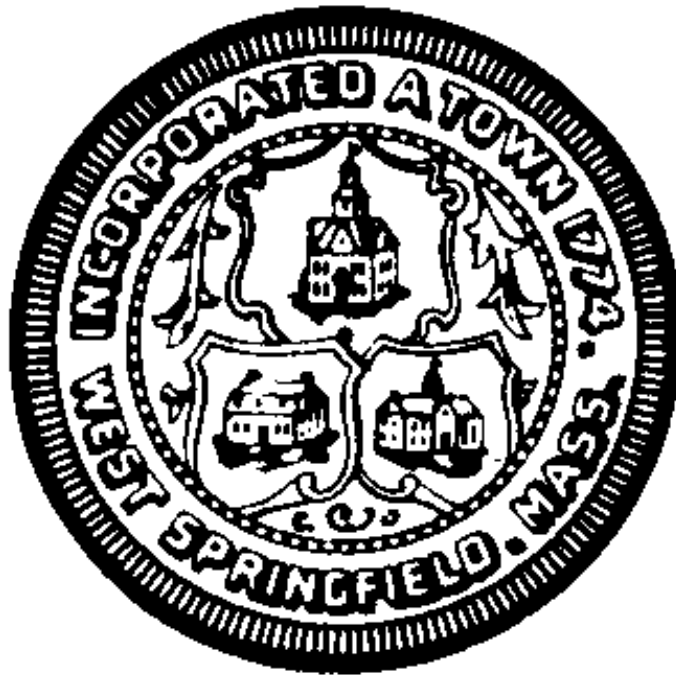


**RULES AND REGULATIONS
GOVERNING THE
SUBDIVISION OF LAND**



**TOWN
OF
WEST SPRINGFIELD
MASSACHUSETTS**

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SECTION I PURPOSE

Pursuant to M.G.L., Chapter 41, Section 81-M, these Rules and Regulations Governing the Subdivision of Land in the Town of West Springfield have been enacted for the purpose of protecting the health, safety, convenience and welfare of the inhabitants of West Springfield by regulating the laying out and construction of ways in subdivisions providing access to the several lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions and in proper cases parks and open areas. The powers of the Planning Board and the Board of Appeals under the Subdivision Control Laws shall be exercised with due regard for:

- the provision of adequate access to all lots in a subdivision by ways that will be safe and convenient for travel and that the design of the new ways will not make the adjacent private, town or public ways less safe and inconvenient for travel or use;
- lessening congestion in such ways and in the adjacent public and private ways;
- reducing danger to life and limb in the adjacent public and private ways;
- securing safety in case of fire, flood, panic and other emergencies;
- ensuring compliance with the Zoning Ordinance, the General Ordinance and Rules and Regulations of the Town of West Springfield and its various departments and the rules and regulations of the West Springfield Conservation Commission;
- securing adequate provisions for water, sewerage, drainage, underground utility services, street lighting, fire, police, and other similar municipal equipment and services to and within a subdivision;
- ensuring that existing public facilities and services are available and will have sufficient capacity to serve the proposed subdivision;
- coordinating the ways in a subdivision with each other and with ways in neighboring subdivisions, and with public and private ways in the Town of West Springfield and neighboring communities;

- protection of wetlands, watersheds, wildlife, and environmentally sensitive areas;
- protecting the character and the social and economic stability of the Town and to encourage the orderly and beneficial development of the community through appropriate growth management techniques; and
- coordinating development of the community in conformity with the Master Plan and other accepted planning documents for the Town of West Springfield.

SECTION II GENERAL

2.0 SUBDIVISION COMPLIANCE

No person shall make a subdivision within the meaning of the Subdivision Control Law of any land within the Town of West Springfield, or proceed with the improvement or sale of lots within a subdivision, or the construction of ways, or installation of municipal services therein, unless and until a Definitive Plan of such subdivision has been submitted and approved by the Planning Board and recorded at the Hampden County Registry of Deeds or Land Registration Office of Hampden County as hereinafter provided.

2.1 COORDINATION WITH MUNICIPAL DEPARTMENTS AND OTHER AGENCIES

Compliance with the applicable rules, regulations and requirements of the Office of the Mayor, Town Council, Board of Health, , Department of Public Works, Fire Department, Police Department, Recreation Commission and Conservation Commission shall be required before a plan is approved by the Board, and certification of performance relative to the proper construction and installation of the respective utilities shall be required before a performance guarantee can be reduced or released.

2.2 EFFECT OF PRIOR RECORDING OF SUBDIVISION PLAN

The recording of a plan of land within the Town of West Springfield in the Hampden County Registry of Deeds prior to the effective date of the Subdivision Control Law in the Town, May 23, 1955, showing the division thereof into existing or proposed lots, sites or other divisions and ways furnishing access thereto, shall not exempt such land from the application and operation of these Rules and Regulations except as specifically exempt by Section 81-FF, of the Subdivision Control Law, M.G.L. Chapter 41.

The improvement of a way, shown on a plan recorded prior to January 1, 2002 and not lawfully begun before the effective date of these Rules and Regulations, shall be constructed in accordance with these regulations.

2.3 EFFECTIVE DATE

These Rules and Regulations shall not be in effect until recorded with the Town Clerk. A copy of these Rules certified by the Clerk shall be transmitted forthwith to the Registrar of Deeds and the Recorder of the Land Court. Amendments to these Rules and Regulations shall not apply to any subdivision lawfully begun or any complete subdivision application lawfully submitted prior the first publication of notice of a public hearing as required by MGL, Chapter 41, Section 81-Q, but shall apply to any amendment to an approved development or to any application for approval submitted after the first publication notice of said public hearing. These rules and regulations shall apply to any plan duly recorded but not lawfully begun within two years of the recording of said subdivision plan. These rules and regulations shall also apply to any prior plan disapproved by the Planning Board where no amendment thereto has been submitted within sixty (60) days of said disapproval.

2.4 MORE THAN ONE BUILDING FOR DWELLING PURPOSES PER LOT

Not more than one building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on any lot in the Town of West Springfield, except as exempt under M.G.L. Ch. 183A, without the consent of the Planning Board, and that 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. The procedures for approval are detailed within these Rules and Regulations.

2.5 COMPLIANCE WITH ZONING

All plans submitted for Planning Board action shall conform to all applicable requirements of the Zoning Ordinance of the Town of West Springfield.

2.6 ENTRY ON LAND

Members of the Planning Board and its agents shall have the right of entry onto private lands to inspect and evaluate land and development conditions to further the purposes of the Rules and Regulations Governing the Subdivision of Land and to ensure compliance with said

Rules and Regulations and decisions rendered therefrom. Said individuals may also acquire information, measurements, photographs, observations and/or materials or may require submittal of any data or information deemed necessary to carry out the purpose of these Rules and Regulations.

