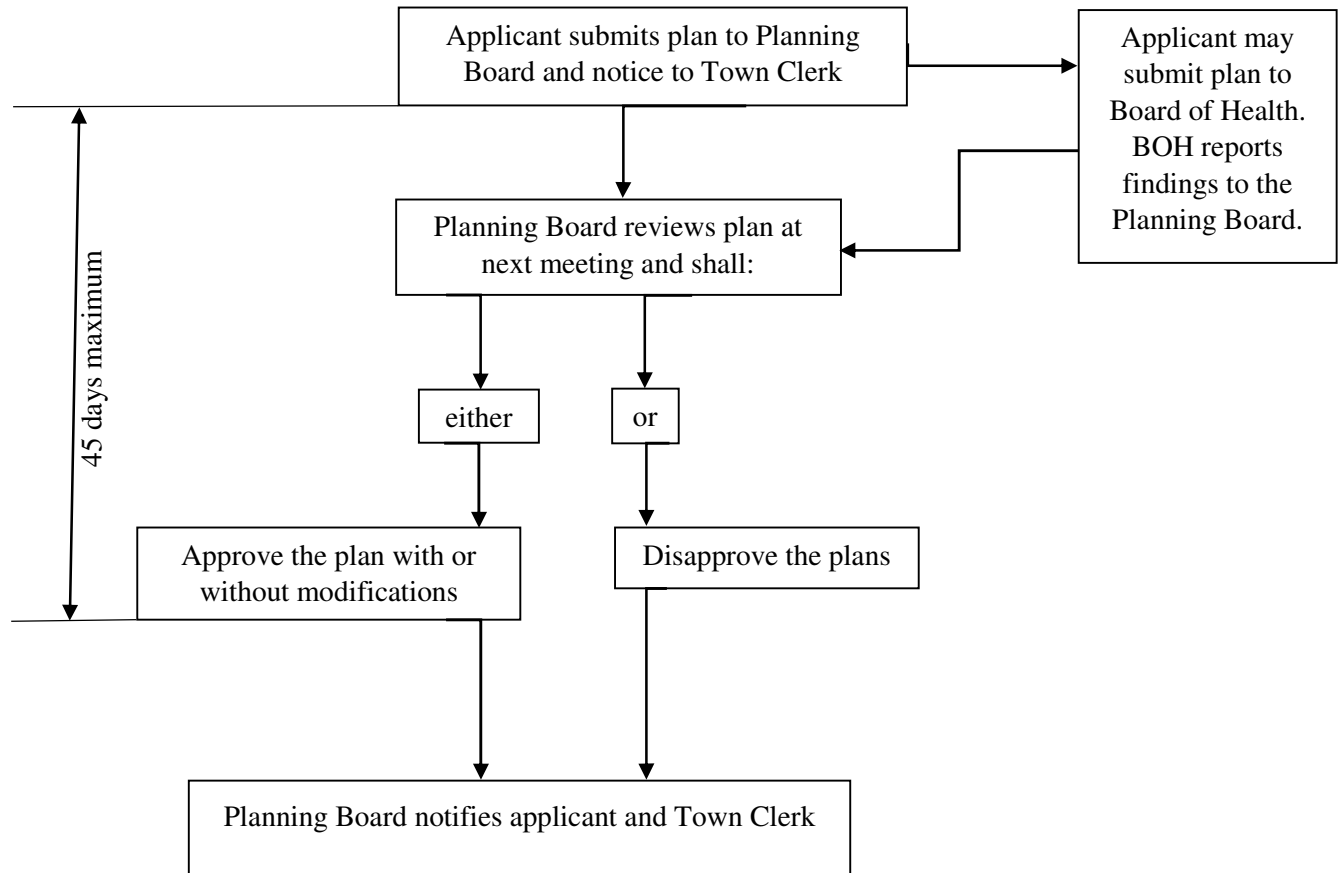
**THE FOLLOWING ITEMS SHALL BE ADDRESSED BY PROPONENTS OF SECONDARY AND MAJOR STREETS:**

19. Discuss the effect of the subdivision on existing schools, including the number and ages of children generated by the subdivision.
20. Describe existing and proposed recreational facilities, including active and passive types, age groups, participating. Indicate location of footpaths, bikeways and bridle trails.
21. If the development will be phased over more than one year, show how it will be constructed, with a schedule for completion. Show the anticipated time table for each phase in terms of clearing, construction of road, construction of buildings, and landscaping.

