

RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND

CHELSEA PLANNING BOARD
CHELSEA, MASSACHUSETTS

(Adopted under the Subdivision Control Law
Section 81-K through 81-GG inclusive
Chapter 41, Mass. General Laws)

Adoption: June 20 1995

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Forms are Available in the Chelsea Department of Planning and Development

PURPOSE

These subdivision regulations are adopted for the purpose of protecting the safety, convenience and welfare of the inhabitants of the City of Chelsea by "regulating the laying out and constructions 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 powers of the Chelsea Planning Board and of the Board of Appeals 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; for lessening congestion in such ways and in the adjacent public ways; for reducing danger of life and limb in the operation of motor vehicles; for securing safety in case of fire, flood, panic and other emergencies; for insuring compliance with the applicable Zoning Ordinance; for 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 for coordinating the ways in a subdivision with each other and with the public ways in the City and with the ways in neighboring subdivisions."

It is the intent of the Subdivision Control Law (under which these regulations are adopted) that any subdivision plan filed with the Chelsea Planning Board shall receive the approval of such Board if said plan conforms to the recommendation of the Board of Health and to the reasonable Rules and Regulations of the Chelsea 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 81-M of Chapter 41, M.G.L.)

SECTION I - AUTHORITY

Under the Authority vested in the Chelsea Planning Board of the City of Chelsea by Section 81-Q of Chapter 41 of the General Laws, said Board hereby adopts these Rules and Regulations Governing the Subdivision of Land in the City of Chelsea. These regulations shall be effective after June 20, 1995

SECTION II - GENERAL

A. Definitions

APPLICANT A person (as hereinafter defined) who applies for the approval of a plan of a subdivision or a person who applies under Section II.B. "Applicant" shall include an owner or his/her agent or representative or assigns.

CERTIFIED BY. Certified by (or endorsed by) a planning board, as applied to a plan or other instrument required or authorized by the Subdivision Control Law to be recorded, shall mean, bearing a certification or endorsement signed by a majority of the members of a planning board, or by its chairman or clerk or any other person authorized by it to certify or endorse its approval or other action and named in a written statement to the Registry of Deeds and recorder of the Land Court signed by a majority of the Board (Section 81-L of Chapter 41 of the General Laws).

BOARD, CHELSEA PLANNING BOARD. Planning Board shall mean a planning board established under Section 81-A of Chapter 41 of the G.L.

CHELSEA PLANNING BOARD AGENT. Director of Public Works or City Engineer or consultant authorized by the Chelsea Planning Board to review subdivisions and administer regulations

CITY. City of Chelsea, unless otherwise specified.

DEVELOPER. A person (as hereinafter defined) who develops a subdivision under a plan of a subdivision approved under Section III of these Rules and Regulations

GENERAL LAWS. (abbreviated M.G.L. or G.L.) The General Laws of Massachusetts. In case of a rearrangement of the General Laws, any citation of particular sections of the General Laws shall be applicable to the corresponding sections in the new codification.

LOT. An area of land in one (1) ownership, with definite boundaries and used, or available for use, as the site of one (1) or more buildings

LOT FRONTAGE. The horizontal distance measured along the front lot line between the points of intersection of the side lot lines with the front lot line. Frontage for purposes of these Rules and Regulations shall be only continuous frontage

LOT LINE, REAR. The lot line opposite from a front lot line and which does not intersect a front lot line.

MUNICIPAL SERVICES. Sewers, water drains, water pipes, gas pipes, electrical lines, telephone lines, communication lines, cable television lines, and their respective appurtenances

OWNER. As applied to real estate, the person holding the fee simple title to a parcel, tract, or lot of land.

PERSON. An individual, or two or more individuals or a group or association of individuals, a trust, a partnership or corporation having common or undivided interests in a tract of land

PLAN: APPROVAL NOT REQUIRED.

A plan of a proposed subdivision or resubdivision of land prepared and submitted in accordance with Section III with the appropriate application to the Planning Board which meets all of the requirements for Approval Not Required.

PLAN: DEFINITIVE PLAN The plan of a subdivision as submitted (with appropriate application) to the Board for approval to be recorded in the Registry of Deeds or filed with the Land Court when approved by the Board and such plan when approved and recorded; all as distinguished from a preliminary plan.

PLAN: PRELIMINARY PLAN A plan of a proposed subdivision or resubdivision of land prepared in accord with Section III to facilitate proper preparation of a definitive plan.

RECORDED Recorded shall mean recorded in the Registry of Deeds of Suffolk County in which the land in question is situated, except that, as affecting registered land, it shall mean filed with the recorder of the Land Court (Section 81-L of Chapter 41 of the General Laws).

REGISTRY OF DEEDS Registry of Deeds shall mean the Registry of Deeds of Suffolk County in which the land in question is situated, and, when appropriate, shall include the Land Court (Section 80-L of Chapter 41 of the General Laws.)

ROADWAY That portion of a way which is designed and constructed for vehicular travel.

STATE SPECIFICATIONS The most recent edition of the "Commonwealth of Massachusetts, Department of Public Works, Standard Specification for Highways, Bridges, and Waterways" as amended or revised.

STREET, MINOR A street which, in the opinion of the Board, is being used or will be used primarily to provide access to abutting lots and which will not be used for through traffic.

STREET, MAJOR A street which carries, or is designed to carry, through traffic between parts of Chelsea, or between Chelsea and other cities and towns.

STREET, SECONDARY A street intercepting one (1) or more minor streets and which, in the opinion of the Board, is used or will be used to carry a substantial volume of traffic from such minor street(s) to a major street or community facility, and normally including a principal entrance street to a shopping center, industrial park, planned unit development, or a large subdivision, or a group of subdivisions, and any principal circulation street within the such subdivision.

SUBDIVISION TYPE "A": A low density residential subdivision.

SUBDIVISION TYPE "B": A subdivision for non-residential uses or a high density residential subdivision.

SUBDIVISION Subdivision shall mean the division of a tract of land into two (2) or more lots and shall include a re-subdivision, and, when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided, however, that the division of a tract into two (2) 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 a frontage on (a) a public way, or a way which the City Clerk of the City of Chelsea certifies is maintained and used as a public way, or (b) a way shown on a plan theretofore approved in accordance with the Subdivision Control Law, or (c) a way in existence when the Subdivision Control Law became effective in the City, having in the opinion of the Chelsea 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 then required by Zoning or other Ordinance "

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 (2) or more buildings were standing when the Subdivision Control Law went into effect in the City in which the land lies, into separate lots on each of which one (1) of such buildings remains standing, shall not constitute a subdivision. (Section 81-L of Chapter 41 of the General Laws.)

SUBDIVISION CONTROL. The power of regulating the subdivision of land granted by the Subdivision Control Law, Chapter 41 of the General Laws, Section 81-K through 81-GG inclusive, as hereinafter amended

B. Approved Plan Required

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

C. Source of Information Required

In those cases in which the land shown on the plan is abutted by the land of an owner not the owner of the land as shown, the Board may require a statement from the person who prepared the plan as to the source or sources of the information about the location of boundaries. All Engineers and Surveyors shall certify that they either personally performed or supervised the work shown on the drawing and shall execute the Form supplied by the Planning Board for this purpose. (See Definitive Subdivision Designer's Certificate, Form D, Appendix D.)

D. More Than One Building for Dwelling Purposes on a Lot

Not more than one (1) building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on any lots in a subdivision, or elsewhere in the City without the consent of the Chelsea Planning Board. Such consent may be conditional upon the providing of adequate ways furnishing access to each site for such building in the same manner as otherwise required for lots within a subdivision.

E. Fee and Costs

There shall be a minimum filing fee for each plan application submitted to the Board for consideration, which fee shall be paid upon submission of the plan.

Every application for a preliminary subdivision plan shall be accompanied by a non-refundable fee payable to the City of Chelsea in the amount of two hundred (\$200.00) dollars.

Every application for the approval of a definitive subdivision plan shall be accompanied by a non-refundable fee payable to the City of Chelsea in the amount of one hundred fifty (\$150.00) dollars plus one hundred (\$100.00) dollars for each lot or portion thereof proposed to be contained within the land to be subdivided.

Every application for the endorsement of a plan believed not to require approval as defined in SECTION III A shall be accompanied by a non-refundable fee payable to the City of Chelsea in the amount of fifty (\$50.00) dollars. In the event that an application under this SECTION is not approved or is withdrawn without prejudice by the applicant, the Planning Board upon the reapplication of the same or substantially similar plan submitted within six months of the original plan, shall waive the filing fee for the subsequent plan.

All expenses for advertising, mailing, notices, secretarial services, engineering and professional planning review as deemed necessary by the Planning Board, plans, construction, inspection, recording and filing of documents and all other expenses in connection with a Preliminary Plan, Definitive Plan and development of a subdivision shall be borne by the applicant and shall be in addition to the filing fee.

The applicant shall place the sum in escrow with the Chelsea Planning Board and the City of Chelsea to be used for the payment of these costs. The amount will be determined by the Planning Board based on estimates made from similar subdivisions and shall be added to as needed, within thirty (30) days of a request by the Planning Board.

Failure of the applicant to comply with the requirements of this Section shall be deemed adequate cause for disapproval of the plan.

Upon endorsement of the Definitive Plan, the developer shall place a sum in escrow with the Chelsea Planning Board and City of Chelsea in an inspection account to be used for the payment of inspection costs in accord with the inspection schedule. (See Section IV, D.) The amount will be determined by the Planning Board based on estimates made from similar subdivisions and shall be added to as needed, within thirty (30) days of a request by the Planning Board. Any sum remaining in escrow at the time of approval of the Definitive Plan shall be credited to this account.

F Application by a Corporation

A vote from the Clerk of the Corporation shall accompany submission of Definitive Subdivision Plans certifying authorization of individual(s) to act for the Corporation

G Deeds

A copy of the deed(s) of property shall accompany submission of the Definitive Subdivision Plan.

SECTION III - PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS

A Plan Believed Not to Require Approval

1. Submission of Plan

Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan and who believes that his plan does not require approval under the Subdivision Control Law may submit his plan and four (4) contact prints, one (1) copy of a properly executed Form A (See Appendix A), and one (1) copy of the recorded deed or deeds to the premises which are the subject of the application to the Chelsea Planning Board accompanied by the necessary evidence to show that the plan does not require approval. Said person shall file by delivery or by registered or certified mail, a notice with the City Clerk stating the date of submission for such determination accompanied by a copy of said application and describing the land to which the plan relates sufficiently for identification. If the notice is given by delivery, the City Clerk shall, if requested, give a written receipt therefor. (See Form Q, Document Control Sheet for the Distribution of Plans, Appendix Q.)

Said plan shall be of minimum dimensions of eleven inches by seventeen inches (11" x 17") or a maximum size not to exceed twenty-four inches by thirty-six inches (24" x 36") and shall be prepared to meet the Massachusetts Registry of Deeds and/or the Massachusetts Land Court requirements for recording. The plan shall contain the following information:

- a. Identification of the plan by name of owner of record and location of the land in question, cross-referenced to page and parcel number of the Assessor's Maps.
- b. The statement "Approval Under Subdivision Control Law Not Required", and shall provide sufficient space for a statement of reasons, the date and the signatures of the majority of the Board.
- c. Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan.
- d. 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.
- e. Notice of any decision of the Zoning Board of Appeals, including but not limited to variances and special permits and exceptions regarding the land or any buildings thereon.
- f. Abutters names, property and mailing address from latest available Assessor's records unless the applicant has knowledge of any changes subsequent to the latest available Assessor's records. (See Form #, Certified List of Abutters, Appendix E.)
- g. Bearings and distances of all lines of the lot or lots shown on the plan and the distance to the nearest road or to other permanent monument.
- h. Location of all existing buildings shown on the plan or within fifty feet (50') of its boundaries including set-back and side and rear yard designations, the area of all proposed lots and parcels and any private or public easements.
- i. A locus plan at eight hundred feet (800) to the inch shall be included on the plan.

- j. The scale, date, and name of the Engineer or Surveyor who prepared the plan. The date on the ANR plan must be within six months of the date of the ANR application
- k. Names and status of private and public streets and ways shown on the plan
- l. Existing contours at five foot (5') intervals and the location of any topographic features which may interfere with the use of the frontage for access.
- m. Location of all bounds, brooks, fences, walls and bodies of water; including, but not limited to, streams, brooks, water courses, ponds, lakes and other standing bodies of water. Said plan shall reflect the average annual high water level with respect to any bodies of water.

2. Endorsement of Plan Not Requiring Approval

If the Chelsea Planning Board determines that the plan does not require approval, it shall, without a public hearing, and within twenty-one (21) days of formal submission, endorse on the plan the words "Approval Under Subdivision Control Law Not Required". Such endorsement shall not be deemed to constitute any determination of compliance with requirements of the Zoning Ordinance.

The Chelsea Planning Board may add to such endorsement a statement of the reason or reasons approval is not required. The original copy of the plan shall be returned to the applicant, who shall file it with the Registry of Deeds within ten (10) days, and return a receipt of filing to the Planning Board within fourteen (14) days. The Planning Board shall also notify the City Clerk in writing of its action within twenty-one (21) days of the endorsement. A duplicate plan shall be retained for the Planning Board files.

3. Determination that Plan Requires Approval

If the Chelsea Planning Board determines that the plan does require approval under the Subdivision Control Law, it shall, within twenty-one (21) days of the formal submission of the plan, to inform the applicant in writing and return the plan. The Chelsea Planning Board shall also notify the City Clerk in writing of its action.

4. Failure of Board to Act

If the Chelsea Planning Board fails to act upon a plan submitted under this section or fails to notify the City Clerk and the person submitting the plan of its action within twenty-one (21) days after its formal submission, it shall be deemed to have determined that under the Submission Control Law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so forthwith, the City Clerk shall issue a certificate to the same effect.

