



City of Brockton Planning Board

Application for Approval of a Definitive Subdivision Plan

Form C

OFFICIAL USE:

Date of Receipt: _____ Received by: _____ Date of Approval: _____
Complete: _____ Not Complete: _____ Date: _____

The following application is made to the City of Brockton Planning Board in accordance with the Massachusetts General Law Chapter 41, Sections 81K-81GG, "The Subdivision Control Law" and the City of Brockton Subdivision Rules & Regulations.

1. Application Information:

Address of Property Location: _____

Owner: _____

Mailing Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Signature: _____

Applicant/Owner's Agent: _____

Mailing Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Signature: _____

Tenant/Lessee/Purchaser (If applicable): _____

Mailing Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Signature: _____

3. Preliminary Plan:

Was a Preliminary Plan submitted to the Planning Board?

Yes: _____ No: _____

If yes, date: _____

Was conceptual approval granted by the Planning Board?

Yes: _____ No: _____

If yes, date: _____

4. Brief Summary of Proposed Work (Attach Additional Sheets or Narrative if Needed):

5. Zoning Board of Appeals Approval:

Has this project been approved by the Zoning Board of Appeals?

Yes: _____ No: _____ Pending: _____

If no, state relief: _____

Date of Approval: _____

If approval has been completed beforehand, a copy of the Zoning decision issued by the Board of Appeals shall be presented with this application. The ZBA decision must show the endorsement of the City Clerk that no appeals have been filed on this matter.

6. Conservation Commission Approval:

Has this project been approved by the Conservation Commission?

Yes: _____ No: _____ Pending: _____

Date of Approval: _____

If approval has been completed beforehand, a copy of decision issued by Conservation Commission shall be presented with this application. The decision must show the endorsement of the City Clerk that no appeals have been filed on this matter.

7. Definitive Subdivision Plan Submission Requirements and Checklist:

- Provide one (1) original paper and fourteen (14) copies of all completed plans, narratives and applications. Plans and documentation are to be folded and correlated into 15 separate complete packets.
- The Definitive Plan shall be completed in accordance to all Definitive Plan requirements. The applicant shall retain the original Mylar until the time of endorsement of the plan by the Planning Board. Sepia and/or Xerox type copies are not acceptable.
- Provide a digital copy (.pdf) of the full set of plans and application to the Brockton Planning Department via email: planning@cobma.us or via flash drive.
- One original Municipal Lien Certificate from the Tax Office is to be included with the original packet. MLC must show that there are no monies owed to the City of Brockton for either taxes or fees.
- Certification clause signed by a registered civil engineer and/or the registered land surveyor of record stating that the design and content of the Definitive Subdivision Plan conforms with conditions imposed by the Planning Board and all applicable Rules and Regulations established therein.
- Notice of the Time and place of the hearing and the subject matter shall be given by the Planning Board at the expense of the applicant by advertisement in an official public of, or in a newspaper of, general circulation in the City of Brockton once in each of two successive weeks, at least fourteen (14) days prior thereof. The applicant will be billed directly by the advertising media for the advertisement prepared by the Board. **Lack of timely advertisement will result in cancellation of Public Hearing.**
- Notification of the hearing shall be sent certified mail, return receipt requested, by the applicant or his/her agent at his/her expense to all land owners abutting the locus.
 - Abutters include those within 300 feet of the boundary of property where work is proposed and those within another municipality if within 300 feet of property. The list of abutters is to be certified by the City's Assessor's Office.
 - The notice shall tell abutters where they can get a copy of plan and where and where the public hearing will be held.
 - The Planning Board shall be given proof of delivery, e.g., mailing receipt cards. A copy of the Assessor's list is to be contained within the Application at the time of filing.
- Please submit only three (3) copies of drainage calculations or other back up Engineering. In the case of properties within the sewer moratorium, a copy of the city council order granting a sewer connection must be submitted at time of filing.

City of Brockton – Definitive Subdivision Plan Submittal Checklist

Applicants submitting a Definitive Plan to the Planning Board must provide the following information or the submittal with deemed incomplete for filing.

Place a check mark next to each item to confirm that it is included in this package.

<input type="checkbox"/>	A. Properly Executed Application for Approval of a Definitive Plan (this form).
<input type="checkbox"/>	B. Filing fee for the amount required by the Brockton Planning Board.
<input type="checkbox"/>	C. Plans (print and .pdf version) at a minimum scale of 1" = 40', sheet size 24" X 36" only (unless waived by the Planning Board) drawn by a registered land surveyor and/or registered civil engineer as required including the following information:
<input type="checkbox"/>	1. Subdivision name, magnetic north arrow, dates of submission, boundaries, legend, locus map, and scale.
<input type="checkbox"/>	2. The names and addresses of the owner, the sub-divider, and the registered civil engineer and/or registered surveyor.
<input type="checkbox"/>	3. Surveyor and/or Engineer Surveyor's Stamp/Seal and Civil Engineer's Stamp/Seal.
<input type="checkbox"/>	4. The zoning district and district lines if within or conterminous with where subdivision lies.
<input type="checkbox"/>	5. Names and Assessor's Map/Plots of all abutting property owners from recent tax list.
<input type="checkbox"/>	6. Location and names of existing and proposed streets, easements and ways. (The name of the proposed streets must be approved by the City of Brockton Fire Department and Brockton Planning Board.)
<input type="checkbox"/>	7. Dimensions, Profile Geometry, Geometry, Lines of Existing and Proposed Streets, sidewalks, curbs, and existing curb cuts. Curves to include radius, length or arc, tangents, delta angle, etc.
<input type="checkbox"/>	8. Existing and proposed topography at a scale not less than a two (2) foot contour intervals or other as may be requested by the Board.
<input type="checkbox"/>	9. Boundary lines, areas and dimensions of all lots or other divisions of land within the subdivision designated numerically and in sequence.
<input type="checkbox"/>	10. Proposed and Existing Significant On-site Natural and Man-made Features (wetlands, ledges, bodies of water, walls, fences, flood plain, current buildings, and structures)