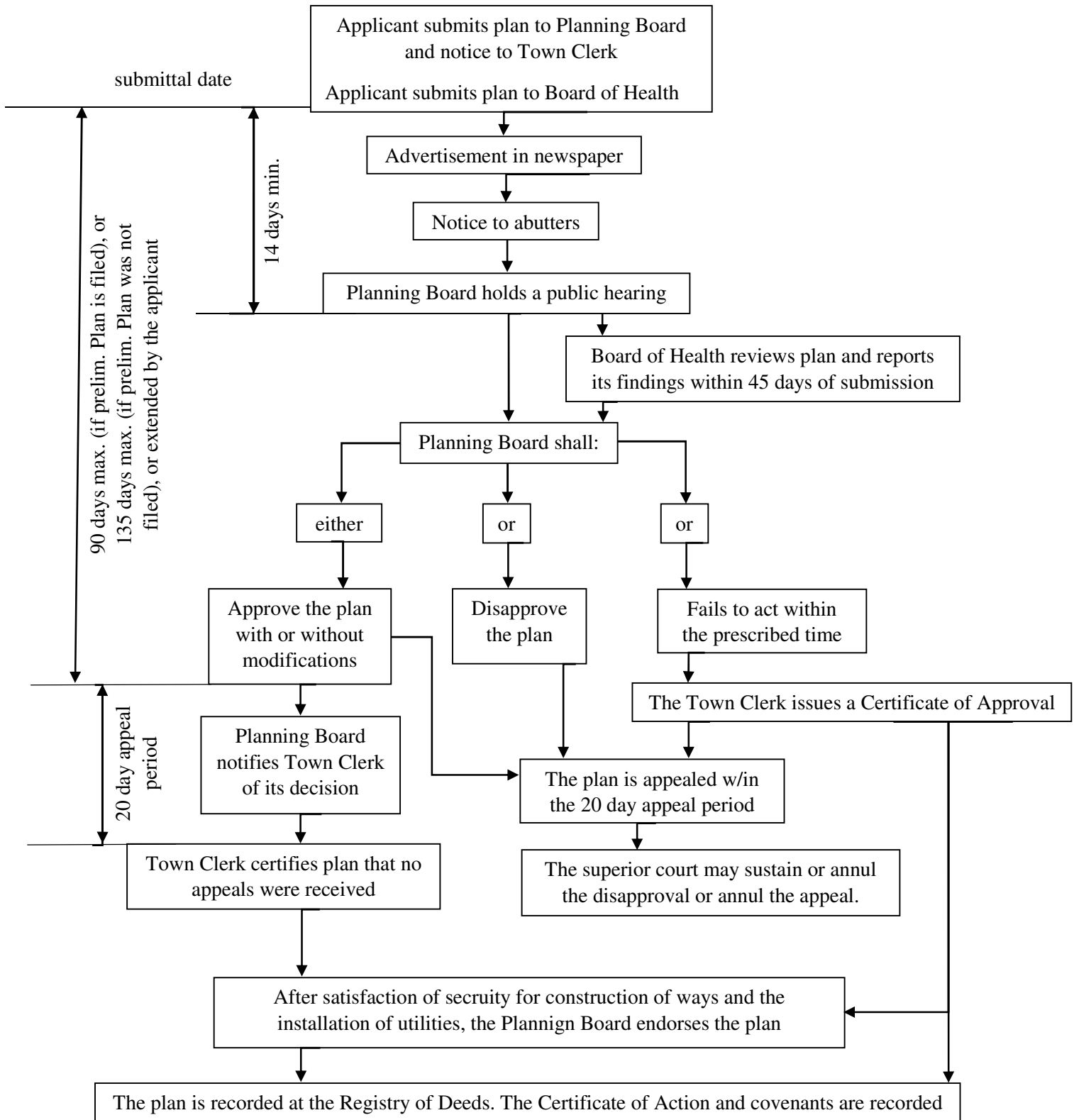
**PROCESS FOR PLANS BELIEVED NOT TO REQUIRE APPROVAL**



### PROCESS FOR PRELIMINARY PLANS



### PROCESS FOR DEFINITIVE PLANS



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

The undersigned wishes to record the accompanying plan and requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required.

1. Name of Applicant(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name of Property Owner(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name of Registered Land Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Deed of property recorded in: Book No., \_\_\_\_\_ Page, \_\_\_\_\_

of the \_\_\_\_\_ Registry of Deeds

5. Property Location: \_\_\_\_\_

6. Assessor's Map and Parcel: \_\_\_\_\_

7. Zoning District(s): \_\_\_\_\_

8. Property Acreage: \_\_\_\_\_

9. Number of Existing Lots: \_\_\_\_\_

10. Proposed Lot(s) Frontage & Acreage: \_\_\_\_\_

11. List any Board of Appeals decisions pertaining to this site: \_\_\_\_\_

\_\_\_\_\_

12. Reason plan does not constitute a subdivision: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM B**

**APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN**

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled: \_\_\_\_\_

\_\_\_\_\_

1. Name of Proposed Subdivision: \_\_\_\_\_

2. Name of Applicant(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name of Property Owner(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Name of Engineer: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Name of Registered Land Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Deed of property recorded in: Book No., \_\_\_\_\_ Page, \_\_\_\_\_



of the \_\_\_\_\_ Registry of Deeds

7. Assessor's Map and Parcel(s): \_\_\_\_\_

8. Zoning District(s): \_\_\_\_\_

11. Approximate Acreage in Subdivision: \_\_\_\_\_

12. Number of Lots: \_\_\_\_\_

13. Total Length of Road(s) in linear feet: \_\_\_\_\_

14. Location and Description of Property: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM C**

**APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN**

The undersigned herewith submits the accompanying Definitive Plan of property located in the Town of Bolton 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 of the Town of Bolton.

1. Name of Proposed Subdivision: \_\_\_\_\_

2. Name of Applicant(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name of Property Owner(s): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Name of Engineer: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Name of Registered Land Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Deed of property recorded in: Book No., \_\_\_\_\_ Page, \_\_\_\_\_

of the \_\_\_\_\_ Registry of Deeds

7. Assessor's Map and Parcel(s): \_\_\_\_\_

8. Zoning District(s): \_\_\_\_\_

11. Approximate Acreage in Subdivision: \_\_\_\_\_

12. Number of Lots: \_\_\_\_\_

13. Total Length of Road(s) in linear feet: \_\_\_\_\_

14. Location and Description of Property: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_