B. Preliminary Plan

1. General

A Preliminary Plan of a subdivision may be submitted by the applicant and fifteen (15) prints of it shall be filed with the Chelsea Planning Board, with properly executed application and the necessary fee.

The applicant shall file by delivery or registered or certified mail a notice with the City Clerk stating the date of formal submission (submitted plan) for such approval of a Preliminary Plan, accompanied by a copy of a properly executed application Form B. The submission of such a Preliminary Plan will enable the applicant, Chelsea Planning Board, the Board of Health, the Department of Public Works, the Department of Planning & Development, the Police Department, the Fire Department, the staff to the Chelsea Planning Board and other City agencies and owners of property abutting the subdivision to discuss and clarify the details 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 B) shall be filed with the Preliminary Plans submitted to the Chelsea Planning Board (See Form Q, Document Control Sheet for the distribution of plans, appendix Q). A Preliminary Plan shall be filed for all non-residential subdivisions. The Chelsea Planning Board may extend the time period permitted by statute between submission of a Preliminary Plan and action thereon upon written request of the applicant. (See Form S, Extension of Time, Appendix S.)

2. Contents

The Preliminary Plan may be drawn on tracing paper, transparent vellum or polyester film with pencil or ink at a suitable scale, preferably forty feet (40') to the inch. The plan shall be designated as a "Preliminary Plan" and shall provide sufficient information to form a clear basis for discussion of the details of the subdivision and for preparation of the Definitive Plan; the plan shall contain the following:

- a. The subdivision name, if any, boundaries description by metes and bounds, reference to nearest Land Court parcel, north point, date, scale, legend and title "Preliminary Plan".
- b. The names and addresses of the record owner of the land and the subdivider and applicant, if different, and the name and address of the designer, engineer and surveyor who made the plan, which shall appear in the lower right hand corner.
- c. The names of all abutters, property and mailing address as determined from the last assessment, unless the applicant shall have more recent knowledge of such abutters, and area of abutting lot. (See Form E, Certified List of Abutters, Appendix E.)
- d. The existing and proposed lines of streets, ways, easements, covenants and restrictions, and any public or common areas within the subdivision, in a general manner.
- e. Major features of the land. These may include, where significant, elements such as existing walls, fences, monuments, buildings, trees six inches (6") in caliper measured four feet (4') above the ground, wooded areas, outcroppings, ditches, swamps, water bodies and natural waterways, as available, in a general manner.

Where available, aerial photographs may be required.
- f. The proposed system of sewage disposal, water installation and of drainage in a general manner, including adjacent existing natural waterways.
- g. The approximate boundary lines of proposed lots, with approximate areas and dimensions.

- h. The names, approximate location and widths of adjacent streets approaching or within reasonable proximity of the subdivision
- i. The topography of the land in a general manner
- j. The proposed names of the proposed streets and a number on each lot on each proposed street.
- k. Area of adjoining land and water of the applicant not presently being subdivided
- l. The zoning classification of land shown on the plan together with any zoning boundary lines within or near the subdivision, if any
- m. A locus plan at eight hundred feet (800) to the inch shall be included on the plan
- n. Notice of any decisions by the Zoning Board of Appeals, including but not limited to variances and exceptions, regarding the land or any buildings thereon.
- o. If the Preliminary Plan Application contains more than one (1) sheet or drawing, each sheet or drawing must be titled and numbered an index showing the contents of each sheet or drawing inserted on the upper left hand corner of the "Preliminary Plan" layout, or as a separate sheet
- p. A written document indicating waivers to these Regulations which may be requested or desired clearly marked and entitled, "Request for Waiver of Subdivision Control Regulations "

OPTIONAL ITEMS: Applicants are encouraged to provide the following information as part of the Preliminary Plan so that the Chelsea Planning Board and other Departments may as fully as possible anticipate the impact of the project.

- q. The topography of the land with a five-foot (5') contour interval. Water bodies and their elevations shall be shown with the date of measurement
- r. The profiles of existing grades and approximate proposed finished grades of the roadway and drain, sewer and other utilities.
- s. Necessary engineering calculations to provide information to the Chelsea Planning Board that fire protection, vehicular traffic flow and all other safety precautions are being provided.
- t. Show by shading or other methods the areas on all lots that are to be excavated or filled.

3. Approval

During the discussion of the Preliminary Plan, the complete information required for the Definitive Plan, and the financial arrangements will be developed.

The Chelsea Planning Board may give such Preliminary Plan approval, with or without modification or suggestion, after the Board's review of data and comments from the Board of Health, Department of Public Works, Department of Municipal Inspections, Police Department, Fire Department, Traffic Commission, and the Planning & Development Department. Such approval does not constitute approval of the subdivision, but facilitates the preparation of the Definitive Plan and the securing of final approval thereof. One copy (1) of the Preliminary Plan will be returned to the

applicant. In the event of disapproval, the Chelsea Planning Board shall state the reasons for its disapproval in accord with Section 81-U of Chapter 41. It shall be the applicant's responsibility to submit or obtain enough data or material to obtain meaningful comments from all parties reviewing said plan.

C Definitive-Plan

1. General

Any person who submits a Definitive Plan of a Subdivision (submitted plan) to the Chelsea Planning Board for approval shall file with the Board the following: All items required in paragraphs 1a, 1b, and 2 of this section and the minimum filing fee (See Section II E) shall be submitted for a Definitive Plan to be "duly submitted" in accord with the General Laws of Massachusetts (See form Q, Document Control Sheet for the Distribution of Plans, Appendix Q) by the Board and the subdivider.

- a. Two (2) reproducible Mylars of the Definitive Plan and six (6) contact prints thereof, dark line on white background together with nine (9) half-scale reductions thereof, and one set of transparencies of the reductions. One original drawing will be returned after approval or disapproval.
- b. A properly executed original and fifteen (15) copies of Form C, Application for Approval of a Definitive Plan (Appendix C) including the time within which the applicant agrees to complete the ways and install the public utilities in the subdivision; Form D, Definitive Subdivision designer's Certificate (Appendix D); Form E, Certified List of Abutters (Appendix E); fifteen (15) copies of the recorded deed or deeds of the premises to be subdivided; fifteen (15) copies of any requested waivers from the Rules and Regulations Governing the Subdivision of Land. Approval of all plans shall be upon the condition that all ways shown thereon and public utilities required by the Board shall be completed and installed within the time so specified. The Board may decline to approve any plan unless the applicant agrees to complete the ways shown thereon and install the public utilities aforesaid within two (2) years of the date of approval. If the ways in any subdivision are not installed within the time so agreed to by the applicant or so required by the Board, no such way shall thereafter be laid out, constructed, completed or opened for public use unless and until a new application is filed with and approved by the Board. Ways or portions thereof shall be completed in accordance with the then in force construction standards of the Chelsea Planning Board.

The applicant shall file by delivery or registered or certified mail a notice with the City Clerk stating the date of submission for such approval and accompanied by a copy of the completed Form C, Application for Approval of the Definitive Plan (Appendix C).

2. Contents

The Definitive Plan shall be prepared by a registered professional engineer and land surveyor and shall be clearly and legibly drawn on polyester film, single matte with a thickness of 0.004 mm (mil) having the opacity to allow consistent diazo or microfilm reproduction. A compatible ink with long-term durability having cohesiveness which will produce a permanent bond shall be used. The minimum size of lettering shall be 1/8 inch in height. The classification and precision of surveys shall conform to Class A or better of the most recent Land Court Manual of Instructions, Commonwealth of Massachusetts. It is required that all other survey and Definitive Plan preparation, where not herein specified, be guided by the above referenced Manual of Instruction. The plan shall be at a scale of one inch (1") equals forty feet (40') or such other scale as the

Chelsea Planning Board may accept to show details clearly and adequately, and shall include plans and profiles of each individual street at a scale of one inch (1") equals forty feet (40') horizontal and one inch (1") equals four feet (4') vertical. All elevations shall refer to the National Geodetic Vertical Datum. Sheet sizes shall be twenty-four by thirty-six inches (24" x 36") including a one-inch (1") border. All plans shall be accompanied by an index sheet at a scale of one inch (1") equals eighty feet (80') showing the entire subdivision and adjacent streets and dimensions of the lots and street and lot numbers. This plan shall indicate the Assessor's Map and Parcel number on the land in question.

The Definitive Plan shall contain the following information:

- a. A title, appearing in the lower right-hand corner of the plan, showing the name of the subdivision, if any, the date, scale, the names and addresses of the applicant, and the names of the designer, engineer and surveyor who made the plan, their seals and signatures.
- b. North point, whether true, magnetic or grid benchmark and so indicated, and boundaries of the subdivision.
- c. A locus plan at eight hundred feet (800') to the inch shall be included on the plan.
- d. Location, ownership and property and mailing address of abutting property as it appears on Form E, Certified List of Abutters (Appendix E) unless the applicant shall have more recent knowledge of abutters, including all abutting land owned by the applicant not presently being subdivided. A copy of the deed of the land in question shall also be submitted.
- e. Major features of the land, where significant, such as existing waterways, swamps and water bodies, natural drainage courses, walls, fences, buildings, trees six inches (6") in caliper measured four feet (4') above the ground, wooded areas, outcroppings and ditches which exist on or near the site at the time of the survey.
- f. Lines of existing and proposed streets, ways, lots, lot numbers or other designation of each lot, easements, and public or common areas within the subdivision. (The proposed names of proposed streets shall be shown in pencil until they have been approved by the Chelsea Planning Board.) If the subdivision consists of more than one section, all lot numbers shall be consecutive.
- g. Base flood elevation data shown in the A Zone on the Chelsea Flood Insurance Rate Map (FIRM), and the Flood Boundary and Floodway Maps, dated June 15, 1982.
- h. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground. This shall include the lengths and bearings of plan and boundary lines, of all subdivision lot lines including lot frontage on the streets, of the boundary lines of all streets and easements, and the length, radii, tangents, and central angles of all curves in lot lines and street lines. All angle points or intersections of tangents along the street lines shall be shown. Areas of lots with lot numbers and the area and frontage on public ways as set forth in Section 81-L of Chapter 41 M.G.L. of adjoining lands of the applicant not included in the subdivision will be shown.

- i. Location of all permanent monuments properly identified as to whether existing or proposed.
- j. Location, names and present widths of streets, or private ways bounding, approaching or within reasonable proximity of the subdivision, showing both roadway widths and rights-of-way widths.
- k. Indication of all easements, covenants or restrictions applying to the land and their purposes, whether or not within the subdivision, including any decision on appeal applicable to the subdivision of the land or any buildings thereon.
- l. If the property that comprises the subdivision or any part or boundary thereof has been examined, approved, and confirmed by the Massachusetts Land Court, such information shall be noted on the plan with case numbers and other pertinent references to Land Court procedure, and the same requirement shall apply to any adjoining parcels of land of the applicant.
- m. Suitable space to record the action of the Chelsea Planning Board and the signatures of all members of the Planning Board and all members of the Board of Health including where needed the words "Deeds of easements to be recorded herewith" or the words "Approved subject to covenant conditions set forth in a covenant executed by _____, dated, _____, and to be recorded herewith".
- n. The zoning classification of land shown on the plan together with any zoning boundary lines within or near the subdivision, if any

(Items o. through w. maybe submitted on the same sheet as the Definitive Plan or on separate sheets):

- o. Profiles: Existing profiles on the exterior lines of the street drawn in fine black line, dotted for left and right side, where there is a grade differential between said lines of one foot (1') or more; existing centerline profile drawn in fine black line, dotted, where there is a grade differential between the left and the right side of less than one foot (1'); and proposed profile on the finished center-line drawn in fine black solid line of proposed streets at the horizontal scale of one inch (1") equals forty feet (40') and vertical scale of one inch (1") equals four feet (4') or such other scales acceptable to the Chelsea Planning Board. At least two (2) bench marks are to be shown on plans and profiles, and grade elevations at every fifty foot (50') station except in vertical curves which shall be at every twenty five foot (25') station. All existing and proposed intersections and sidewalks, shall be shown with all proposed grade elevations calculated. Elevations are to be referred to National Geodetic Vertical Datum. Gradient shall be shown by figures expressed in percent
- p. Contour Plan: Existing and proposed topography at two-foot (2') contour intervals, and, by symbols, the 100 year FEMA Flood Plain Zone

Grading details shall indicate proposed street grades and elevations, building site grades and elevations and drainage patterns throughout the subdivision sufficient to determine the approximate balance between cut and fill. There shall be a general note indicating the disposition of topsoil on the site, which note shall include how topsoil will be handled in areas of cut and fill; how soil will be stockpiled, if applicable; the minimum amount of topsoil to be redistributed to

the site; and that no topsoil will leave/enter the site except in accord with the Chelsea Zoning Ordinance, Section 6.8.

q. Utility Plan:

Size and location of existing and proposed water supply mains and their appurtenances, hydrants, sewer pipes and their appurtenances and/or sewage disposal systems, storm drains and their appurtenances, and easements pertinent thereto, and dimensions of gutters including data on soil borings and percolation tests made for on-site soil disposal, if applicable, and method of conveying stormwater runoff to the nearest watercourse or easements for drainage as needed, whether or not within the subdivision. Also include the lengths and depth of bury of pipe runs and elevations of inverts and rim grades.

If surface water drains will discharge onto adjacent existing streets or onto adjacent properties not owned by the applicant, the applicant shall clearly indicate what course the discharge will take, and shall present evidence to the Board that the discharge is satisfactory and permitted by public or private ownership of adjacent street or property and does not cause any detrimental effects to public or private property.