<input type="checkbox"/>	11. Location and width of existing and proposed roadway cul de sacs, including temporary turn-around areas and sidewalks within and adjacent to the subdivision.
<input type="checkbox"/>	12. Location of existing and proposed permanent monuments within the subdivision.
<input type="checkbox"/>	13. Proposed layout of sewerage disposal systems, water systems, storm or surface water operations and maintenance and all other proposed utilities, i.e. gas, electric, cable, telephone, etc. Note: Leaching catch basins are not allowed within the right of way. All proposed and existing City utility connections must be on Brockton City Base
<input type="checkbox"/>	14. Soil conditions in a general way, describing the relationship of soils to seasonal high water table, soil limitation for roads, house sites, and on-site septic systems.
<input type="checkbox"/>	15. Cross sections and profiles of proposed streets on a minimum horizontal scale of 40 feet to an inch and a minimum vertical scale of four (4) feet to an inch, or other as may be requested by the Board
<input type="checkbox"/>	16. The existing surface elevations and proposed finish grade to the center line and on each side line of each proposed street, and the sill elevation of all existing and proposed structures within the area to be subdivided. Existing center line grades in fine solid lines, side lines in fine dash lines and proposed finished center line grades in heavy solid lines. Proposed grade elevations at 50 foot stations and proposed rates of gradient shall be shown by figures. (Note: The City of Brockton Engineering Department requires that all existing accepted grades be met.)
<input type="checkbox"/>	17. Building blocks/yard setbacks for proposed dwellings, driveways, decks, curb cuts, etc.
<input type="checkbox"/>	18. Proposed planting types
<input type="checkbox"/>	19. Proposed and existing green space.
<input type="checkbox"/>	20. Space to record the action of the Board and the signatures of the members, attestation of the City Clerk and surety statement.
<p>Items 4 through 20 may be shown on one or more separate construction and/or profile plans which shall be referred to by title on the plan which contains the signatures of the members of the Board. All such plans taken together shall be deemed to constitute the definitive plan of the subdivision.</p>	

<input type="checkbox"/>	D. A narrative or impact study (if requested by the Planning Board).
--------------------------	---

At its discursion, the Planning Board may require impact studies (at the applicant’s expense) including but not limited to:

a. Streets:

The existing traffic conditions, peak hour levels, street capacities and the amount of expected traffic to be generated from the projected development.

The anticipated maintenance and cost of the streets to the City.

b. Neighborhood and Community:

Schools – The expected impact on schools from pre-primary to secondary level. The anticipated number of students, additional anticipated cost per student and changes in bus routing, if any.

Police and Fire – The expected impact on services, time, manpower and requirements of additional equipment to the police and fire departments.

Recreation and Community Facilities – The demand on recreation area and community facilities shall be taken into consideration. Any open space, either public or private, to be used by the residents shall be described.

c. Benefit and Cost:

A review of the potential taxes expected to be derived from the proposed development shall be shown in a comprehensive analysis in relation to the costs to be incurred by the City of Brockton.

d. Environmental:

Stormwater Management – A review of stormwater retention, policy, management on and off the property, in accordance to the Stormwater Management Standards for the Commonwealth of Massachusetts

Wetlands – Review of proper practices, in accordance with Wetlands Protection Act Regulations

<input type="checkbox"/>	E. A certified list of abutters (from the Assessor’s Office) within a 300 foot radius of the site must accompany all site plan applications
--------------------------	--

<input type="checkbox"/>	F. Waiver requests (if necessary)
--------------------------	--

<input type="checkbox"/>	G. All additional items required by the Subdivision Regulations of the City of Brockton and/or requested by the Brockton Planning Board.
--------------------------	---

5. Statement of Application:

Note: Parentheses are used to indicate alternative provisions.

To the Planning Board of the City of Brockton:

1. The undersigned, being the applicant of the proposed definitive subdivision shown on the accompanying plan submit(s) such as the definitive plan of the proposed subdivision and makes(s) application to the Board for final approval thereof.

2. The land within the proposed subdivision is subject to the following easements and restrictions: _____

3. A preliminary plan of the proposed subdivision, to which the accompanying plan conforms, was approved by the Board on _____

4. The applicant(s) agree(s), if this application is approved, to perform and complete all work in the ground within the proposed subdivision required by the rules and regulations of the Planning Board of Brockton as in force on the date of this application. The applicant(s) further agree(s) to complete all required work on the ground within two years from the date of approval of the definitive plan by the Board unless such time is extended by the Board.

5. The applicant(s) further agree(s) if this application is approved not to sell or offer to sell any of the lots within the subdivision until said plan is so recorded and the lot(s) have been released by the Planning Board.

6. The applicant(s) further agree(s) that no lot in the subdivision shall be sold until the work on the ground necessary to adequately serve such lot has been completed to the satisfaction of the Board.

7. The applicant(s) further agree(s) that whether or not this application is approved, he/they will pay the cost of publication, arranged by the Board, of the required notice of public hearing in a newspaper of general circulation in the City.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____