2.7 WAIVER FROM THE REGULATIONS

2.71 As provided for by Section 81-R, Chapter 41 of the General Laws, where the Planning Board finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may waive strict compliance with these regulations provided that the public interest is secured and that a waiver of the regulations shall not have the effect of nullifying the intent and purpose of these regulations; and further providing that the Planning Board shall not approve a waiver unless it finds that:

- The granting of the waiver will not be detrimental to the public safety, health, or welfare or injurious to abutting property.
- The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to the area in which the property is located.
- Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular non-monetary hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations is carried out.
- The relief sought will not in any manner vary the provisions of the Master Plan, Zoning Ordinance or other municipal ordinances or regulations.

2.72 In approving waivers of these regulations, the Planning Board may require such conditions as will, in its judgment, secure substantially the purposes of these regulations.

2.73 The applicant shall submit a petition for waiver in writing at the time the Preliminary Plan and/or the

Definitive Plan is submitted for the consideration of the Planning Board. The petition shall state fully the grounds for the application and all of the facts relied upon by the applicant.

2.74 If the Planning Board approves the request for a waiver, it shall endorse conditions of such waiver (if any) on the Plan or set them forth in a separate instrument attached to and referenced on the Plan, which shall be deemed a part of the Plan.

2.8 ISSUANCE OF BUILDING PERMITS

No building permit for the construction of a residential or commercial structure associated with the layout of a lot created by the Board's approval of a Definitive Plan shall be issued until adequate access has been provided to support access by public safety vehicles.

2.9 ISSUANCE OF CERTIFICATES OF OCCUPANCY

No Certificate of Occupancy for the completed construction of a residential or commercial structure associated with the layout of a lot created by the Board's approval of a Definitive Subdivision Plan shall be issued unless the Board holds a monetary performance guarantee in excess of the value, plus 10%, of the subdivision improvements to be completed or, as established by written report from the Department of Public Works, that all subdivision improvements have been completed and the Board has released the development from subdivision control.

SECTION III DEFINITIONS

For the purposes of these Rules and Regulations, unless a contrary intention clearly appears, the terms and words defined in Section 81-L of chapter 41 of the General Laws shall have the meaning given therein. If a term is not defined and is not a commonly used term, then the definition in the State Building Code will apply. In addition, the following terms and words shall have the following meanings:

ADEQUATE PUBLIC FACILITIES: Facilities and infrastructure determined to be capable of supporting and servicing the physical area and designated intensity of the proposed subdivision as determined by the Town based upon specific levels of service.

APPLICANT: May be either the owner of the land stated in the application for subdivision or all the owners where title is held jointly, in common, or in tenancy by the entirety, including corporations. An agent, representative, or his assigns may act for an owner provided written evidence of such fact is submitted. Evidence in the form of a list of their officers and designated authority to sign legal documents shall be required for a corporation.

BOARD: Planning Board of the Town of West Springfield.

BUILDING: Any structure built or used for the support, shelter, or enclosure of persons, animals, chattels or movable property of any kind.

DEVELOPER: The owner or representative of land proposed to be subdivided. Written consent shall be required from the legal owner of the premises.

DEVELOPMENT IMPACT STATEMENT (DIS): A documented, written analysis of a proposed subdivision that provides the Planning Board and its agents with information necessary for plan review. Prepared by the applicant, a DIS shall follow the format presented in the Appendices of this document.

FRONTAGE: A lot boundary line across which there is a legal access and which abuts:

1. a public way, a county road; or
2. a way which the Town Clerk certifies is maintained and used as a public way; or

3. a way shown on a plan approved and endorsed in accordance with the Subdivision control Law; or
4. a way physically in existence when the Subdivision Control Law became effective, May 23, 1955, in the Town of West Springfield, which in the opinion of the Planning Board is presently suitable to provide for the needs of vehicular traffic and for the installation of municipal services to serve the land.

HARMONY: A relationship of agreement, consistency or non-contradiction.

LOT: An area of land in common ownership, with definite boundaries, used or available for use, as the site of one or more buildings.

OWNER: The owner of record as shown by the records in the Hampden County Registry of Deeds or Land Registration Office of Hampden County.

PARCEL: An area of land in common ownership, with definite boundaries, used or available for use, as the site of one or more buildings.

PERSON: A "person" includes an individual, a corporation, a partnership and an incorporated association of persons such as a club.

PLAN, DEFINITIVE: A proposed plan of a subdivision submitted by the applicant to be recorded in the Registry of Deeds or Land Registration Office of Hampden County when approved by the Planning Board.

PLAN, FINAL: A proposed plan showing more than one building to be used for dwelling purposes per building lot, to be approved by the Planning Board as a prerequisite to obtaining building permits.

PLAN, PRELIMINARY: A plan of a subdivision submitted by the applicant showing sufficient information to form a clear basis for discussion and clarification of its general contents and for the preparation of a Definitive Plan.

PLAN, NON-SUBDIVISION (ANR or FORM A): The division of a tract of land into two or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law under any of the following conditions:

1. At the time when the subdivision is made, every lot within the tract so divided has frontage on:
 - a. a public way, a county road or a way which the Clerk of the Town of West Springfield certifies is maintained and used as a public way;
 - b. a way shown on a plan previously approved and endorsed in accordance with the Subdivision Control Law, or;
 - c. a way in existence when the Subdivision Control Law became effective in the Town of West Springfield having in the opinion of the Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon.

Such frontage shall be of a least such distance as is then required by the Zoning Ordinance of the Town of West Springfield for erection of a building on such lot, and if no distance is so required, such frontage shall be at least twenty (20) feet.

2. Conveyances or other instruments adding to, taking away from, or changing the size and shape of lots in such a manner as not to leave any lot so affected without the frontage above set forth.
3. The division of a tract of land on which two or more buildings were standing when the Subdivision Control Law went into effect in the Town of West Springfield in which the land lies, into separate lots on each of which one of such buildings remains standing.

STATE CONSTRUCTION STANDARDS, MASS. DPW CONSTRUCTION STANDARDS:

These specifications are published by the Massachusetts Department of Public Works. They are entitled Standard Specifications for Highways and Bridges, and including all supplements, updates, revisions or future editions covering substantially the same subject matter. All matters left open or undetermined by these specifications shall be specified by the Board on a case-by-case basis.

STREETS: Streets in the Town of West Springfield shall have the following classifications:

1. Place: These streets shall be not over one thousand (1000) feet in length, unless otherwise allowed by the

Board, with no allowance for future extension. A maximum average daily traffic (ADT) of 100 vehicles per day shall be allowed for a street to be classified as a place.

2. Lane: The major purpose of these streets shall be to provide access to lots. They shall be streets not subject to non-terminus traffic. The ADT for this type of street shall be between 100 and 400 vehicles per day.
3. Sub-Collector: The ADT for this type of street shall be between 400 and 1000 vehicles per day. This type of street shall typically serve several Places or Lanes.
4. Collector: The ADT for this of street shall be between 1000 and 3000 vehicles per day.
5. Arterial: The ADT for this type of street shall be over the 3000 vehicles per day.