Location of proposed street lights and sidewalks and pedestrian lighting (if required), transformer pads and fire alarm systems.

r. Drainage Plan:

Calculations prepared by a practicing Registered Professional Engineer to substantiate proposed drain pipe sizes. The computations shall be based on the current standard of design used by the City Engineer; surface drainage calculations shall be by rational method or other approved methodology.

s. Tree Plan:

Location and species of proposed street trees and locations of trees to be retained with trunks over six inches (6") in diameter, measured four feet (4') above the finished ground level, located within ten feet (10') of the street right-of-way lines of existing or proposed streets.

t. Cross Sections:

Cross sections of the proposed street, roadway, sidewalk, grass plots, gutters, utilities (storm drains, water mains and sewer mains, if any) to be constructed will be drawn on the same sheet as the plan and profile. Such cross sections shall be drawn at intervals along the street identified by station number as will indicate any variations in its section.

u. Safety Plan:

Calculations or other documentation prepared by a practicing Professional Engineer registered in the Commonwealth of Massachusetts to substantiate that access for fire protection, other emergency vehicles and other safety precautions are being provided.

Traffic study shall be prepared, signed and stamped by a practicing Professional Engineer registered in the Commonwealth of Massachusetts, and shall contain, at a minimum, the following data:

- i. Number of trips estimated to be generated by the subdivision, according to the type and density of construction proposed

- ii. Recent background traffic counts for the principal street or arterial or feeder streets to which the proposed subdivision streets connect
 - iii. Width, grades, and sight distances of the street(s) onto which the subdivision streets connect.
 - iv. Level-of-service (LOS) estimates for proposed intersections.
 - v. Discussion of traffic impacts of the proposed subdivision on the congestion, safety, and overall convenience of the roadway providing access to the proposed subdivision. Proposed mitigation measures shall be discussed.
 - vi. Any other information necessary to show that safe and efficient traffic flow is being provided.
- v. Tabular Summary: In tabular form on the plans submitted provide the following information:
- i. Total area which is being subdivided.
 - ii. The total number and area of each lot.
 - iii. The total of areas dedicated for street purposes, drainage, sewer or utility easements.
 - iv. The total areas reserved for parks, schools, and other public use
- w. As a part of the Definitive Plan, there will be submitted an overall Drainage Plan with existing topography of the subdivision, the proposed topography in a general manner, and all areas within the total drainage area plus the location of discharge to a watercourse. A separate plan, or as part of the above plan, shall be included for the water distribution system. The above requirements may be on one plan or on two separate plans, with details of the drainage and the water distribution systems. Approval by the Department of Public Works must be obtained for their concurrence on the overall water system distribution plan.

3. Review by Board of Health as to Suitability of Land

At the time of filing of the Definitive Plan, the applicant shall also file with the Board of Health one (1) contact print of the Definitive Plan, dark line on white background, together with such information in the nature of percolation tests and deep test holes as the Board of Health may require plus information requested in Schedule B, Board of Health Review. Proof of Submittal of Definitive Plan to the Board of Health shall accompany the Definitive Plan filing with the Chelsea Planning Board. The Board of Health within forty-five (45) days after the 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 the plan cannot be used for building sites without detriment 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 shall be provided with a sewerage system or sewer connection satisfactory to the Board of Health.

4. Review by Other City Officials

The designated staff person of the Chelsea Planning Board shall transmit copies of the Definitive Plan to City Officials other than the Board of Health as follows: One copy each to the City Solicitor; the Department of Public Works; Department of Municipal Inspections; the Fire Department; the Police Department; the Traffic Commission; and the Department of Planning and Development

Before the Definitive Plan is approved, the Chelsea Planning Board will request written statements from the above Officials with regard to the proposed improvements in the following respect:

- a. City Solicitor as to the form of easements, covenants and performance guarantees
- b. Department of Public Works and/or the City Engineer as to the design of the street system, location of easements, monuments, drainage system, the water system, and, if applicable, the sewage system.
- c. The Fire Department as to location of hydrants, and with regard to safety requirements.
- d. The Police Department and the Traffic Commission with regard to street safety.
- e. The Planning and Development Department as to layout of lots, and other community planning issues.
- f. The Department of Municipal Inspections as to the design of the electrical services and street lights.
- g. The Conservation Commission as to environmental issues.
- h. The Economic Development Board in the case of industrial subdivisions.

The Planning Board may also transmit copies of the Definitive Plan for comment to the District Councilor in whose district the proposed subdivision is located and the Recreation Department.

5. Soil Survey and Percolation Tests

Where appropriate, the Chelsea Planning Board may require, at the expense of the applicant, soil surveys and/or test borings to establish the suitability of the land for the proposed use, proposed storm drainage and proposed street construction, for the purpose of protecting the health and safety of the inhabitants.

6. Public Hearing

Before taking any action to approve, approve with modifications, or disapprove a Definitive Plan, the Chelsea Planning Board shall hold a hearing at which parties in interest shall have an opportunity to be heard, in person or by agent or attorney. Notice of the time and place of such hearing and of the subject matter, sufficient for identification, shall be published in a newspaper of general circulation in the City in each of two successive weeks, the first publication to be not more than fourteen (14) days before the date of the hearing and by mailing a copy of the advertisement to the applicant and to all owners of land abutting the land shown on the plan and shown on the

most recent tax list and to all owners of land within five hundred (500) feet of a property line of the subdivision.

7. Approval Process

The Planning Board's procedure for approval, disapproval or modification of the Definitive Plan shall be as set forth in Chapter 41, Section 81-U of the Mass. General Laws, as amended. The Board, after reviewing the plan and profiles, will review the same to determine whether they are in compliance with its Rules and Regulations and with the Zoning Ordinance. Failure of the lots to comply with zoning shall be adequate grounds for disapproval of the Definitive Plan.

Before final approval of the plan, the applicant shall establish that the lots in the definitive plan are in conformity with the Chelsea Zoning Ordinance, and that failure of the lots to so comply will be adequate grounds for disapproval of the definitive plan. See Chapter 41, Section 81-Q, M.G.L., and amendments thereto. The Board may, as a condition of granting a permit under Section 81-Y, impose reasonable requirements designed to promote the health, convenience, safety and general welfare of the community and to benefit the City. In such event, the Board shall endorse such conditions on the plan to which they relate, or set forth a separate instrument attached thereto, to which reference is made on such plan and which shall for the purpose of the subdivision control law be deemed to be a part of the plan. Before final approval all necessary permits under Chapter 131 of the General Law and from the Massachusetts Highway Department shall be obtained, and the applicant shall notify the Planning Board of any changes in the plan required by said permit or permits.

The Planning Board may extend the ninety (90) day period or the one hundred and thirty-five (135) day period, whichever is applicable, permitted by statute between submission of Definitive Plan and action thereon upon written request of the applicant. The Chelsea Planning Board may, by vote, extend the period permitted by statute between submission of a Definitive Plan and action thereon upon written request of the applicant (See Form S, Extension of Time, Appendix S). The Board may grant such extension of time when:

- a. The Developer wishes the opportunity to provide further information or redesign to satisfy particular concerns raised during the approval process; or
- b. The Board needs more time to review information that has been received since the last regular meeting, or to seek review of same by other city departments.

If the Board fails to act upon a Definitive Plan for a nonresidential subdivision submitted under this section or for a residential subdivision for which a Preliminary Plan was submitted and acted upon by the Board, or forty-five (45) days have elapsed since the submission of the Preliminary Plan and the Board has taken no action thereon or fails to notify the City Clerk and the persons submitting the plan of its action, within ninety (90) days after its submission, or within one hundred and thirty-five (135) days after its submission, for all other subdivisions, whichever is applicable, it shall be deemed to have approval under the Subdivision Control Law, and the Planning Board shall forthwith make such endorsement on said plan, and on its failure to do so forthwith, the City Clerk shall issue a certificate to the same effect.

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,

return receipt requested, mail to the applicant. If the Planning Board modifies or disapproves such plan, it shall state in its vote the reasons for its action and shall rescind such modification and/or disapproval if the plan is, amended to conform to the reasons for said Planning Board action and resubmitted to the Board within seven (7) months of the date of said action. Failure of the Applicant to so resubmit within the stated seven (7) month period shall void the plan and application. Any further action on a plan, involving the area or any part thereof shall require a new Application in accord with the Rules and Regulations in force at the time of the new Application. Final approval, if granted, shall be endorsed on the original drawing of the Definitive Plan by the signatures of a majority of the Planning Board but not until the statutory twenty (20) day appeal period has elapsed following the filing of the Board's certificate of approval, or disapproval, as the case may be, with the City Clerk and said Clerk has notified the Board that no appeal has been filed. After the Definitive Plan has been approved and endorsed, the Planning Board shall return the original to the applicant.

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

The endorsement of plan approval by the Planning Board shall be valid for a period of two (2) years from the date of said approval or such other period of time as is specified. Prior to the expiration of the said approval period, the developer and/or owner shall request in writing to the Planning Board an extension of time, if necessary. Failure to request extension of time prior to the expiration of the said approval period shall result in the Planning Board notifying the Building Inspector that no additional building permits should be issued in said development. The request for extension shall state the reasons for said extension and also the length of time requested. Extension of time shall not in any case exceed one (1) year. Additional extensions after the first may be applied for but not until at least ten (10) months have expired on the extension in effect.

The applicant shall file the approved Definitive Plan and, covenant, if any, at the Registry of Deeds, and shall notify, the Planning Board in writing presenting evidence of the recording of the plan and all covenants within ten (10) days of said filing. The applicant shall deliver to the Planning Board two (2) copies of the approved and recorded Definitive Plan, one (1) 105 mm negative and one (1) copy of a Certificate of Title duly searched and executed by an attorney or title company stating that the title to the premises shown on said plan and appurtenances thereto is in the name of the applicant and free of all encumbrances, or including an affidavit giving full details of all the applicant shall file one (1) encumbrances. In addition, the applicant shall file one (1) copy of the approved and recorded Definitive Plan each with, the Board of Health, Conservation Commission, Assessors' Office, Department of Public Works, Police Department, and Fire Department and Traffic Commission.

Before final approval of the Plan, the applicant shall comply with all applicable regulations and rules of the Department of Public Works and Board of Health not otherwise covered by these Rules and Regulations.

The Board may, as a condition of granting a building permit under Section 81-Y, impose reasonable requirements designed to promote the health, convenience, safety and general welfare of the community and to benefit the City. In such events, the Board shall note such conditions on the plan, or set forth a separate instrument, attached thereto, to which reference is made on such plan and which shall, for the purpose of the Subdivision Control Law, be deemed to be a part of the plan. See Appendix V for the standard conditions for definitive plan approval.

Notations shall be made on the plans of any revisions and the date revisions were made. A letter shall also accompany the plans fully describing all revisions in detail.

9. Performance Guarantee

Before endorsement of the Board's approval of a Definitive Plan or Subdivision, the applicant 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 a one, or in part by one and part by the other, with written consent of the Chelsea Planning Board;

a. Approval with a Performance Bond

The applicant shall file a performance bond in the form of a Certified Check in an amount determined by the Chelsea 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 Certified Check, if filed or deposited, shall be accompanied by an appropriate and properly executed agreement prepared in a manner of Form G or such other form as the Board may require, and approved as to form and manner of execution by the City Solicitor and shall be contingent on the completion of such improvements with two (2) years of the date of the approval of the Definitive Plan (See Appendices G)

b. Approval with Covenant

The applicant shall file a Form I - Approval with Covenant Contract (Appendix I) or such other form of covenant as the Chelsea Planning Board requires, approved as to form and manner of execution by the City Solicitor, properly executed and duly recorded in the Registry of Deeds 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 any lot before such lot may be built upon or conveyed, other than by mortgage deed.

c. Approval with Irrevocable Letter of Credit

The applicant shall file an Irrevocable Letter of Credit drawn on a Massachusetts bank in the amount determined by the Chelsea 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 Irrevocable Letter of Credit, when deposited, shall be accompanied by an appropriate and duly executed agreement prepared in the manner of Form G or such other form as the Board may require, and approved as to form and manner of execution by the City Solicitor and shall be contingent on the completion of such improvements no later than thirty (30) days prior to the expiry date of the Irrevocable Letter of Credit

d. Failure to Perform

In the event that the said improvements are not completed by the completion date specified in the Performance Bond, Form G, and no new Irrevocable Letter of Credit has been issued in an amount then determined by the Chelsea Planning Board to be sufficient to cover the cost of all or any part of the improvements then remaining to be completed and not covered by a covenant under "b" hereof, then said Performance Bond and an Irrevocable Letter of Credit shall be forfeited and shall become the sole property of the City of Chelsea as liquidated damages. Such Irrevocable Letter of Credit shall be payable at sight upon receipt of an attested copy of a vote of the Chelsea Planning Board that said Irrevocable Letter of Credit shall be forfeited. The Irrevocable Letter of Credit shall be subject to the Uniform Customs and Practice for Documentary Credits (current revision), International Chamber of Commerce, Publication 400. A Letter of Credit containing terms or conditions which vary or modify the requirements of this section will not be accepted by the Board.

The amount of any Irrevocable Letter of Credit held under this clause may, from time to time, be reduced by the Chelsea Planning Board and the obligations of the parties thereto released in whole or in part. Upon the request of an applicant and upon the approval by a majority of the Chelsea Planning Board, the Board, through its Chairman, may issue an estoppel letter to the drawer of the letter of Credit that its obligation thereunder has been reduced as then determined by the Chelsea Planning Board to be sufficient to cover the improvements then remaining to be completed.

The use of the Irrevocable Letter of Credit shall not relieve the applicant from the maintenance bond requirement contained in Section 11 hereof. In the event that the improvements have been completed but the maintenance bond has not been posted by the thirtieth day prior to the expiry date of the Letter of Credit, then such Letter of Credit may be forfeited upon the vote of a majority of the Chelsea Planning Board and used to satisfy the maintenance bond requirements in accordance with the provisions of Section 11.

e. Off-site Improvements

Prior to any construction, the applicant shall post an off-site improvement bond with the Planning Board to cover any and all off-site damages in an amount not less than 15% of the total project roadway cost, including utilities.