The ADT of a street shall be determined by applying a factor of ten (10) vehicles per day per lot served either directly or indirectly by the street plus an allowance for through traffic where applicable. The classification of each street in a subdivision and an estimate of its ADT should be included in or with the plans. The Planning Board reserves the right to make the final decision regarding the classification of a street and its estimated ADT. Consideration must be given to future traffic from undeveloped land which would be served by the proposed street system.

6. Dead End Street/Cul-de-Sac: A public or private vehicular right-of-way which affords the principal means of access to abutting property and which joins another thoroughfare at only one end. Any such thoroughfare, which joins or intersects a dead end street/cul-de-sac, shall have adequate access at both ends from a Town, County, or State public way adjacent to the subdivision. (See Section VIII of these Rules and Regulations concerning dead end streets and adequate access from a public way.)

STRUCTURE: A combination of materials, assembled at a fixed location to give support or shelter, such as a building, framework, retaining wall, tent, reviewing stand, platform, bin, fence, sign, flagpole, mast for radio and television antenna or the like. The word "structure" shall be construed, where the context allows as though followed by the words "or part or parts thereof".

SUBDIVISION: The division of a tract of land into two or more lots and shall include resubdivision, and, when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided.

SUBDIVISION CONTROL LAW: Refers to Sections 81-K to 81-GG, inclusive, of Chapter 41, of the General Laws of the Commonwealth of Massachusetts, entitled, "Subdivision Control" as amended.

**SECTION IV PROCEDURES FOR SUBMISSION AND
ENDORSEMENT OF NON-SUBDIVISION PLANS**

4.0 GENERAL

Any person who wishes to cause to be recorded in the Hampden County Registry of Deeds, or to be filed with the Land Registry Office of Hampden County a plan of land in the Town of West Springfield who believes that his plan does not require approval under the Subdivision Control Law, may submit his plan as hereinafter provided, to the Planning Board for such determination.

4.1 FILING PROCEDURES

Any person who submits a Non-Subdivision Plan to the Planning Board for endorsement shall file with the Board the following:

- 4.11 One (1) Mylar drawing of his plan conforming to Registry of Deeds standards and three (3) contact prints thereof, dark line on white background, as described in Section 4.2 below. The reproducible drawing will be returned to the applicant after Board action. It is strongly suggested that the applicant submit a copy of the plan in digital format in accordance with the standards outlined in the Appendix;
- 4.12 One (1) original and two (2) copies of a completed application Form A with appropriate evidence detailing how the plan qualifies as not requiring approval under the Subdivision Control Law;
- 4.13 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling and Town review;
- 4.14 One (1) original and one (1) copy of Form E - Designer's Certificate;
- 4.15 One (1) original and one (1) copy of Form F - Statement of Interest;
- 4.16 A receipt of submission from the Town Clerk's office. Receipt by the Planning Board of all filing requirements as outlined above at one of its

regularly scheduled meetings shall constitute the effective date of Submission of the Non-Subdivision Plan.

4.2 CONTENTS

The non-subdivision plans shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn with waterproof ink upon Mylar not larger than twenty-four by thirty-six inches (24" X 36") and at a scale of not more than one inch equals eighty feet (1" = 80'). If multiple sheets are used, they shall be accompanied by an index sheet showing the entire proposal and listing all attached sheets.

The non-subdivision plans shall contain the following:

- 4.21 Address of property, true North arrow, date, scale, legend and title "Subdivision Approval Not Required";
- 4.22 A Locus Map;
- 4.23 The names and addresses of the owners of record, the names and addresses of the applicants, the name(s), official seal(s), and signature(s) of the registered Civil Engineer and/or Land Surveyor;
- 4.24 The names of all abutters as they appear in the most recent tax list;
- 4.25 Location, names, lines and widths of all public and private streets, ways and easements within and abutting the land in question;
- 4.26 Zoning districts of all areas shown on the plan including all overlay districts;

A building envelope complying with all zoning requirements

A building envelope complying to all zoning requirements.

- 4.27 The original boundaries of the entire tract(s) as well as the new lines, boundaries, areas and dimensions of all lots, parcels, sites or divisions, designated numerically and in sequence, into which the land is to be divided;

- 4.28 The location of all existing structures lying within the affected tract(s) of land;
- 4.29 Location of all monuments and pins properly identified as to whether existing or proposed;
- 4.30 Provisions for adequate access to the existing and proposed lots;
- 4.31 Suitable space to record the action of the Planning Board and the signature of the members.
- 4.32 A written statement indicating that NO REPRESENTATIONS ARE MADE BY THE WEST SPRINGFIELD PLANNING BOARD REGARDING COMPLIANCE TO ZONING NOR THE SUITABILITY OF THE LAND FOR DEVELOPMENT.

~~4.4~~ SPATIAL REFERENCE

~~The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.~~

~~Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm~~

4.5 ENDORSEMENT

- 4.51 If the Planning Board determines that the plan does not require subdivision approval, it shall forthwith, without a public hearing, and within twenty-one (21) days of complete submission, endorse on the plan "APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED" or words of similar import with the appropriate name(s) of Planning Board members signed thereto. Said plan shall be returned to the

applicant and the Board shall notify the Town Clerk of its actions.

- 4.52 The Planning Board may add to such endorsement a statement of the reason approval is not required. The plan will be returned to the applicant, and the Planning Board shall notify the Town Clerk of its action.
- 4.53 If the Planning Board determines that in its opinion the plan requires approval under the Subdivision Control Law, it shall within twenty-one (21) days of complete submission, give written notice of its decision to the Town Clerk and applicant and return the plan to the applicant.
- 4.54 If the Board fails to act upon an application and plan submitted under this section within twenty-one (21) days after its complete submission, it shall be deemed to have been determined that approval under the Subdivision Control Law is not required.
- 4.55 The person submitting the plan may appeal the decision of the Board in accordance with Section 81-BB of M.G.L. Chapter 41.
- 4.56 Endorsement of the plan by the Planning Board does not imply that the lots as shown on the plan are in compliance with zoning or that the land is suitable for development purposes.

SECTION V PROCEDURES FOR THE SUBMISSION AND APPROVAL OF PRELIMINARY SUBDIVISION PLANS

5.0 PRE-APPLICATION MEETING

Prior to the submission of a Preliminary Subdivision Plan it is recommended that a developer meet with the Town Planner to discuss the conceptual development proposal. This meeting is intended to review the process for subdivision approval. Information which would be helpful during discussion can include, among others: Assessor's maps showing property boundaries, local maps showing surrounding uses and streets, existing infrastructure, sketch plans of proposal, and generalized existing environmental conditions (topography, soil, hydrology).

5.1 PRELIMINARY PLAN

It is recommended that a Preliminary Plan be submitted by an applicant seeking subdivision approval by the Planning Board in accordance with this section. This submission will allow the Board of Health, Planning Board, and applicant to review various aspects of the proposal prior to submission of a Definitive Plan. At the time of filing of the application and plans with the Planning Board, the applicant shall, at the same time, file a copy of Form B with the Town Clerk's office. Said filing shall be done by certified mail return receipt or by hand delivery with receipt. It is recommended that at the time of filing a Preliminary Plan with the Planning Board, the applicant concurrently file a Request For Determination of Applicability with the West Springfield Conservation Commission.