10. Reduction of Bond Surety

The amount of any deposit held under clause "9a" above may, from time to time be reduced by the Chelsea 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 by the Board.

11. Release of Performance Guaranty

Upon completion of improvements required and the submission of approved reproducible "As Built" drawings under Section V, security for the performance of which was given by Certified Check, or upon the performance of any covenant with respect to any lot, the applicant may send by registered or certified mail to the City Clerk and the Chelsea Planning Board a written statement that the said construction or installation in connection with which such certified check was posted has been completed in accordance with the requirements contained under Section V; such statement to contain the address of the applicant. If the Chelsea Planning Board determines that said construction or installation has been completed, it shall return to the person or persons who furnished same; or, in the case of covenant, it shall issue a written release of the covenant on a properly executed Release Form - Form J (Appendix J).

However, ten percent (10%) of the construction costs of the improvements specified in Section V pertaining to the subdivision shall be posted by the applicant, or in the event surety was given pursuant to Section III C 9 a., shall be retained by the City to insure maintenance of the street and municipal services for eighteen (18) months after completion of construction and installation or until the streets are accepted by the City, whichever comes first; after which date the City shall return the remainder of the bond, if any, to the applicant.

Approximately sixty (60) days before the expiration of the eighteen months, the Chelsea Planning Board shall inspect said street or way or portion thereof to determine whether or not it should recommend the release of the final 10%. Upon expiration of the period for which the applicant is responsible for maintenance of said way, and if said developer has complied with all the requirements of the Subdivision Control Law and the Chelsea

Planning Board Rules and Regulations as set forth in an inspection report of said way, any monies held by said Board for the maintenance of said way shall be returned forthwith to the applicant.

Prior to releasing the City's interest in a performance bond or deposit or releasing the covenant, the Chelsea Planning Board shall receive from the applicant an Acceptance Plan (See Section 12)

If the Chelsea Planning Board determines that said construction or installation has not been completed, it shall specify to the applicant, in writing by registered or certified mail, return receipt requested, the details wherein said construction and installation shall have failed to comply with requirements contained in Section V. Upon failure of the Chelsea Planning Board to act on such application within the forty-five days (45) after the receipt of the application by the City Clerk and the Chelsea Planning Board, all obligations under the bond shall cease and terminate by operation of law; and deposit shall be returned and any such covenant shall become void.

In the event that said forty-five day (45) period expires without such specifications or without the release and return of the deposit or release of the covenant as aforesaid, the City Clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded.

No lots in the subdivision may be released from the covenant until the Developer has shown that such lots are served by a paved way, and that utilities are in place to service such lots

12. Acceptance by the City

The applicant shall file with the Chelsea Planning Board a final plan (Acceptance Plan) drawn with ink on tracing cloth, transparent vellum or polyester film of completed street or streets and any easements together with proper legal descriptions for initiating the acceptance of the ways by the City Council (See Section V.A.8), and upon acceptance by the City shall grant a deed or easement to the City of the streets as contained in the Definitive Plan; said deed or easement to be recorded by the City Clerk upon acceptance of the streets by the City of Chelsea.

SECTION IV - DESIGN STANDARDS

A. Streets

1. General Design Criteria

- a. All streets in the subdivision shall be designed so that in the opinion of the Planning Board: they will accommodate pedestrian and vehicular traffic; they will allow satisfactory access for passenger, emergency, sanitation, and other vehicles; they will drain naturally with no drainage pockets; and they will obtain the maximum safety and amenity for future residents of the subdivision
- b. The proposed streets shall compose a convenient system to ensure free circulation of traffic throughout the entire roadway network.

2. Location

- a. The major and secondary streets shall conform in location, so far as practical, to: any existing plans of the Chelsea Planning Board; to the Master Plan or parts thereof adopted by the Chelsea Planning Board; and, where required by the Planning Board, to the existing street system.
- b. Streets shall be continuous and in horizontal and vertical alignment with existing streets. To provide for future extension in adjacent undeveloped lands, the Board may require a roadway easement from the end of the turn-around to adjacent property, or stubs between lots along the proposed street.
- c. Reserve strips prohibiting access to streets or adjoining property shall not be permitted except where, in the opinion of the Chelsea Planning Board, such strips shall be in the public interest.

3. Adequate Access from Public Way

- a. Where the street system within a subdivision does not connect with or have, in the opinion of the Board, adequate access from a City, County, or State (public) way, the Board may require as a condition of approval of a plan, that such adequate access be provided by the subdivider, and/or that the subdivider make physical improvements to and within such a way of access, in accord with the provisions of Section V. of these regulations, from the boundary of the subdivision to a Town, County or State way.
- b. Where the physical condition of width of a public way from which a subdivision has its access is considered by the Board to be inadequate to carry the traffic expected to be generated by such subdivision, the Board may require the subdivider to dedicate a strip of land for the purpose of widening the abutting public way to a width at least commensurate with that required within the subdivision, and to make physical improvements to and within the subdivision. Any such dedication of land for the purpose of the way and any such work performed within such public way shall be made only with permission of the governmental agency having jurisdiction over such way, and all costs of any such widening or construction shall be borne by the subdivider.

4. Alignment

- a. The distance between the centerline of the streets opening onto the same side of an existing or proposed street shall not be less than 125 feet

- b. The distance between the centerline of streets opening onto opposite sides of an existing or proposed street shall be no less than 200 feet. Preferably, streets should be laid out so that 4-way intersections are spaced a minimum of 750 feet apart, centerline to centerline.
- c. To manage vehicular speeds and traffic volume, the minimum centerline radii of curved streets shall be as follows: 100 feet for minor streets, 350 feet for a secondary street, and 500 feet for a major street. See definition streets in Section II.A, Definitions.
- d. To provide for control of vehicles and proper sight distances, a tangent of at least 150 feet in length shall separate all reverse curves.
- e. Streets shall be laid out to intersect at ninety-degree angles. No street shall intersect any other street at less than sixty (60) degrees.
- f. Property lines at street intersections shall be rounded or cut back to provide for a radius of not less than 30 feet at the exterior line unless the Board approves otherwise.
- g. No more than two streets shall intersect at one point.

5. Width

- a. The minimum width of right-of-way shall be as follows:
 - i. Minor and secondary streets: fifty feet (50') for a minor street except sixty feet (60') for a secondary street in a Type B Subdivision or in an area which, in the opinion of the Planning Board, will become a high density area
 - ii. Major streets and such secondary streets, which in the judgment of the Planning Board may in the future be changed in character to become a major street: sixty feet (60') in a low density area or greater as provided.
- b. Alleys will not be approved in subdivisions of land in districts designated as residential under the Zoning Ordinance. Alleys with a minimum width of forty feet (40') may be required by the Board at the rear of any lots designated or zoned for non-residential use.

6. Grade

- a. Streets shall conform as closely as possible to the original topography of the land, except that a combination of steep grades and tight curves shall be avoided. This standard is to promote environmentally sensitive design by incorporating flexibility into design standards and regulations.
- b. The centerline grade for any street shall not be less than one percent (1%).
- c. The maximum centerline grade for streets shall be as follows:

	<u>Subdivision Type A</u>	<u>Subdivision Type B</u>
Minor streets	seven percent (7%)	five percent (5%)
Secondary streets	six percent (6%)	five percent (5%)
Major streets	five percent (5%)	five percent (5%)

- d. Where changes in grade exceed one percent (1%), vertical curves, as required by the Board, shall be provided.
- e. Where a grade is five percent (5%) or greater within one hundred and fifty feet (150') of the intersection of streets, leveling areas shall be provided as follows: Residential subdivisions: maximum of 3% for at least 75 feet; Non residential subdivisions: maximum of 2% for at least 200 feet.
- f. The grade of turn-arounds shall not exceed five percent (5%).

7. Dead-end Streets

- a. Dead-end streets shall be provided at the closed end with a turn-around having an outside roadway diameter of at least one hundred feet (100') and a property line diameter of at least one hundred and twenty feet (120'). The Board may, when potential volume warrants, require a minimum outside roadway diameter of one hundred forty feet (140'), a property line diameter of one hundred sixty feet (160'), and the placement of a circular landscaped island with minimum radius of twenty feet (20') at the center of the turn-around, if the dead-end street is not intended to connect with another street at some future point.
- b. When such circular landscaped islands are approved by the Board as a part of the plan, the Developer shall place a maintenance easement on the islands to the benefit of one or more of the surrounding lots, such easement to run with the land, and be recorded with the deed, and the lot owners shall be responsible all upkeep in the circular island. The Developer or his successor or assigns shall present a landscaping plan and a copy of the proposed easement outlining the lot owners' responsibilities to the Planning Board for approval prior to beginning the landscaping.

8. Scenic Roads

- a. Subdivision layouts which propose any alteration of a scenic road shall be subject to the requirements of the Mass. General Laws regarding scenic roads (Ch. 40, ss 15C).

B. Curbing and Driveways

1. Driveways in subdivisions containing one (1) to three (3) family dwellings only shall be at least ten feet (10') wide, and shall have an opening of at least sixteen feet (16') at the gutter line. Driveways for uses other than three or fewer dwellings shall be at least sixteen feet (16') wide, and shall have an opening of at least twenty feet (20') at the gutter line.
2. If driveways slope from the edge of the street right-of-way to the edge of the pavement, there shall be a grade of not less than one percent (1%) but not more than eight (8%).
3. The grade of driveways shall not exceed 10%.
4. All curbing and curb cuts shall be installed before final paving is begun, unless the Planning Board grants otherwise.
5. Driveways shall not be located in front of existing or proposed catchbasins, nor within 5 feet (5') of lightpoles, utility structures, fire hydrants or street trees.

6. Street radii of one hundred feet (100') or less shall use curved granite pieces of curbing.
7. For corner lots which front on a principal or arterial street and a subdivision street or cul-de-sac, the lot shall be accessed and exited from the less-travelled street, to improve safety of access and egress, and to improve traffic flow.
8. Front walkways shall extend in the appropriate location in front of each lot from the sidewalk to the curbing.
9. Any lots which are not built upon at release of all monies except the maintenance bond shall have full curbing along the street, with no driveway curb cuts. The purchaser or builder of said lot shall thereafter be responsible for installing curb cuts, transition curbing, the driveway apron, and any such repairs to the street, sidewalk, or grass plot at that location as may be deemed necessary.
10. At every intersection, ramps shall be provided adjacent to the granite curb sections in compliance with Federal ADA, DOT or State ABAB, Massachusetts Highway Department latest standard for wheel chair ramps.

C. Easements

1. Where utilities cross lots or are centered on rear or side lot lines, easements shall be provided with a width of at least thirty feet (30').
2. Where a subdivision is traversed by a water course, drainage way, channel or stream, the Chelsea Planning Board shall require a storm water easement or drainage right-of-way of adequate width (a minimum of thirty feet (30')) and proper side slope to conform substantially to the lines of such water course, drainage way, channel or stream and to provide for construction or other necessary purposes.
3. Access easements to park and conservation land shall be provided, if required by the Chelsea Planning Board, and shall be at least twenty feet (20') wide.
4. A 10-foot square utility easement, centered on the side lot lines, shall be provided at the intersection of side lot lines with the right-of-way boundary line, for the purpose of locating utility service structures and accessing utilities.

D. Open Space

1. Before approval of a plan, the Chelsea 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 Chelsea Planning Board, may, 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 (3) years. Pedestrian ways, bikeways, or bridle paths of not less than twenty feet (20') in width may be requested where deemed desirable to provide circulation or access to schools, playgrounds, parks, shops, transportation, open spaces and/or community facilities. Each area reserved for such purpose shall be of suitable area, dimensions, topography and natural character for the purpose of a park and/or playground. The area or areas shall be so located as to serve adequately all parts of the subdivision as approved by the Planning Board.
2. The Chelsea Planning Board may required that the area or areas reserved shall be located and laid out so as to used in conjunction with similar areas of adjoining subdivisions or of probable subdivisions. Any land so reserved shall be graded to dispose properly of surface water and shall be left in condition for the purpose intended, as required by the Planning Board. Land

acquired in this manner shall be compensated as provided in Section 81-Q of Chapter 41 of the General Laws.

E. Protection of Natural Features

1. Due regard shall be shown for all natural features, such as trees, wooded areas, water courses, scenic points, historic spots, and similar community assets, which, if preserved, will add attractiveness and value to the subdivision.
2. The developer shall make the maximum effort to save large, old, existing trees which are fine examples of their species, and which have been identified by the Chelsea Planning Board during the approval process as worthy of being saved.

No material or temporary earthen deposits shall be placed within 15 feet of the trees designated to be saved. Protective barriers or tree wells shall be installed around each tree to remain. Barriers shall be self supporting, a minimum of four feet high, and constructed of a durable material that will last until construction is completed.

3. Retaining walls may be used when the natural environment will benefit from such design, in that natural vegetative cover will be saved, reducing erosion and downstream sedimentation, and increasing the attractiveness and value of the subdivision.
4. Any retaining walls to be constructed shall be shown on the definitive subdivision plans with top and bottom of wall elevations and extent of wall. The Developer shall file a copy of all construction plans and permits with the Planning Board. Plans shall be stamped by a registered Professional Engineer and certified by the Professional Engineer as to conformance with all local, state and federal building codes.

F. Drainage

1. Where required by the Chelsea Planning Board or the Board of Health, the applicant shall furnish evidence that adequate provision has been made for the proper drainage of surface and underground waters from the lots and roadways within a subdivision.
2. Lots shall be prepared and graded in such a manner that development of one shall not cause detrimental drainage on another. If provision is necessary to carry drainage to or across a lot, an easement or drainage of minimum width of thirty feet (30') and proper slope shall be provided.
3. Storm drainage systems shall be designed in accordance with the criteria of the Department of Public Works and in accordance with the Chelsea Planning Board. The 25-year design storm, at a minimum, shall be used to design the street drainage system.
4. No net increase in runoff, due to development of the subdivision, shall be allowed. Retention/detention basins shall be included in the design as necessary, using the 100-year design storm event.

G. Fire Hydrants

1. Hydrants shall be provided in accordance with the requirements of the Chelsea Fire Department. A hydrant may be required at the end of a dead-end street. They shall be of a style approved by the Director of Public Works.

H. Sidewalks, Grass Plots, and Trees

1. The paved portion of the sidewalks shall be constructed within the street right-of-way, separated

from the roadway pavement area by a grass plot. The sidewalk shall extend the full length of each side of the street, and shall be a minimum width of five feet (5'), including granite curb

2. The grass portion of the sidewalk shall be constructed within the street right-of-way, separating the pavement and the sidewalk. The grass plot shall extend the full length of each side of the street, and shall be a minimum width of four feet (4')
3. The developer shall choose one of the following options for location of street trees, and shall notify the Planning Board of the choice at the time of approval of the subdivision:

Option A: Provide easements in the front yards of the lots for location of a minimum of two trees per lot, and install street as required by the Director of Public Works or designee.

Option B: Install two trees per lot in the grass plot, and install a membrane root barrier, impregnated with an approved herbicide, perpendicular to the ground surface between the grass plot and the sidewalk

I. Utilities

1. All utilities shall be placed underground at the time of initial construction, including but not limited to electric lines, telephone lines, fire alarm lines, and cable television lines. A minimum of six (6) conduits shall be installed, to allow for future expansion.
2. Design of the water service shall be such that water pressure at the point of outlet of the fixture at the highest elevation in the proposed dwelling shall be no less than twenty pounds per square inch (20 psi).
3. Water lines shall be looped as required by the Department of Public Works, to maintain water quality and adequate fire flows. Where the water line system is not looped, fire hydrants shall be required.
4. Where adjacent property is not subdivided or where all the property of the Applicant is not being subdivided at the same time, provision shall be made for the extension of the utility system by continuing the mains the full length of streets and to the exterior limits of the subdivision, at such grade and size as will, in the opinion of the Planning Board, permit their proper extension at a later date.

J. Slope Protection

1. For the purpose of mitigating sediment-laden storm runoff within subdivisions or onto adjacent or downstream properties, all slopes in excess of 20% which are cuts, fills, or devegetated slopes, shall be stabilized with plantings, geotextile fabric, mulch, or other method suitable to the Planning Board, within three months after rough grading is complete or at the end of each construction season that the subdivision is under construction, whichever is sooner, and again at final grading.
2. Any lot on which a building has not been constructed shall be loamed and seeded to the Board's satisfaction prior to the final release of performance bond monies (or the conversion of said bond monies or portion thereof into a maintenance bond). The Board may advance the timing of this requirement if, in the opinion of the Board, the loaming and seeding is reasonably required to minimize run-off, sedimentation or other adverse conditions, or if the lot, in the opinion of the Board, in its then current state presents a potential health or safety hazard or is otherwise detrimental to or not harmonious with the surrounding neighborhood

SECTION V - REQUIRED IMPROVEMENTS FOR AN APPROVED SUBDIVISION

A. General

1. It is the intent that no street or way through private property shall be accepted by the City unless the same be previously constructed and completed in accordance with the following specifications
2. Unless otherwise specified, all the work and the materials used in the work to be done shall conform to the requirements in the most recent edition of the "Commonwealth of Massachusetts, Highway Department, Standard Specifications for Highways, Bridges, and Waterways," as amended or revised, hereinafter referred to as the Standard Specifications, as amended, and the Special Provisions included hereinafter. Appropriate illustrations are found in "Commonwealth of Massachusetts, Highway Department, Construction Manual Part 3, 1966, as amended."
3. Supplementing the aforesaid Standard Specifications, certain specifications or special provisions shall apply particularly to the work to be done hereunder. References in the following specifications, unless otherwise stated, are to be the aforesaid Standard Specifications, amendments or addenda. These specifications and special provisions shall take precedence and shall govern when they are stricter.
4. To facilitate reference, each paragraph in these specifications where appropriate is noted with the paragraph number of the particular section as contained in the Standard Specifications.
5. Wherever in the Standard Specifications or other contractual documents, the following terms, or pronouns in place of them are used, the intent and meaning shall be interpreted by substitution as follows:

"Commonwealth"

City of Chelsea

"Department"

Chelsea Department of Public Works

"Engineer"

The Chelsea Planning Board of the City of Chelsea acting directly or through an authorized Agent; such Agent may be the individual appointed by the City Manager as City Engineer or the Director of Public Works should the City Engineer's position be vacant, provided that such position is staffed by a Registered Professional Civil Engineer and by mutual assent, such person can meet the required plan review schedule.

6. The extent of work required is as shown upon approved plans. Stakes shall be set which will indicate the exact amount of cut or fill
7. As each construction operation is completed, it shall be inspected and approved by the proper city authority prior to the developer starting work on the successive operation.
8. To facilitate acceptance of the City of Chelsea, the applicant shall have prepared and certified by a Registered Land Surveyor a "Plan of Acceptance" drawn on tracing cloth, transparent vellum or polyester film with ink at a suitable scale, size twenty-four inches by thirty-six inches (24" x 36"), showing widths, lengths, bearings of all boundary lines of streets and easements, and radii, tangents and central angles of all curves in street lines. It shall show that all stone bounds are set.

A blank space four inches by eight inches (4" x 8") shall be provided on the lower right hand corner on the plan for a title block to be filled in by the applicant. The Surveyor shall place a certification on the plan stating, "The street (or way or portion thereof) is laid out and the bounds are set as shown on this plan"; which shall be dated, signed and the Surveyor's stamp affixed thereon. The plan shall be submitted to the Chelsea Planning Board.

9. The applicant shall submit As-Built plans drawn with ink on tracing cloth, transparent vellum or polyester film certified by the Engineer to show the actual locations and grades of all utilities (including electric, telephone and gas underground installations) and roadway profile and any changes authorized by the Chelsea Planning Board.
10. If the subdivision is subject to the jurisdiction of the Chelsea Conservation Commission, the developer shall file a copy of the Order of Conditions with the Chelsea Planning Board. The Order of Conditions shall be made a part of the required improvements for the subdivision, and shall be secured in accordance with the requirements of Section III.C.8

B. Street and Roadway

1. The roadway shall be graded and prepared for pavement as follows:

- a. 101 Clearing and grubbing of the entire area of such street or way shall be performed to remove all stumps, brush, roots, boulders and like material which may exist upon the surface.
- b. 120 Roadway earth excavation shall remove all materials encountered down to the true surface of the subgrade, or the suitable material in areas where unsuitable material exists, in preparation for foundations of the roadway, sidewalks, driveways and berms. Approved materials obtained from the excavation may be used in fills as required if, in the opinion of the Chelsea Planning Board in consultation with the Director of Public Works or City Engineer, they are suitable.
- c. 150 When in the opinion of the Chelsea Planning Board in consultation with the Director of Public Works or City Engineer suitable material is not available within the limits of the highway location to form the subgrade or subbase, the contractor shall obtain such additional material as may be approved by the Chelsea Planning Board in consultation with the Director of Public Works or City Engineer from other sources in accordance with this section.
- d. 170 The subgrade surface, sixteen inches (16") below the finished surface grade in minor streets, and twenty three inches (23") below the finished surface grade in secondary and major street in residential subdivisions and in all streets in non-residential subdivisions, shall be prepared true to the lines, grades and cross sections given and properly rolled. All soft and spongy material below the subgrade surface shall be removed to a depth determined by the Chelsea Planning Board in consultation with the Director of Public Works or City Engineer and the space thus made shall be filled with special gravel borrow, containing no stones over six inches (6") in their largest diameter.
- e. 401 Gravel sub-base or foundation containing no stones having any dimensions greater than six inches (6") shall be spread on the surface of the sub-grade to a minimum depth of twelve inches (12") in conformity with the requirements of Section M1.03.0 Type A of the Standard Specifications for furnishing gravel borrow.

- f. 401.60 Final grading, rolling and finishing, including the shaping, trimming, rolling, and finishing of the surface of the sub-base prior to application of gravel for surfacing of the roadway and base courses for walks or loam for berms shall be in accordance with this section and as directed by the Chelsea Planning Board in consultation with the Director of Public Works or City Engineer

At the conclusion of this step, the roadway shall be staked in all locations where permanent monuments are to be installed as provided in Subsection H - Monuments, of these Rules and Regulations.

2. Roadways shall be constructed for the full length of all streets with the subdivision and shall have the same curb radius required in Section IV A.4 above. The center line of all roadways shall coincide with the center line of the street right-of-way unless a deviation is approved by the Chelsea Planning Board. The minimum and maximum widths of roadway pavements shall be as follows:

	Right -of-Way (Section IV A.5.a)	Pavement Width
Major Street	60 feet	36-42 feet
Secondary Street (Type B Subdivision)	60 feet	34-42 feet
Secondary Street	50 feet	34 feet
Minor Street	50 feet	34 feet

All pavement widths shall be defined above but are subject to alteration by the Planning Board in consultation with the Director of Public Works and City Engineer at its option.

3. 460 The cross section of roadways shall be of Class I Bituminous Concrete Pavement, Type I-1 consisting of a sub-base of sixteen inches (16") thickness comprised of a twelve inch (12") graded gravel layer with a four inch (4") dense graded stone layer over the gravel layer, the first course of asphalt, the base course shall be four inches (4") in thickness, the binder course shall be two inches (2") in thickness and the top or wearing course shall be one inch (1") in thickness when completely rolled and completed. This type of pavement shall be composed of mineral aggregate, mineral filler and bituminous material, plant mixed and laid hot. The pavement shall be constructed upon the prepared surface and in conformity with lines, grades and Typical Cross Section shown on plans. Material and construction methods shall conform to all other requirements of Section 450 of the Standard Specification except that no such construction shall be undertaken unless the temperature is at least thirty-two (32) degrees F. in the shade, and rising.
4. 685 Embankments outside the right-of-way shall be graded and pitched at a slope of not greater than two (2) horizontal to one (1) vertical in fill. Where cuts are made in ledge, other slopes may be determined with the approval of the Chelsea Planning Board and must furnish to the City duly recorded access easements free of encumbrances for maintenance of the slope, terraces or retaining walls.

C. Utilities

1. 140 Excavation for structures, including foundations for drains, sewers, and water pipes, walls and other structures shall be made to the depth as indicated on the Definitive Plan or established by the Director of Public Works as appropriate. Rock excavation shall be removed as directed.
2. 200 All drains, sewers, gas and water pipes, underground utilities and other structures shall be installed upon completion of roadway subgrade and before the placing of sub-base, gravel base course, sidewalks or pavement.

a. Water

i. Public water mains shall be Class 152 cement-lined ductile iron pipe of such size as approved the Public Works Department and shall not be less than eight inches (8") in diameter. A hydrant shall be located at each street intersection and not more than five hundred feet (500') apart. A hydrant may be required at the end of a dead-end street.

ii. Each hydrant shall be served directly from the water main through a six inch (6") lateral connection. It shall be gated with a valve box with a six inch (6") valve and shall have two (2) and one-half (2-1/2") hose outlets and one (1) five inch (5") pump outlet. Water main valves shall be located in such number and locations that lines by individual blocks may be isolated for maintenance purposes.

iii. The applicant shall provide each lot in a subdivision with water pipes connected to the public water system which, in the opinion of the Planning Board in consultation with the Public Works Department, are adequate to serve each lot based upon the intended use of each lot.

b. Gas Mains may be installed if gas connection is available.

c. Telephone Lines shall be installed in underground conduits in conformity with Section 390 of the Standard Specifications.

d. Electric Lines shall be installed underground in accord with the regulations of the City. The Planning Board may permit transformers, switches and other such equipment to be placed on the ground in approved locations.

i. Fire Alarm Call Boxes shall be installed in accordance with the Rules and Regulations of the City of Chelsea Fire Department, and all wiring for said call boxes shall be underground.

e. Sewerage

i. Public sewers shall be designed according to professional design standards.

ii. Public sewers shall not be less than eight inches (8") in diameter, with six inch (6") house laterals.

iii. Manholes shall be located at every change in grade or horizontal alignment but not more than two hundred fifty (250') feet apart.

3. 200, 220, 230 Adequate disposal of surface and subsurface water shall be provided and pipes, manholes and catch basins shall be provided according to sizes and depths as indicated on the plans and in conformity with the requirements of Section 200, 220, 230 of the Standard Specifications, and shall be built on both sides of the roadway at intervals not to exceed two hundred fifty (250') feet unless otherwise approved by the Planning Board in consultation with the City Engineer, and at such other places as considered necessary to assure the unimpeded flow of all low points and to provide proper runoff of stormwater.

The standard depth of catch basins shall be two feet-six inches (2'6") below the invert of the lowest drain. Manholes shall be constructed to the required depth at each junction point and as shown on the plan. Pipe culvert and pipe drains shall be in conformity with the requirements of

Section 230 for installation of pipes. There shall be two (2) courses of brick and mortar placed under the frame on all manholes and catchbasins. Catchbasin and manhole frames shall be two (2) feet in diameter or square and be Massachusetts Standard.

4. 260 Where subdrains are required by the Chelsea Planning Board, they shall conform to Section 260 of the Standard Specifications.

D. Sidewalks

1. Sidewalks shall be constructed within the subdivision separated from the pavement area by a seeded strip, as provided in subsection F.
2. The sidewalk consisting of the paved and grass plot area shall extend the full length of each side of the street and shall be a minimum width of nine feet (9').
3. 700 Bituminous concrete sidewalks having a minimum thickness of two and one-half inches (2-1/2") after compression, shall be constructed on a twelve inch (12") gravel foundation to the required lines and grades in accordance with these specifications.
4. 700 If concrete sidewalks are desired, they shall be constructed as directed by the Director of Public Works in conformity with this section of the Standard Specifications.