5.2 FILING PROCEDURES

Any applicant who submits a Preliminary Subdivision Plan to the Planning Board for approval shall file with the Board the following:

- 5.21 Two (2) Mylar drawings and fifteen (15) contact prints thereof, dark line on white background, as described in Section 5.3 below. One reproducible print shall be returned to the applicant at the completion of the review process. It is strongly suggested that the

applicant submit a copy of the Preliminary Plan in digital format in accordance with the standards outlined in the Appendix;

- 5.22 One original and fifteen (15) copies of Application Form B;
- 5.23 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling and Town review;
- 5.24 One original and fifteen (15) copies of a Draft Development Impact Statement;
- 5.25 One original and two (2) copies of Form E - Designer's Certificate;
- 5.26 One original and two (2) copies of Form F - Statement of Interest;
- 5.27 Receipts of receipt of the application from Board of Health and Town Clerk's office.

Receipt by the Planning Board of all filing requirements as outlined above at one of its regularly scheduled meetings shall constitute the effective date of submission of the Preliminary Subdivision Plan.

5.3 CONTENTS

The Preliminary Plan shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn in black waterproof ink on Mylar meeting all requirements of the Registry of Deeds. The plan shall be at a scale of one inch equals forty feet (1" = 40') unless otherwise specified by the Planning Board. The sheet size shall not exceed an outside dimension of twenty-four by thirty-six (24" X 36") inches.

If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision and listing all attached sheets.

The Preliminary Subdivision Plan shall contain the following:

- 5.31 The subdivision boundaries, true North arrow, date, scale, legend and title, "Preliminary Subdivision Plan";
- 5.32 The names and addresses of the owner(s) of record, and applicant (s), name(s), official seal(s) and signatures(s) of the designer, registered Civil Engineer and/or Land Surveyor;
- 5.33 A Locus Map;
- 5.34 Names of all abutters as shown on the most recent tax list;
- 5.35 Zoning districts of all areas shown on the plan including all overlay districts;
- 5.36 The approximate location of existing infrastructure adjacent to the development site including water, sanitary sewer, storm water and fire hydrants in a general manner.
- 5.37 Proposed infrastructure systems and drainage including adjacent existing natural waterways in a general manner;
- 5.38 The approximate boundary lines of proposed lots with approximate areas and dimensions;
- 5.39 The location, names, lines and widths of all public and private streets, ways and easements within and abutting the land in question;
- 5.40 The topography of the land in a general manner;
- 5.41 Major features on the site which includes wetlands, water bodies, stonewalls, fences, buildings, rock out crops, and trees greater than 8" Diameter Breast High in size in a general manner.
- 5.42 Provisions for adequate access to all the proposed lots.

5.5 SPATIAL REFERENCE

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is

also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm

5.6 BOARD REVIEW

- 5.61 Upon complete submission of the Preliminary Plan and supporting documents, the Board shall schedule a public meeting with the applicant. Within forty-five (45) days of submission, or an extension of time mutually agreed upon by the applicant and the Board which is filed with the Town Clerk's office, the Board shall notify the applicant and file with the Town Clerk's office a copy of their approval, approval with modification or disapproval with reasons for disapproval. Failure of the Board to act upon a Preliminary Plan within forty-five (45) days (or an agreed upon extension with the applicant) after the complete submission thereof, shall be deemed to constitute approval of such plan.
- 5.62 Approval of a Preliminary Plan does not constitute approval of a Definitive Plan. A Preliminary Plan shall not be recorded at the Registry of Deeds or the Land Registration Office of Hampden County.
- 5.63 A Definitive Subdivision Plan must be submitted to the Board within seven (7) months from the date of submission of a Preliminary Plan which was approved or approved with modifications or all previous actions of the Board are null and void. The Definitive Plans must substantially conform to the approved Preliminary Plans and all conditions of approval.

**SECTION VI PROCEDURES FOR SUBMISSION AND APPROVAL OF
DEFINITIVE SUBDIVISION PLANS**

6.0 GENERAL

- 6.01 A Definitive Subdivision Plan must be submitted to the Planning Board and Board of Health for approval.
- 6.02 A Definitive Plan shall be governed by the Subdivision Rules and Regulations in effect at the time of submission of such plan, or in effect at the time of submission of a Preliminary Plan provided that the Definitive Plan evolved therefrom shall have been submitted to the Planning Board within seven (7) months from the date of submission of Preliminary Plan.
- 6.03 A Definitive Plan shall also be governed by the Zoning Ordinance in effect at the time of submission of such plan or a Preliminary Plan from which the Definitive Plan is evolved in accordance with the provisions of Chapter 40A, Section 6 of the General Laws as amended.

6.1 FILING PROCEDURES

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

- 6.11 Two (2) Mylar drawings of the Definitive Plan conforming to Registry of Deeds standards and fifteen (15) contact prints thereof, dark line on white background, as described in Section 6.2 below. One reproducible set shall be returned to the applicant after Board action. It is strongly suggested that the applicant submit a copy of Definitive Subdivision plans in digital format in accordance with the standards outlined in the Appendix.;
- 6.12 One (1) original and fifteen (15) copies of a completed Form C - Application for Definitive Subdivision Approval;
- 6.13 One (1) original and fifteen (15) copies of the Development Impact Statement;
- 6.14 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling, town reviews and public hearings.

Any additional expenses for plans, surveys, inspections or outside review shall be borne by the applicant;

- 6.15 One (1) original and two (2) copies of Form E - Designers Certificate;
- 6.16 One (1) original and two (2) copies of Form F - Statement of Interest;
- 6.17 A certified list of abutters obtained from the Town Assessor's Office within 30 days of the filing of the application;
- 6.18 A receipt of submission of the application from the Town Clerk's office;
- 6.19 At the time of filing of a definitive subdivision plan, it is recommended that the applicant file a Request For Determination of Applicability or Notice of Intent with the Conservation Commission.

Receipt by the Planning Board of all filing requirements as outlined above at one of its regularly scheduled meetings shall constitute the effective date of submission of the Definitive Subdivision Plan.

6.2 CONTENTS

The Definitive Plan shall be prepared by a Registered Professional Engineer and shall be clearly and legibly drawn in black waterproof ink on Mylar meeting all requirements of the Registry of Deeds. The plan shall be at a scale of one-inch equals forty feet (1" = 40'), unless otherwise specified by the Planning Board. The sheet size shall not exceed an outside dimension of twenty-four by thirty-six (24" X 36") inches.

If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision and listing all attached sheets.