E. Curbs and Berms

1. Straight face granite curbing of six inches (6") in height shall be installed in all subdivisions. Granite curb shall be type V A.4 or V.B (Subsection M 9.04). In no case shall curb sections be less than six feet in length.
 - a. Street curbing shall generally have a reveal of six inches (6") and no less than four inch (4") reveal at high points and nine inch (9") reveal at catch basins after installation of the top course of bituminous concrete roadway pavement.
 - b. Sloped granite curbing may be allowed on cul de sacs, intersection radii, and any other areas as may be determined by the Planning Board.
 - c. A six foot (6') granite curb inlet shall be installed at each catch basin.

F. Grass Plots

1. A grass plot shall be provided on each side of each roadway between the pavement and sidewalk areas, and shall occupy all the remaining areas.
2. Street light stanchion and street lights shall be located in the grass plot, but shall not be nearer than twenty-five feet (25') from the intersection of two streets, measured from the intersection of the tangents of the intersecting street curb lines.

G. Trees

1. Street Trees of species approved by the City Tree Warden in conjunction with the Chelsea Planning Board shall be planted on each side of the street (at least two trees per lot) in a subdivision, except where the Definitive Plan showed trees to be retained which are healthy and adequate. Such trees shall be located outside the right-of-way approximately at fifty foot (50') intervals and shall be at least twelve (12') feet in height, two and one-half inches (2 1/2") in caliper measured four feet (4') above the approved grade and shall be planted each in at least one half (1/2) cubic yard of topsoil, unless otherwise required by the City Tree Warden.

- 2 The developer shall be liable for all trees so planted as to their erectness and good health for eighteen months (18) after acceptance

H. Monuments

1. Granite monuments shall be installed on street lines at all points of curvature, and at all points of change in direction.
2. Monuments shall be installed at all other points where, in the opinion of the Planning Board in consultation with the Director of Public Works or City Engineer, permanent monuments are necessary
3. Monuments shall be a standard permanent granite of not less than four feet (4') in length and not less than six inches (6") in width and breadth and shall have a one-half by two inch (1/2 x 2") drill hole in the center of the top surface. Said monuments shall be installed at the time of the final grading with the top flush with the top of the final graded surface.
4. The placement and accurate location of those markers shall be certified by a Registered Land Surveyor and properly located on the Street Acceptance Plan

I. Street Signs and Names

1. Street names shall be approved by the Chelsea Planning Board to prevent duplication and to provide names in keeping with the character of the City.
2. From the time of final grading until such time as each street is accepted by the City as a public way, the sign posts at the intersection of such street with any other street shall have affixed thereto a sign designating such street as a private way.

J. Street Lights

1. Street lights shall be installed to conform to the type and style as required by the Chelsea Department of Public Works.
2. Street light stanchions shall be located at such intervals as required by the Chelsea Planning Board in the grass plot, as provided in Section F.

K. Maintenance of Improvements

1. For the purpose of protecting the safety, convenience and welfare of the City's inhabitants, for the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel; for reducing the danger of life and limb in the operation of motor vehicles; for securing safety in the case of fire, flood, panic and other emergencies; under the authority of Chapter 41, Section 81M as amended, the applicant or the successor shall provide for the proper maintenance and repair of improvements under this Section of the Rules and Regulations during the construction and for the period of eighteen (18) months after completion of the construction of said improvements and the release of security or until the City votes to accept such improvements, whichever comes first.

SECTION VI - ADMINISTRATION

A. Variation

Strict compliance with the requirements of these Rules and Regulations may be waived when, in the judgment of the Chelsea Planning Board, such action is in the public interest and not inconsistent with the Subdivision Control Law. A variation of the requirements of Section IV or Section V may be permitted when, in the opinion of the Planning Board, topography or other consideration necessitates such variation; but no variation of Section V shall be permitted without the approval of the Director of Public Works.

B. Reference

For matters not covered by these Rules and Regulations, reference is made to Sections 81-K to 81-GG, inclusive, of Chapter 41 of the General Laws.

C. Building Permit

1. No building shall be erected within a subdivision without written permission from the Chelsea Planning Board by Release Form J (Appendix J)
2. The Building Inspector shall not issue any permit for the erection of a building until he is first satisfied that the lot on which the building is to be erected is not within a subdivision or that a way furnishing the access to such lot as required by the Subdivision Control Law is shown on a plan recorded under Section 81-X of Chapter 41, as amended, and that any condition endorsed thereon limiting the right to erect or maintain buildings on such a lot had been satisfied or waived by the Board, and in the event that more than one building for dwelling purposes be erected or placed or converted to use as such on any lot, that the Building Inspector is satisfied that consent has been obtained from the Chelsea Planning Board in accord with Section II.D of these Rules and Regulations, Chapter 41 of the G.L., Section 81-Q, and amendments thereto

D. Inspections

1. Inspections shall be arranged by the developer with the Planning Board agent for that purpose prior to the construction of streets and the installation of utilities and during construction as specified herein at each significant construction stage.
2. Inspection shall be requested in writing at least forty-eight hours (48) in advance of each inspection to the Chelsea Planning Board.
3. Inspections shall be made by the Planning Board agent, unless otherwise indicated, for each of the following:
 - a. Satisfactory excavation.
 - b. Satisfactory laying and testing of water and sewer mains, hydrants, and related equipment
 - c. Satisfactory locations of gas mains and related equipment (by the Gas Company)
 - d. Satisfactory installation of surface and subsurface drainage system and related equipment
 - e. Satisfactory filling

- f Satisfactory compaction.
- g Satisfactory installation of electric lines and related equipment.
- h Satisfactory location of telephone lines and related equipment.
- i Satisfactory completion of the pavement.
- j Satisfactory placing of curbs and gutters.
- k Satisfactory construction of sidewalks.
- l Satisfactory finish grading of grass plots.
- m Satisfactory installation of monuments.
- n Satisfactory grading of lots.
- o Satisfactory planting of street trees.
- p Satisfactory final clean-up.

- 4 The Chelsea Planning Board may establish the order of the required inspection and may require satisfactory completion of one step before the applicant proceeds to the next. It may require tests to be done by the applicant as a condition for approval, when in the opinion of the Chelsea Planning Board it is advisable.
- 5 The proper City official shall indicate on Form P, Inspection Form (Appendix P), provided by the Chelsea Planning Board, the date of inspection and the approval and shall file such form with the Chelsea Planning Board.
- 6 Failure to comply with the inspection procedure may necessitate removal of improvements at the expense of the applicant or rescission of the approval of the plan in accord with Chapter 41, Section 81-W of the General Laws of Massachusetts.
- 7 Construction of retaining walls shall be monitored by an independent Structural Engineer registered in the Commonwealth of Massachusetts, and hired by the Developer. When the retaining walls are completed, the Structural Engineer shall submit to the Planning Board a signed and stamped final report, certifying that the wall was constructed in accordance with the approved plans, and noting any field changes that were made to the approved design.

APPENDICES

APPEN CES

These forms are subject to change by administrative action. Please contact the Planning Board Clerk for the most up-to-date forms.

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM B
APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN

File one (1) completed Form with the Chelsea Planning Board together with the original and fifteen (15) copies of the plan in question; and file a copy of Form B with the City Clerk in accordance with Section III, B-1. A Municipal Lien Certificate or other proof of paid up taxes shall be submitted with the application unless waived by the Board.

(Date of Filing) (Received by) (Date)

To the Chelsea Planning Board:

The undersigned, being the present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled:

by: _____ (Date)

Being land bounded as follows: _____

hereby submits said plan as a PRELIMINARY SUBDIVISION PLAN in accordance with the Rules and Regulations of the Chelsea Planning Board and makes application to the Board for approval of said Plan:

The undersigned's title to said land is derived from: _____

by deed dated _____ and recorded in the Suffolk District Registry of Deeds Book _____, Page _____, registered in the Suffolk District Land Court, Certificate of Title No. _____ and shown on City of Chelsea Assessor's Map Number _____, Parcel(s) _____

Signature of Applicant or Agent: _____

Address: _____

Signature of Owner or Applicant: _____

Address: _____

(FOR OFFICE USE ONLY)

Action taken: _____ (Date)

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM C
APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

File one original completed Form and ten (10) copies with the Chelsea Planning Board together with two originals and twenty (20) copies of the plan in question; ten (10) copies of the recorded deed or deeds to the premises to be subdivided; and ten (10) copies of any requested waivers from the Rules and Regulations Governing the Subdivision of Land and file a copy of the Form C with the City Clerk in accordance with Section III, C-1. A Municipal Lien Certificate or other proof of paid up taxes shall be submitted with the application unless waived by the Board. See Form I for Applicant Signature Information

This Form to be accompanied by Forms D and E

(Date of Filing)

(Received By)

(Date)

To the Chelsea Planning Board:

The undersigned, being present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled:

Section: _____

Sheets: _____

By: _____

Dated: _____

Being land bounded as follows:

hereby submits said plan as a DEFINITIVE Subdivision Plan in accordance with the Rules and Regulations of the Chelsea Planning Board and makes application to the Board for Approval of said plan.

The Undersigned's title to said land is derived from _____
by deed dated _____ and recorded in the Suffolk District Registry of Deeds Book _____, Page _____,
registered in the Suffolk District Land Court, Certificate of Title No _____ and shown on City of Chelsea
Assessor's Map Number _____, Parcel(s) _____ and said land is free of encumbrances except for the
following:

Said plan has () has not () evolved from a Preliminary Plan submitted to the Board on _____ (Date),
and approved () approved with modifications () disapproved () on _____ (Date)

The undersigned hereby applies for the approval of said DEFINITIVE Plan by the Board, and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations. The undersigned hereby further covenants and agrees with the City of Chelsea, upon approval of said DEFINITIVE Plan by the Board:

- 1 To install utilities in accordance with the Rules and Regulations of the Chelsea Planning Board, the Public Works Department, Fire Department, and Police Department, and all general as well as Zoning Ordinances of said City, as are applicable to the installation of utilities within the limits of ways and streets;
- 2 To complete and construct the street or ways shown thereon in accordance with Section V of the Rules and Regulations of the Chelsea Planning Board and the approved DEFINITIVE plan, profiles and cross sections of the same Said Plan, profiles, cross sections and construction specifications are specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole part of said land, and assigns of the undersigned; and
- 3 To complete the aforesaid installations and construction within two (2) years from the date of approval

Signature of Applicant: _____

Address: _____

Signature of Owner if not Applicant: _____

Address: _____

(FOR OFFICE USE ONLY)

Action taken: _____

Signed: _____

Date and Action of Board of Health: _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM D
DEFINITIVE SUBDIVISION DESIGNER'S CERTIFICATE

(To accompany Form C)

(Date of Filing)

To the Chelsea Planning Board:

In preparing the plan entitled _____

Sections _____ Sheets _____

I hereby certify that I am a Registered Professional Land Surveyor/Registered Professional Civil Engineer duly licensed in the state of Massachusetts

I further certify that the above plans were prepared by me or under my direct supervision and the perimeter boundary shown was prepared from an actual on the ground survey in accordance with the Land Court Instructions of 1971, as amended

Informational sources pertaining to the boundaries shown on said plan were from one or more of the following:

- 1) Deed from _____ to _____
dated _____ and recorded in the Suffolk Registry of Deeds Book _____
Page _____
- 2) City of Chelsea Assessor's Map No _____ Parcel (s) _____
- 3) Adjacent Massachusetts Land Court case(s)

- 4) Oral Information _____

- 5) Actual measurement on the ground from a starting point established by _____

- 6) Other Sources _____

Signed/Seal _____
Registered Professional Land Surveyor

Name _____

Company _____

Address _____

Reg No _____

Lic Serial No _____

Expiration Date _____

Signed/Seal _____
Registered Professional Civil Engineer

Name _____

Company _____

Address _____

Reg No _____

Lic Serial No _____

Expiration Date _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM E
CERTIFIED LIST OF ABUTTERS

(To Accompany Form C)

One copy of this form is to be completed and filed with the Chelsea Planning Board in accordance with Section III.C.6.

(Date of Filing)

To the Chelsea Planning Board:

The undersigned, being an applicant for approval of a Definitive Plan of a proposed subdivision entitled

Section _____ Sheets _____

submits the following sketch of the land in the subdivision listing the names of the adjoining owners in their relative positions, and indicating the address of each abutter on the sketch or in a separate list, including owners of land separated from the subdivision only by a street.

Signature of Applicant or Agent: _____

(To be certified by the Assessor's Office)

To the Chelsea Planning Board:

This is to certify that at the time of the last assessment for taxation made by the City of Chelsea, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown above were as above written, except as follows:

(Signed)

(Date)

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM G
PERFORMANCE BOND - -SECURED BY DEPOSIT

(See Form I for Applicant Signature Information)

One completed Form and four (4) copies thereof shall be filed with the Chelsea Planning Board. See Form I for Applicant Signature Information.

KNOW ALL MEN BY THESE PRESENTS

that _____ as
Principal(s) hereby bind and obligate myself/itself/ourselves and my/its/our executor, administrators, devisees, heirs,
successors and assigns jointly and severally to the City of Chelsea, a Massachusetts municipal corporation,
in the full and just sum of _____
Dollars (\$ _____) and has secured this obligation by the deposit with the Chelsea Planning Board of said City
of Chelsea of said sum in the form of a Certified Check.

The condition of this obligation is that if the Principal(s) shall fully and satisfactorily observe and perform in the
manner and in the time therein specified all of the covenants, conditions, agreements, terms and provisions contained
in the application signed by the Principal(s) and dated _____, under which approval of
a Definitive Plan of a certain subdivision, entitled

Section(s) _____ Sheet(s) _____
and dated _____, has been or is hereafter granted by the Chelsea Planning Board, then this
obligation shall be void; otherwise it shall remain in full force and effect and the aforesaid security for said sum shall
become and be the sole property of said City of Chelsea as liquidated damage. Reduction of the Bond Surety may
be had in accordance with Section III C 9 of the Rules and Regulations of the City of Chelsea Planning Board where
appropriate.

This money secures the construction and installation of services for lots _____

on _____ (Street(s)) from Station _____ to Station _____

and additional work, if any,

to be performed in accordance with all provisions of the law and the Chelsea Planning Board Rules and Regulations

All work to be completed by _____ (Date)

This bond is secured by:

1. Certified Check drawn on the account of _____ at
_____ (Bank), city or town of _____,
state of _____, the amount of _____, dated _____,
payable to _____

IN WITNESS WHEREOF the undersigned has hereunto set _____ hand and seal this _____ day of
_____, in the year _____

Principal

Principal

Principal

Principal

Witness

Witness

By:

(Title)

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM I
COVENANT

(See Form I for Applicant Signature Information)

One completed Form and two (2) copies thereof shall be filed with the Chelsea Planning Board.

KNOW ALL MEN BY THESE PRESENTS

that whereas the undersigned _____
(Name(s), Street, City/Town, County, State)

has submitted an application dated _____ to the Chelsea Planning Board for approval of Definitive Plan of a certain subdivision entitled Section(s) _____ Sheets _____ and dated _____, 19____, and has requested the Board to approve such plan without requiring a performance bond.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the Chelsea Planning Board approving said plan without requiring a performance bond, and in consideration of one dollar in hand paid, receipt whereof is hereby acknowledged, the undersigned covenants and agrees with the City of Chelsea as follows:

1. The subdivision and its construction shall comply in all respects to the Town of Chelsea "Rules and Regulations Governing the Subdivision of Land in the Town of Chelsea," filed February 13, 1975, as amended through _____ (the date of preliminary or definitive plan submission), unless specifically waived by the vote of the Planning Board and recorded in writing.
2. No corrections, additions, substitutions, alterations, or any changed shall be made in any plans approved by the Planning Board without Planning Board written approval.
3. Erosion and silt control procedures shall be followed during construction of the subdivision or any of the lots therein.
4. At the time of placement of the base course of pavement, all utility manhole covers and grates shall be set to the grade of the base course. The covers and grates shall be raised to the grade of the finish course at the time of its placement.
5. The developer shall perform daily cleanup of construction debris, including soil, on the existing streets directly adjacent to the subdivision street caused by subdivision construction.
6. The Covenanter will not sell any lot in the subdivision other than by mortgage deed, or erect or place any permanent building on any such lot until the work on the ground necessary to serve adequately such lot has been completed in the manner specified in the aforesaid application, and in accordance with the covenants, conditions, agreements, terms and provisions thereof. The foregoing shall not be deemed to prohibit or restrict construction of any of the improvements or structures associated with drainage or other municipal service systems shown on the said plans.

7. This agreement shall be binding upon and inure to the benefit of the executors, administrators, devisees, heirs, successors and assigns of the Covenanter.
8. It is the intentions of the undersigned and it is hereby understood and agreed that this contract shall constitute a covenant running with the land included in the aforesaid subdivision and shall operate as restrictions upon said land, provided, however, that should Covenanter fail to perform any obligation hereunder, the Board shall look only to the Covenanter's interest in the premises shown on the definite plan for satisfaction, and Covenanter shall not be personally liable for such failure.
9. It is understood and agreed that lots within the subdivision shall, respectively, be released from the foregoing conditions upon the recording of a certificate of performance executed by a majority of the Planning board and enumerating the specific lots to be so released. Upon completion of the portion of the improvements necessary to serve a given lot or lots, the Covenanter shall send a written statement of such fact to the Planning Board and to the Chelsea Town Clerk. If the Planning Board determines that such improvements have been completed in accordance with the requirement of this Covenant, it shall execute and deliver said certificate within forty five (45) days of receipt of said statement. If the Board determines that such improvements have not been completed in accordance with such requirements, it shall send a notice to the Covenanter and to the Chelsea Town Clerk specifying the details wherein the improvements fail to comply. Unless the Covenanter agrees to an extension, if the Board fails to either execute and deliver such instrument or Board fails to either execute and deliver such instrument or send such notice prior to the expiration of the aforesaid forty-five (45) days, then, as provided in Massachusetts General Laws Chapter 41, Section 81U, this Covenant shall become void as to the lot or lots identified in the Covenanter's statement, and the Covenanter may obtain a certificate in recordable form to such effect from the Chelsea Town Clerk. If the Board gives a notice of noncompliance and the Covenanter thereafter corrects the deficiencies specified in the notice, the Board shall then execute and deliver an instrument releasing the lot or lots in question as aforesaid.
10. The undersigned represents and covenants that the undersigned is the owner in fee simple of all the land included in the aforesaid subdivision and that there are no mortgages of record or otherwise on any of said land.

IN WITNESS WHEREOF the undersigned, applicant(s) as aforesaid, do(es) hereunto set _____ hand(s) and seal(s) this _____ day of _____, in the year _____.

Applicant's Husband/Wife

Applicant(s)

*(Note: If there is more than one owner, all must sign. See Form I)

By: _____
(Title)

COMMONWEALTH OF MASSACHUSETTS

SUFFOLK, SS

_____(Date)

Then personally appeared the above named _____

and acknowledged the foregoing instrument to be _____ free act and deed, before me

(Notary Public)

My Commission Expires:

NOTE: Original recorded covenant is to be mailed directly to the Chelsea Planning Board, 500 Broadway, Rm. 101, Chelsea, MA 02150, by the Registry of Deeds or Land Court.

Description of Mortgages: _____

(Give complete names and Registry of Deeds Reference)

Assents of Mortgagees:

NOTE: An original or certified copy of a Clerk's Certificate or corporate vote empowering an individual to act in behalf of a corporate mortgagee must accompany this certificate unless the provisions of M G L Chapter 155, Section 8 have been met

COMMONWEALTH OF MASSACHUSETTS

Suffolk County, ss _____ (Date)

Then personally appeared the above named _____

_____ and acknowledged the foregoing instrument to be

_____ free act and deed, before me

Notary Public

My Commission Expires: _____

IN WITNESS WHEREOF, the undersigned members of the Chelsea Planning Board have hereunto set their
hands and seals this _____ day of _____, in the year _____

COMMONWEALTH OF MASSACHUSETTS

Suffolk, SS _____ (Date)

Then personally appeared the above named _____

as they are members of the City of Chelsea Planning Board, and acknowledged the foregoing instrument to be
their free acts and deeds, before me

Notary Public

My Commission Expires: _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM J
RELEASE FORM

The undersigned, being a majority of the Chelsea Planning Board of the City of Chelsea, Massachusetts, hereby certify that:

- a. The requirements for the construction of ways and municipal services called for the Surety and dated _____ and/or by the Covenant dated _____, and recorded in Suffolk District Registry of Deeds, Book _____, Page _____ (or registered in _____ Land Registry District as Document No. _____ and noted on Certificate of Title No. _____ in Registration Book _____ Page _____,) has been completed/partially completed,

to the satisfaction of the Chelsea Planning Board to adequately serve the enumerated lots shown on Plan entitled _____

Section(s) _____, Sheets _____, plan dated _____ recorded by the Suffolk District Registry of Deeds, Plan Book _____, Page _____ (or registered in said Land Registry District, Plan Book _____ restrictions as to sale and building specified thereon.

Lots designated on said plan as follows: (Lot Number(s) and Street(s))

- b (To be attested by a Registered land Surveyor) I hereby certify that lot number(s) _____ on _____

(Streets) do conform to layout as shown on Definitive Plan entitled _____
_____ Section _____ Sheets _____

Registered Land Surveyor

c. The City of Chelsea, a municipal corporation situated in the County of Suffolk, Commonwealth of Massachusetts, acting by its duly organized Planning Board, holder of a Performance Surety dated _____, and/or a Covenant dated _____, from _____ of the (City/Town) of _____ Massachusetts recorded with the Suffolk District Registry of Deeds, Book _____, Page _____, (or registered in Land Registry District as Document No. _____ and noted on Certificate of Title No. _____ in Registration Book _____, Page _____,) acknowledges satisfaction of the terms thereof and hereby releases its right, title and interest in the lots designated on said plan as follows: _____

EXECUTED as a sealed instrument this _____ day of _____, _____

_____	_____
_____	_____
_____	_____
_____	_____

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss

_____ (Date)

Then personally appeared _____, one of the above named members of the Planning Board of the City of Chelsea, Massachusetts and acknowledged the foregoing instrument to be the free act and deed of said Chelsea Planning Board, before me

Notary Public

My Commission expires: _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM K
CONVEYANCE OF EASEMENTS AND UTILITIES

One completed form and three (3) copies thereof shall be filed with the Chelsea Planning Board
(See Form I for Applicant Signature Information)

(See Form T for Applicant Identification Information)

County of _____, State of _____

for nominal consideration of _____ grant to the City of Chelsea, a Municipal Corporation in Suffolk County, Commonwealth of Massachusetts with quitclaim covenants EASEMENTS AND/OR UTILITIES IN PERPETUITY in the land hereinafter described and shown on a plan recorded in, over and under _____ parcel (s) for the purpose of allowing the City, its agents, employees, (this, two, etc)

invitees, or those with whom the City may contract to, construct, reconstruct, inspect, repair, renew, replace, operate, and maintain pipes, ditches, or both for drainage and water mains and conduits, for water distribution purposes as hereinafter set forth, including any and all equipment and material appurtenant and incidental thereto, to cross and recross the premises, by foot or by vehicle, or with equipment, at its convenience for purposes stated, and to cut down and keep trimmed all trees and bushes and to keep clear said premises of all structures as the City may deem convenient for its purposes

And, for the consideration aforesaid, the said grantor does hereby give, grant, transfer and deliver unto the City of Chelsea all water mains, manholes, pipes, conduits, drainage easements and all appurtenances thereto that are now or hereafter constructed or installed in, over, under and through the following described land by the grantor and the grantor's successors and assigns

Said parcels and/or utilities are situated in the City of Chelsea and are shown on a plan entitled:

(Name of Subdivision Plan, Section and Sheet Numbers)

Plan Dated _____

Drawn By _____

and are bounded and described as follows: (use running description)

being a _____ () foot wide _____ easement to be used for _____ purposes as aforesaid

The grantor warrants that the aforesaid easements are free and clear to all liens or encumbrances, that they (it) has good title to transfer the same, and that he will defend the same against claims of all persons.

For grantor's title see deed from _____ dated _____, and recorded in Suffolk District Registry of Deeds, Book _____, Page _____, or under Certificate of Title No. _____, registered in the Suffolk County District Land Court, Book _____, Page _____

And (to be completed if a mortgage exists) _____

Name and Address _____

the present holder of a mortgage on the above described land, which mortgage is dated _____, 19 _____, and recorded in said Deeds Book _____, Page _____, for consideration paid, hereby releases unto the City of Chelsea forever from the operation of said mortgage, the rights and easements hereinabove granted and assents thereto

Authorized Signature of Mortgager

IN WITNESS WHEREOF I/WE have hereunto set my/our hand(s) and seal(s) this _____ day of _____, _____

COMMONWEALTH OF MASSACHUSETTS

Suffolk ss: _____

Then personally appeared the above named _____

and acknowledged the foregoing instrument to be _____ free act and deed, before me

Notary Public _____

My Commission Expires _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM L
REFERRAL FORM

TO:

City Engineer	Building Inspector
Department of Public Works	School Department
Board of Health	Municipal Light Department
Fire Department	Park Department
Police Department	Community Development Dept.
Water Department	District Councilor
Conservation Commission	Traffic Commission

The attached Definitive Plans were submitted to the Chelsea Planning Board on _____, (date).

A public hearing has been scheduled for _____, _____ at _____ p.m.
at _____ (location), to discuss these plans. May we have your comments
and recommendations concerning this subdivision by not later than _____. Please return this
form with your comments and recommendations.

Thank you,

Chelsea Planning Board

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM M
CONTROL FORM

NAME OF SUBDIVISION _____

SECTION _____ SHEETS _____

SECTION _____ SHEETS _____

ASSESSOR'S MAP NO. _____ PARCELS NOS _____

PRELIMINARY PLAN

DEFINITIVE PLAN

(Dated)

(Dated)

(Submitted)

(Submitted)

Forms received: _____

(Decision Deadline)

(Decision Deadline)

PUBLIC HEARING DATE _____

ENCLOSED:

FORM B _____ FORM C _____

FILING FEE RECEIPT:

Amount _____

Date _____

Copy of Hearing Notice: _____

Paid Advertising Bill: _____

Certified Mail Receipts: _____

Public Hearing Minutes: _____

CONDITIONALLY APPROVED _____

DISAPPROVED _____

PLAN TO BE SIGNED ON: _____

PLAN SIGNED ON: _____

EXTENSION OF TIME REQUESTS: _____

(From) (To)

(From) (To)

COVENANT DATED: _____

WORK TO BE PERFORMED BY: _____

PLANS AND COVENANT (AND EASEMENT DEED) RECORDED ON _____

BOOK _____ PAGE _____

EXTENSION OF COVENANT DATED: _____

WORK TO BE PERFORMED BY: _____

2ND COVENANT RECORDED: _____

BOOK _____ PAGE _____

EXTENSION OF COVENANT DATED: _____

WORK TO BE PERFORMED BY: _____

3RD COVENANT RECORDED: _____

BOOK _____ PAGE _____

(1) BOND POSTED: _____

(Surety Bond No., if any, date, amount, secured by, and work to be performed and when)

(2) _____

(3) _____

PARTIAL RELEASE OF COVENANT FOR LOTS _____ GRANTED _____

PARTIAL RELEASE OF COVENANT FOR LOTS _____ GRANTED _____

PARTIAL RELEASE OF COVENANT FOR LOTS _____ GRANTED _____

FULL RELEASE OF COVENANT GRANTED _____

BOND RELEASE ON _____ IN THE AMOUNT OF _____

BOND RELEASE ON _____ IN THE AMOUNT OF _____

BOND RELEASE ON _____ IN THE AMOUNT OF _____

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM N
PUBLIC HEARING NOTICE

CITY OF CHELSEA
PLANNING BOARD
LEGAL NOTICE OF PUBLIC HEARING

Notice is hereby given that under the provisions of Chapter 41, Section 81T of the Massachusetts General Laws, the
Chelsea Planning Board will hold a public hearing on _____ at _____ p.m.
in _____
(Name and Address)

for approval of a definitive subdivision plan know as _____
SECTION _____ SHEET _____ plan dated _____; drawn by _____
_____ showing _____ lots Said property is located:

as shown on Assessor's Map _____, Parcels _____

CHELSEA PLANNING BOARD

_____, Chairman

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM O
RECEIPT FOR SUBDIVISION PLAN

Received from _____

_____ original and _____ copies of a Preliminary, Definitive and Modified

Subdivision Plan entitled: _____

Section _____ Sheets _____

Application for approval for which has been made to the Chelsea Planning Board.