The Definitive Plan shall contain the following information:

- 6.21 The subdivision name, boundaries, true North arrow, date, scale, locus map, legend and title "Definitive Subdivision Plan";
- 6.22 Legend denoting all signs and symbols used on the plan and not otherwise explained;

- 6.23 The location of all existing structures on the subject property denoting future intentions;
- 6.24 All information required on the Preliminary Plan and conditioned for approval of said plan from the Board;
- 6.25 The name(s) and address(es) of the owner(s) of record, mortgage holder(s) and applicant(s) certified by an attorney; the name(s), official seal(s) and signature(s) of the Registered Professional Engineer;
- 6.26 Zoning districts of all areas shown on the plan including all overlay districts and all dimensional and bulk requirements;
- 6.27 The location of all existing and proposed lines of streets, ways, rights-of-way, lots, easements and any public or common areas within the subdivision. Proposed names of new streets shall be shown in pencil until they have been tentatively approved by the Planning Board. All wording for proposed easements and public or common areas shall be submitted with the application for Town Counsel review and approval;
- 6.28 Location, names and present widths of pavement and rights-of-way of adjacent public and private streets abutting and within one hundred feet (100') of the Subdivision;
- 6.29 The location, dimensions and purpose of all existing and proposed easements recorded in favor of the municipality, abutting and within one hundred feet (100') of the Subdivision;
- 6.30 Location of all permanent monuments, pins and benchmarker, properly identified as to whether existing or proposed. Concrete/granite bounds are required at all intersections of street lines, angle points and changes in curvature of street lines;
- 6.31 Boundary lines and dimensions of all proposed lots, with lot areas in square feet. All lots are to be numbered numerically and in sequence;
- 6.32 A topographic grading plan of the entire subdivision at two (2) foot contour intervals showing existing (broken lines) and proposed (solid lines) topography with proposed spot elevations at the intersection of all proposed lot lines and other pertinent points to show

- the proposed finished grading of the entire subdivision for roadway and house construction;
- 6.33 Location of natural waterways and water bodies within and adjacent to the subdivision;
 - 6.34 All lands subject to M.G.L. Chapter 131, Section 40 (The Wetlands Protection Act);
 - 6.35 All existing and proposed 10, 100 and 500 year floodplain boundaries;
 - 6.36 Subsurface conditions as they relate to soil, geology and hydrology, as reasonably ascertainable;
 - 6.37 Location of all existing utilities abutting and within one hundred (100) feet of the subdivision including but not limited to water, sewer, storm drain, gas, electric, cable, telephone, fire alarms and fire hydrants, as reasonably ascertainable;
 - 6.38 Location of the closest existing fire hydrant on the roadway giving access to the proposed subdivision.
 - 6.39 Significant site features which include among others: stone walls, fences, rock outcrops, trees greater than 8" Diameter Breast High in size, historical and scenic areas and slopes of 25% grade or greater;
 - 6.40 A street layout plan consisting of plan and profile views shall be drawn on separate sheets for each street within the subdivision. The plan shall be drawn at a horizontal scale of 1" = 40' and a vertical scale of 1" = 4'. The plans shall show proposed exterior lines, roadway lines, partial lot lines, curb lines, intersection angles, points of tangency and radii of curves. Also included on the street layout plan shall be location, size, type of construction, elevation, and invert of all pipes and conduits of the:
 - 6.401 Water Supply System, including wells, pumps, valves, stubs, gates, hydrants, and similar equipment;
 - 6.402 Storm Drainage System, including manholes, catchbasins, swales and appurtenant structures;
 - 6.403 Sanitary Sewage System, including manholes, pumps, and appurtenant equipment;
 - 6.404 Electrical Supply Equipment, including transformers, primary and secondary cables, lighting fixtures and

other electrical equipment as approved by Western Mass Electric Company;

- 6.405 Other Underground Utility Systems in the Right-of-Way, including gas, telephone and cable T.V. facilities;
- 6.41 A typical cross-section for the full width of the proposed street shall be shown in accordance with the "Typical Cross-Section" illustrated in Appendix B;
- 6.42 Construction details for catchbasins, manholes, endwalls, etc.;
- 6.43 Erosion control and stabilization details for all improvements including but not limited to roadways, storm water managements systems and the residential or commercial structures associated with the subdivision;
- 6.44 Suitable space to record:
 - 6.441 the action of the Planning Board and the signatures of the members of the Board;
 - 6.442 action and signature of the Town Clerk;
 - 6.443 conditions of approval;
 - 6.444 approval of waivers; and
 - 6.445 recording of covenant and/or other performance agreements;
- 6.45 Additional pertinent information the Planning Board may request.

6.5 SPATIAL REFERENCE

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie

(distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm

6.6 PUBLIC AREAS

Under the provisions of M.G.L. Chapter 41 Section 81-U, subdivisions greater than ten (10) lots or capable of being subdivided into ten (10) lots conforming to zoning requirements may be required to show a park of 10,000 square feet or 5% of the land being subdivided, whichever is greater. The land for said park shall be suitable for active and passive recreational purpose. No more than 5% of said land shall contain wetlands and slopes greater than 15% without the approval of the Board. Said land shall be readily accessible from a public way or a way within the subdivision. Said land shall not be developed for a period of not less than three (3) years from the date of recording of the subdivision without the approval of the Board. Said land shall be maintained in a suitable manner by the owner of the property or his assigns.

6.7 SEWER EXTENSION PERMITS

- 6.71 Under the provision of Section 43, of Chapter 21 of the General Laws, an application must be submitted by the Town to the Massachusetts Resources Commission, Division of Water Pollution Control, for a permit to allow construction of any sewer extensions of a public sewerage system, including construction plans for pumping stations, forced mains, siphons and other appurtenances (see Appendix E).
- 6.72 It shall be the responsibility of the applicant to furnish the Planning Board and Department of Public Works, at the time of submission of the Definitive Plan, preferably with the Preliminary Plan if submitted with the necessary data, specifications and construction plans of the proposed sewer extension project as required and said application form to be subsequently completed for submittal to the Division of Water Pollution Control.

6.8 SUITABILITY OF THE LAND FOR DEVELOPMENT

6.81 Board of Health Review

6.811 At the time of filing of the Definitive Plan, the applicant shall also file with the Board of Health one (1) print of the Definitive Plan, together with other necessary documentation and reports. The Board of Health shall review for such issues including but not limited to slope, depth of water table, suitability of potable water and sewage disposal facilities and of material used for fill. The Board of Health shall report to the Planning Board, in writing within forty-five (45) days, its approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on such plan cannot be used for building sites without injury to the public health, and include such specific findings and the reasons thereof in such report, and, where possible, shall make recommendations for the adjustment thereof. Any approval of the plan by the Planning Board shall only be given on condition that the land shall not be built upon or served with any utilities such as septic tanks, and drainage without prior consent of the Board of Health. The Planning Board shall endorse on the plan such conditions as set forth by the Board of Health.

6.812 All subdivisions shall connect to the Town sanitary sewerage system where physically capable and where this system is available, and every lot not served by the Town sanitary sewerage system shall have an adequate and approved sewage disposal system, satisfactory to the Board of Health, in accordance with Title V prior to the issuance of a Building Permit.