Chelsea Planning Board

Date of Filing /

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM P
INSPECTION FORM

(Name of Subdivision) (Street) (From Station to Station)

ITEMS INSPECTED	DATE OF INSPECTION	REMARKS	APPROVAL	SIGNATURES OF INSPECTING OFFICERS
Excavation				
Laying Water Mains				
Laying Gas Mains				
Installation of Surface and Subsurface Drainage Related Equipment				
Filling				
Compacting				
Installation of Sanitary Sewers and Related Equip.				
Installation of Hydrants				
Installation of Electrical Lines				
Installation of Telephone Lines				
Completion of Pavement				
Grading of Curbs and Gutters				
Construction of Sidewalks				
Grading of Grass Plots				
Installation of Monuments				
Tree Planting				
Final Cleanup				
Other				

Please give full name, title, address and telephone number at bottom of form.

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM Q
DOCUMENT CONTROL SHEET
DISTRIBUTION OF PLANS

SUBDIVISION PLANS

AGENCY	Approval Under Subdivision Control Law NOT Required	Date Preliminary	Date Definitive	Date Approved
Owner	Original Returned	Print Returned	1 Original Returned	1 Original Returned
Registry of Deeds	Owner May File			Owner May File
Ward Councillor		1 Print	1 Print	1 Print
Peabody Planning Board	2 Prints	9 Prints	9 Prints	9 Prints
City Engineer	1 Print	1 Print	1 Print	
Board of Health		1 Print	1 Print	1 Print Submitted by Applicant
Dept. of Public Works		1 Print	1 Print	1 Print
City Solicitor			1 Print	
Building Inspector	1 Print		1 Print	1 Print
Police Dept.		1 Print	1 Print	
Fire Dept. (A)		1 Print	1 Print	
Telephone Co. (B)		1 Print	1 Print	
Light Co. (B)		1 Print	1 Print	
Gas Co. (B)		1 Print	1 Print	
School Department			1 Print	
Park Department			1 Print	1 Print
Community Development			1 Print	
Conservation Commission			1 Print	

The Fire Dept., Water Dept., and the developer shall agree on the location of hydrants.
The developer shall confer with utility companies regarding the location of underground utilities.

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD

FORM R

MORTGAGES ACQUIRED AFTER SUBMISSION OF COVENANT

See Form I for Applicant Signature Information

(This Form to be sent to the applicant by the Chelsea Planning Board following proof of covenant recording at the Registry of Deeds) A copy of the deed(s) shall be attached to this Form is different from that which accompanied the Definitive Application Form C

Additional Mortgages (i.e. development mortgages):

Description of Mortgages: _____

(Give complete names, addresses and Registry of Deeds reference-date of mortgage, book, page and date recorded)

I hereby certify that said property is free of all liens and encumbrances except for the above and following:

Witness and Date

Signature of Applicant and Date

Assents of Mortgagees to the Covenant

Suffolk, ss:

COMMONWEALTH OF MASSACHUSETTS

Then personally appeared the above named _____

and acknowledged the foregoing instrument to be _____ free act and deed, before me.

My Commission Expires: _____
NOTARY PUBLIC

NOTE: THE SIGNATURE(S) OF THE MORTGAGEE(S) SHALL BE NOTARIZED AND THIS FORM SHALL BE RETURNED TO THE CHELSEA PLANNING BOARD

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM S
EXTENSION OF TIME

(Date of Filing)

(Received by)

(Date)

To the Chelsea Planning Board:

Pursuant to M.G.L. (ter. ed.), Chapter 41, Section 81U,

(Applicant)

(Address)

herewith requests and assents to an extension of time from _____, _____ to
_____, within which the Chelsea Planning Board can take final action on
a (definitive) (preliminary) (modified) subdivision plan entitled: _____

Section _____ Sheets _____ dated _____,
and submitted _____

(Signed)

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM T
APPLICANT SIGNATURE INFORMATION
FOR USE WITH FORMS C, G, I, K, R

IDENTIFICATION OF APPLICANT

1. Sole person, no company:

That I, John Doe of street, county, state, as Principal

2. Sole Proprietorship:

That I, John Doe of street, city or town, county and state, doing business as JOHN DOE COMPANY,
street, city or town, county and state, as Principal

3. Partners in a company:

That we, John Doe of street, city or town, county and state and James Smith of street, city or town, county
and state, the partners of SMITH AND JONES COMPANY, a partnership doing business at street, city
or town, county and state as Principals

4. Corporation:

That XYZ Inc., a Massachusetts Corporation having a usual place of business located at street, city or
town, county and state as Principal

5. A Trust:

That we, John Jones of street, city or town, county and state and Fred Smith of street, city or town, county
and state, the trustees of _____ Trust, as Principals

NOTES:

Corporations: A vote from the Clerk of the corporation shall accompany any instrument signed by a Corporation which certifies authorization of individual(s) to act for the Corporation. (Rules and Regulations Section II, F). The Clerk shall also certify how the authorization is made, i.e. By-Laws or vote of stockholders or directors. Also, the Corporate Seal shall be affixed to the instrument

Partners in a company: All names, addresses and signatures shall be included

Trust: Names, addresses and signatures of all partners, if partnership and all trustees, if a trust, shall be included. (A Real Estate Trust can be very similar to a Massachusetts Corporation and may be registered with the Secretary of State; please specify what type of Trust)

SIGNATURES OF APPLICANT

1. Sole Person, no company:

A line for individual to sign. Person's name typed beneath signature line. Also include line for witness. Witness can be husband or wife.

2. Sole proprietorship:

A line for individual to sign. Underneath would be typed John Doe, d/b/a JOHN DOE COMPANY. Include line for witness.

3. Partners in a company:

SMITH AND JONES COMPANY

Witness

James Smith, Partner

Witness

John Doe, Partner

4. Corporation

XYZ REALTY TRUST

Witness

by: _____
William Johnson, President

5. Trust:

XYZ REALTY TRUST

Witness

List all trustees with witness line for each

SIGNED AND SEALED THIS _____ day of _____,

If signed by more than one person, the date should be that of the signature of the first person

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM U
DEFINITIVE PLAN APPLICATION COVER SHEET

Complete one original Form U together with Form C "Application for Approval of Definitive Plan" and exhibits and attachments thereto all applicants are strongly urged to schedule a pre-submittal meeting with the Planning Board staff. After review by staff, file one original and two copies of this form when filing Form C.

NOTE: Review by the Planning Board staff is only for the purpose of determining whether the minimum filing requirements have been met. Approval or disapproval of the submitted items is independent of and has no bearing on the review and the approval or disapproval of the contents therein.

In accordance with Section III C of the Chelsea Planning Board Rules and Regulations governing the subdivision of land, the following items are to be included with the Form C Application:

	Not Provided	Provided
1. Filing fee (\$150.00 plus \$100.00 per lot)		
2. Two (2) original sets of drawings		
3. Twenty (20) contact prints		
4. One (1) executed original and ten (10) copies of Form C		
5. Form D "Designer's Certificate"		
6. Form E "Certified List of Abutters"		
7. Drainage Calculations prepared by a Registered Engineer		
8. Necessary engineering calculations to show that fire protection, vehicular traffic flow and all other safety precautions are being provided		
9. Ten (10) copies of the recorded deed(s) of the premises to be subdivided		
10. Ten (10) copies of requested waivers		
11. Municipal Lien Certificate pertaining to the existing premises (receipted tax bill of most recent tax period may be substituted)		
12. Corporate vote (if corporate applicant see Form I)		
13. Drainage Plan and Water System Plan (if included as part of Definitive Plan, indicate sheet number(s) here)		

I hereby request the following waiver(s) from the filing requirements. If any filing waivers are requested, please state the reason(s) for such waiver(s) and whether said requirement(s) will be met prior to the Public Hearing.

NOTE: Failure to file a required item prior to the Public Hearing may result in a rejection of the subdivision unless said requirement is waived by the Planning Board.

Signature of Applicant or Agent

Date

I have reviewed the Application and the items submitted herewith and in my opinion they do () do not ()
comply with the filing requirements contained in the Chelsea Planning Board's Subdivision Regulations.

Planning Board or Designee

Date

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD

FORM V
STANDARD CONDITIONS FOR APPROVAL OF A DEFINITIVE PLAN

The following are conditions attached to the approval of the subdivision _____
Said conditions shall remain in effect until compliance with the conditions has been demonstrated to the satisfaction of the Board. The developer may seek and obtain a Certificate of Compliance from the Board in a form suitable for recording with respect to any such condition(s) that has/have been complied with or completed to the satisfaction of the Board:

1. No blasting is to be permitted on the site. OR
All blasting shall be done in accordance with these Rules and Regulations, regulations of the Chelsea Fire Department, and all applicable state and federal codes.
2. Prior to the issuance of a building permit on Lot(s) _____, a site plan showing proposed structures, existing vegetation, topography at two-foot intervals, walls, walks, driveways, adjacent catch basins, location of street trees and other significant features existing or proposed shall be submitted to the Board for approval.
3. No driveways shall be located within six feet of catchbasins.
4. No clearcutting shall be done within the buffer zone, identified as follows:

5. Prior to the installation of the required street trees, the developer shall submit to the Board for approval a plan of the street trees to be installed, giving locations, species, and sizes. Trees shall be installed with a "collar" to direct the growth of roots from under the sidewalk.
6. In the event that the construction on any lots has not commenced prior to the installation of the finish coat of roadway pavement, the developer shall install the curbing along the entire length of the lot without a curb cut, and shall loam and seed any such vacant lot and adjoining grass plot.
7. Prior to the commencement of any construction on the site, a detailed construction schedule shall be submitted to the Planning Board and to the Chelsea Department of Public Works. Failure to substantially adhere to the construction schedule as approved by the Board may be cause for revocation of the subdivision and/or forfeiture of the Performance Bond.
8. The developer shall install and maintain erosion and sedimentation barriers during the construction of the subdivision.
9. Hours of construction shall be Monday through Friday, 7 AM to 5 PM, and Saturday, 8 AM to 4 PM.

- 10 The developer, his subcontractors, and his successors and assigns shall be responsible for timely street cleaning and street repairs to adjacent streets as may be made necessary by the construction of the subdivision. Failure to perform this work in a timely fashion shall be cause for the Planning Board to have the work done, and be reimbursed by the developer. The developer, as part of his roadway maintenance bond requirement, shall remain responsible for and shall maintain as necessary or repair any damage to, the roadway and utility structures, occurring during the construction of any residence on the street.
- 11 The Planning Board has allowed only the following waivers to the Rules and Regulations Governing the Subdivision of Land. Any waiver shown on the plan that is not listed below is not approved, and shall be deemed to have been denied:
 - a.
 - b. etc.

CITY OF CHELSEA, MASSACHUSETTS
CHELSEA PLANNING BOARD
FORM A
APPLICATION FOR ENDORSEMENT OF PLAN
BELIEVED NOT TO REQUIRE APPROVAL

File one completed Form and one (1) copy of the recorded deed or deeds to the premises which are the subject of this application with the Chelsea Planning Board together with the original and (4) four copies of the plan in question; and file a copy of the Form with the City Clerk in accordance with Section III, A-1. A Municipal Lien Certificate or other proof of paid-up taxes shall be submitted with the application unless waived by the Planning Board.

(Date of Filing)

(Received by)

(Date)

To the Chelsea Planning Board:

The undersigned, believing that the accompanying plan of his property in the City of Chelsea does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Chelsea Planning Board approval under the Subdivision Control Law is not required.

NAME OF OWNER: _____

ADDRESS: _____

NAME OF APPLICANT: _____

ADDRESS: _____

NAME OF SURVEYOR: _____

(Registration Number)

ADDRESS: _____

DEED OF PROPERTY RECORDED IN: _____ REGISTRY

BOOK NUMBER: _____ PAGE NUMBER: _____

CITY OF CHELSEA ASSESSOR'S MAP NUMBER: _____ PARCEL(S): _____

The filing fee of \$50.00 is _____ is not _____ enclosed (check one). If the filing fee is not enclosed, state the date of the previous application from which this plan evolves:

Date of previous application: _____

Location and Description of Property:

Reason Plan does not constitute a Subdivision:

(See City of Chelsea Rules and Regulations)

Signature of Applicant or Agent:

Address:

Signature of Owner if not Applicant:

Address:

CHELSEA PLANNING BOARD APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT
REQUIRED:

(Signed):

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(Date)

The Chelsea Planning Board determined on _____ (Date) that this plan does, in fact, constitute a
subdivision (Section 81P, Chapter 41, General Laws)

Notification of said determination sent to City Clerk and Applicant on _____ (Date)