6.813 All subdivisions shall connect to the public water supply system. All building lots not served by a public system shall have an adequate supply of potable water approved by the Board of Health. A laboratory test of the water quality shall be required and submitted to the Board of Health prior to the issuance of a Building Permit. All developments shall be serviced with adequate pressure or volume from the public water supply for fire protection services.

6.814 Any approval of a Definitive Subdivision Plan by the Planning Board which contain building lots not served by the municipal water and sanitary sewerage system shall only be given on condition that the lots or land as to which such findings were made shall not be built upon or served with any utilities such as septic tanks and drainage without prior written consent of the Board of Health to the Planning Board. The Planning Board shall endorse on the plans such conditions as set forth by the Board of Health, specifying the lots or land to which said conditions apply.

6.82 Review by other Town Agencies

The Planning Board shall, upon submission of a Definitive Plan, transmit one copy of the plan, application and development impact statement to: Department of Public Works, Fire Department, Police Department, Building Commissioner, Conservation Commission and Recreation Department for their review. Comments and recommendations shall be made to the Planning Board within forty-five (45) days following receipt of a copy of the plan and related DIS. Failure to comment within the prescribed time limit shall be deemed as approval of the proposed development.

6.9 SITE VISIT

Prior to the public hearing being held, a site visit may be conducted by the Planning Board or its designee in order to familiarize themselves with the lay of the land and the layout of the proposed development. In order to facilitate the site visit and the gathering of pertinent information, the developer shall stake out the centerline of all proposed roadways in a general manner. The staking shall be clearly visible, a minimum of three (3) feet in height with the top one (1) foot painted fluorescent orange. The stakes shall be placed no greater than twenty (20) feet apart from one another.

7.0 PUBLIC HEARING

Before approval, modification and approval, or disapproval of a Definitive Plan is given, a public hearing shall be held by the Planning Board. Notice of the time and place of the hearing, and of the subject matter, sufficient for identification, shall be given by the Planning Board at the expense of the applicant by advertisement in a

newspaper of general circulation in the Town of West Springfield once in each of two successive weeks, the first publication being not less than fourteen (14) days before the day of such hearing. A copy of said notice shall be mailed to the applicant and to all owners of land abutting upon the subdivision as appearing on the most recent tax list.

7.1 APPROVAL, MODIFICATION, DISAPPROVAL

- 7.11 Prior to action by the Planning Board on the Definitive Plan, a joint meeting may be held with the developer, Planning Department, the Department of Public Works, Conservation Commission, Building Commissioner, Fire Department, and Director of Health to facilitate a complete review of the proposed improvements.
- 7.12 After the required hearing, but within ninety (90) days if a preliminary subdivision plan was filed and the definitive plan derived therefrom within seven (7) months or one hundred and thirty-five (135) days if no preliminary subdivision plan was filed, from the date of submission, the Planning Board shall approve, modify and approve, or disapprove the Definitive Subdivision Plan. The action of the Planning Board with respect to such plan shall be by vote, copies of which shall be certified and filed with the Town Clerk and sent by registered mail to the applicant.
- 7.13 If the Definitive Subdivision Plan does not comply with the Rules and Regulations of the Planning Board or the recommendations of the Board of Health, the Planning Board shall modify and approve or shall disapprove such plan. In the event of disapproval, the Planning Board shall state in detail wherein the plan does not conform to the Rules and Regulations of the Planning Board or the recommendations of the Board of Health. The Planning Board shall revoke its disapproval and approve a plan which, as amended, conforms to such Rules and Regulations or recommendations only if the amended subdivision plan has been submitted within sixty (60) days of the filing of disapproval of said plan. Submission of an amended plan after sixty (60) days of the filing of disapproval of said plans shall be deemed a new definitive subdivision plan and shall conform to the Subdivision Rules and Regulations and Zoning Ordinance in force at the time of the new submission.
- 7.14 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 certificate of the action of the Planning Board with the Town Clerk, and said Clerk has notified the Planning Board that no appeal has been filed, or if an appeal has been taken, that a final decree has been entered by the court sustaining the approval of the plan.

- 7.15 Final approval of a definitive subdivision plan shall be conditional upon the completion of all improvements within two (2) years from the date of endorsement of the subdivision plan. The Board may grant an extension of the two (2) year limit provided that a construction phasing plan is submitted and approved by the Board prior to final approval. Failure to complete all improvements within two (2) years of approval or any extension therefrom may result in rescission of Planning Board approval of the definitive plan. Any lot not released within two (2) years of endorsement or approved extension may be required to be shown on a new definitive subdivision plan.

7.2 ENDORSEMENT

- 7.21 An approved plan shall not be endorsed until the expiration of twenty days without notice of appeal to the superior court, or, if appeal has been taken, the expiration of twenty days after the entry of a final decree of the court sustaining the approval of such plan and not until the applicant has:
- 7.211 posted the necessary performance guarantee with certification of recording;
 - 7.212 made the necessary corrections on the plan, if conditional approval was given, to the satisfaction of the Planning Board;
 - 7.213 delivered two (2) originals (one for recording and one for the Board's file) and two (2) prints of the Definitive Plan if no corrections to it were necessary. (Note: If corrections were required, two (2) originals and ten (10) prints shall be delivered); and
 - 7.214 caused to be executed in a form acceptable to the Town Attorney all deeds of easements as shown on the plan and submission of such deeds and documents in the form of certified copies to the Planning Board.

Failure of the applicant to meet the above requirements shall be full and sufficient reason to withhold endorsement.

- 7.22 If the applicant fails to submit the required performance guarantees, easements and other documentation and the endorsement of the plan by the Planning Board is delayed more than sixty (60) days from the date of approval, the Planning Board, on its own motion, may exercise its power to modify, amend, or rescind its approval of the subdivision plan or to require a change in the plan as a condition of said plan retaining the status of an approved plan.

7.3 PERFORMANCE GUARANTEE

- 7.31 Before endorsement of the Planning Board's approval of the Definitive Plan, the applicant shall agree to complete the required improvements as specified in these Rules and Regulations for all lots in the subdivision, and such construction and installation shall be secured by one, or in part by one and in part by another, of the following methods which may be varied from time to time:

7.311 By a proper bond, deposit of money or negotiable securities, sufficient in the opinion of the Board to secure performance of the construction of ways and the installation of municipal and private services required for lots in the subdivision shown on the approved plan. Such performance guarantee shall be approved as to form and manner of execution as shown on the bond agreement, and such money if deposited shall be deposited in a local bank in the name of the Town of West Springfield, and said deposit book shall remain in the trust of the Town Treasurer.

7.312 By a covenant, executed and duly recorded by the owner of record, running with the land, whereby such ways and services shall be provided to serve any lot before such lot may be built upon or conveyed, other than by mortgage deed; provided, that a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise and any succeeding owner of such premises or part thereof may sell any such lot, subject to that portion of the covenant which provides that no lot shall be built upon until such ways and services have been provided to serve such

lot; and provided, further, that nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to such covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board. A deed of any part of the subdivision in violation hereof shall be voidable by the grantee prior to the release of the covenant but not later than three years from the date of such deed.

- 7.313 By delivery to the Planning Board of an agreement executed after the recording of a first mortgage covering the premises shown on the plan or a portion thereof given as security for advances to be made to the applicant by the lender, which agreement shall be executed by the applicant and the lender and shall provide for the retention by the lender of funds sufficient in the opinion of the planning board and otherwise due the applicant, to secure the construction of ways and the installation of municipal services. Said agreement shall also provide for a schedule of disbursements which may be made to the applicant upon completion of various stages of the work, and shall further provide that in the event the work is not completed within the time set forth by the applicant, any funds remaining undisbursed shall be available for completion.
- 7.32 In addition to the performance guarantee required above, no work within an existing public way which is necessitated by the construction of proposed ways in an approved subdivision and/or the installation of municipal services in such a development shall be performed until a permit allowing such work has been issued by the Department of Public Works. The DPW shall not grant such a permit until a monetary performance guarantee of the type described in this section, held separately from that of the development itself, and in an amount sufficient to guarantee the satisfactory completion of proposed work, has been posted. Any security posted to guarantee work within a public way shall be separate from securities posted to guarantee work within an approved development.
- 7.33 The value of all monetary performance guarantees shall be established by the Department of Public Works utilizing the most current release of the Mass. Highway Department Weighted Average Bid Prices Statewide and by Districts from Highway and Bridge Projects. An inflationary factor of 10% shall be added annually for all monetary performance guarantees.

- 7.34 When improvements have been completed to the satisfaction of the Planning Board in accordance with these Rules and Regulations, the Board will then authorize in writing a release of the performance guarantee and any applicable conditions relating to such lots shall terminate.

7.4 RECORDING OF PLAN

- 7.41 A definitive subdivision plan, duly endorsed by the Planning Board, shall be filed with the Hampden County Registry of Deeds or Land Registration Office of Hampden County within sixty (60) days of said endorsement. Failure to record said plan within sixty (60) days shall automatically rescind approval of this plan.
- 7.42 Within ten (10) days after the Definitive Plan, as approved and endorsed, has been recorded at the Hampden County Registry Office of Deeds and in the case of registered land, with the recorder of the Land Registration Office of Hampden County, the applicant shall notify the Board in writing of the date of such recording and provide a certified copy of such recording.
- 7.43 Upon receipt of certification of recording, the Board shall file one print of the Definitive Plan with the Building Commissioner. In accordance with the statute, where approval with covenant is noted thereon, the Building Commissioner shall not issue any permit for the construction of a building on any lot within the subdivision without receipt from the Board of a copy of the release of covenant.

7.5 COMPLETION TIME SCHEDULE

- 7.51 The installation of all improvements as required by these Rules and Regulations and the approval of the Board shall be completed within two (2) years from the date of endorsement of the approved subdivision plan. Subdivisions creating more than twenty (20) building lots may be phased over a period of not more than four (4) years upon approval of the Planning Board.
- 7.52 Upon written request from the applicant with written consent of the holder of the performance guarantee, the Planning Board may, due to unforeseen circumstances

related to the soil, shape or topography of the land, grant an extension of time, and such agreement shall be executed and affixed to the performance agreement.

7.53 Failure to complete the required improvements within the two (2) year time frame or duly granted extension by the Board may result, upon vote of the Board, in the applicant/developer being in default of the performance agreement.

7.54 Where the applicant is found in default of the performance agreement, the Planning Board shall utilize the performance agreement to complete the installation of the improvements in accordance with M.G.L., Chapter 41, Section 81-U.

7.6 INCREASE OF PERFORMANCE GUARANTEE

If the specified subdivision improvements in accordance with these Rules and Regulations are not completed within two (2) years of the date of bond, deposit of money or covenant, the Planning Board will require revised estimate of the costs of the remaining work, change the amount of the performance guarantee proportionately, and establish a new date for the completion of said required improvements. Failure of the developer to complete the improvements within the original two (2) year period, or any extension thereof, shall not relieve the developer from his obligation to pay for increased costs for completing the improvements in excess of his performance guarantee.

7.7 RELEASE OF PERFORMANCE GUARANTEE

7.71 Partial Release

The subdivider may, upon partial completion and installation of required improvements in a subdivision as specified in these Rules and Regulations, make formal application to the Planning Board for partial release of the performance guarantee, in accordance with the procedures set forth herein:

7.711 Bond, Surety or other monetary deposit

The amount of any such bond or any deposit held may, from time to time, be reduced by the Planning Board, upon formal application in the manner prescribed herein, and the obligations of the parties thereto released by said Board in whole or in part.

7.712 Covenant

Partial releases of a covenant shall not be allowed. Partially completed subdivisions subject to a covenant may exchange the covenant for a monetary performance guarantee in accordance with the procedures of these regulations.

7.72 Procedures for Full or Partial Release

Upon full or partial completion of construction and installation of required improvements in a subdivision, the subdivider may request a release of conditions of the performance guarantee by:

- 7.721 Sending by registered mail or by hand delivery to the Planning Board and Town Clerk a written statement that he has completed the construction and installation of ways and utilities covered by said performance guarantee in accordance with these Rules and Regulations;
- 7.722 Attaching to the written statement a Certificate of Performance (see Appendix A) prepared by a Registered Professional Engineer at the applicant's expense, stating that the necessary streets, sewers, storm drains, water lines, together with their appurtenances and all other required improvements have been constructed and installed as specified in these Rules and Regulations and in accordance with the approved plans.
- 7.723 Requests for final release of a performance guarantee shall be accompanied by an "As-Built Plan" and Roadway Acceptance Plan, as required in these Rules and Regulations.

7.73 Approval of Release

- 7.731 In no instance shall a performance guarantee be released for the final road course and sidewalks until said work has withstood one full winter season. Partial or final release for this work may be requested of the Planning Board in April of the calendar year subsequent to completion of way and walks.
- 7.732 Before the Planning Board will release the interest of the Town in a performance guarantee, the Planning Board shall obtain in writing from the Department of

Public Works a certificate or statement that all work required by these Rules and Regulations under the jurisdiction of the town has been inspected by them or a designated party and completed in each street or streets in the subdivision serving the lots in question, including streets, storm drainage, bridges, sewers, shoulders, sidewalks, curbs, etc., and that the method of construction and materials used in the performance of such work meets with their approval.

- 7.733 If the Planning Board determines that said construction or installation has been completed satisfactorily, it shall release the interest of the Town in such performance guarantee. If the Planning Board determines after inspection that said construction or installation has not been completed or wherein said construction or installation fails to comply with these Rules or Regulations, the Planning Board shall send by registered mail to the applicant and to the Town Clerk the details wherein said construction or installation fails to comply with its rules.
- 7.734 Failure of the Planning Board to act on such an application for release of the performance guarantee within forty-five (45) days after the receipt of the application by the Town Clerk, all obligations under the bond shall cease and terminate by operation of law, and any deposit shall be returned and any such covenant shall become void.
- 7.735 Any such bond or deposit of money may be enforced and any such deposit may be applied by the Planning Board for the benefit of the Town of West Springfield, as provided in Section 81-Y of M.G.L. Chapter 41, upon failure of the performance for which any such bond or deposit was given to the extent of the reasonable cost to the Town of completing such construction and installation.

7.8 DEVIATIONS FROM APPROVED PLAN

- 7.81 After approval of any Definitive Plan, the location and width of ways shown thereon, or any street or way subject to the Subdivision Control Law, shall not be changed unless the plan is amended in accordance with the provisions set forth in Section 81-W of Chapter 41 of the General Laws, and approved by the Planning Board.

- 7.82 In the event the applicant desires to alter or change the grade of a street, or the size, location or layout of a storm or sanitary line or appurtenant structure, he shall:
- 7.821 provide the Board with a written statement requesting such alteration or change, and;
 - 7.822 provide the Board with three (3) prints of the original Definitive Plan with the proposed changes drawn on said prints in red.
- 7.83 No change, alteration or deviation shall be permitted unless such change, alteration or deviation has been approved by the Planning Board.
- 7.84 After approval of an alteration or modification, the applicant shall cause such approved changes to be corrected on the original drawings of the Definitive Plan.
- 7.85 Deviations from material and construction specifications shall not be allowed except as specifically authorized by the Department of Public Works or appropriate agency having jurisdiction over a particular utility system and upon notification to the Planning Board.

7.9 STREET ACCEPTANCE

- 7.91 Final approval of the Definitive Plan does not constitute the laying out or acceptance by the Town of any street or other public improvement shown on the plan.
- 7.92 Procedures for the laying out and acceptance of Town streets and ways are under the administration of the Town Council.

**SECTION VIII PROCEDURES FOR SUBMISSION AND APPROVAL OF
PLANS FOR MORE THAN ONE BUILDING FOR
DWELLING PURPOSES PER LOT**

8.0 GENERAL

- 8.01 In order to ensure that adequate ways furnishing access to each site for a building designed or available for use for dwelling purposes are provided for, a Plan For More Than One Building For Dwelling Purposes Per Lot must be submitted by the applicant to the Planning Board and Board of Health for approval.
- 8.02 The submission and approval of said plan shall be governed by the Subdivision Rules and Regulations in effect at the time of submission of such plan.
- 8.03 A Plan For More Than One Building For Dwelling Purposes Per Lot shall be governed by the Zoning Ordinance in effect at the time of submission of such plan.

8.1 FILING PROCEDURES

Any person who submits a Plan For More Than One Building For Dwelling Purposes Per Lot to the Planning Board for its consent shall file with the Board the following:

- 8.11 Two (2) Mylar drawings of the plan conforming to Registry of Deeds standards and fifteen (15) contact prints thereof, dark line on white background, as described in Section 8.2 below. One reproducible set shall be returned to the applicant after Board action. It is strongly recommended that the applicant submit a copy of the plans in digital format in accordance with the standards outlined in the Appendix;
- 8.12 One original and fifteen (15) copies of a completed Form D - Application for Approval of More Than One Building For Dwelling Purposes Per Lot;
- 8.13 One (1) original and fifteen (15) copies of the Development Impact Statement.
- 8.14 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling, town reviews and public hearings. Any additional expenses for plans, surveys, inspections or outside review shall be borne by the applicant;

- 8.15 One (1) original and two (2) copies of Form E - Designers Certificate;
- 8.16 One (1) original and two (2) copies of Form F - Statement of Interest;
- 8.17 A certified list of abutters obtained from the Town Assessor's Office within 30 days of the filing of the application;
- 8.18 A receipt of submission of the application from the Town Clerk's office;
- 8.19 At the time of filing of the plan, it is recommended that the applicant file a Request For Determination of Applicability or Notice of Intent with the Conservation Commission.

Receipt by the Planning Board of all filing requirements as outlined above at one of its regularly scheduled meetings shall constitute the effective date of submission of the development plan.

8.2 CONTENTS

The Plan For More Than One Building For Dwelling Purposes Per Lot shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn in black waterproof ink on Mylar meeting all requirements of the Registry of Deeds. The plan shall be at a scale of one-inch equals forty feet (1" = 40'), unless otherwise specified by the Planning Board. The sheet size shall not exceed an outside dimension of twenty-four by thirty-six (24" X 36") inches.

If multiple sheets are used, they shall be accompanied by an index sheet showing the entire development and listing all attached sheets.

The plan shall contain the following information:

- 8.21 The development name, boundaries, true North arrow, date, scale, locus map, legend and title "Plan For More Than One Building For Dwelling Purposes Per Lot";
- 8.22 Legend denoting all signs and symbols used on the plan and not otherwise explained;

- 8.23 The location of all existing structures on the subject property denoting future intentions;
- 8.24 The name(s) and address(es) of the owner(s) of record, mortgage holder(s) and applicant(s) certified by an attorney; the name(s), official seal(s) and signature(s) of the registered Civil Engineer and/or Land Surveyor;
- 8.25 Zoning districts of all areas shown on the plan including all overlay districts;
- 8.26 The location of all existing and proposed lines of private access roads, ways and rights-of-way, easements and any public or common areas within the development. Proposed names of new access roads shall be shown in pencil until they have been tentatively approved by the Planning Board. All wording for proposed easements and public or common areas shall be submitted with the application for Town Counsel review and approval;
- 8.27 Location, names and present widths of pavement and rights-of-way of adjacent public and private streets, ways, abutting and within one hundred feet (100') of the development;
- 8.28 The location, dimensions and purpose of all existing and proposed easements recorded in favor of the municipality, abutting and within one hundred feet (100') of the development;
- 8.29 Location of all permanent monuments, pins and benchmarker, properly identified as to whether existing or proposed;
- 8.30 A topographic grading plan of the entire development at two (2) foot contour intervals showing existing (broken lines) and proposed (solid lines) topography with proposed spot elevations at pertinent points to show the proposed finished grading of the entire development for roadway and building construction;
- 8.31 Location of natural waterways and water bodies within and adjacent to the development;
- 8.32 All lands subject to M.G.L. Chapter 131, Section 40 (The Wetlands Protection Act);
- 8.33 All existing or proposed 10, 100 and 500 year floodplain boundaries;

- 8.34 Subsurface conditions as they relate to soil, geology and hydrology, as reasonably ascertainable;
- 8.35 Significant site features which include among others: stone walls, fences, rock outcrops, trees greater than 8" Diameter Breast High in size, historical and scenic areas, and slopes of 25% grade or greater;
- 8.36 Location of all existing utilities abutting and within one hundred (100) feet of the development including but not limited to water, sewer, storm drain, gas, electric, cable, telephone, fire alarms and fire hydrants, as reasonably ascertainable;
- 8.37 A layout plan consisting of plan and profile views shall be drawn on separate sheets for each access road within the development. The plan shall be drawn at a horizontal scale of 1" = 40' and a vertical scale of 1" = 4'. The plans shall show proposed exterior lines, roadway lines, curb lines, intersection angles, points of tangency and radii of curves. Also included on the access road layout plan shall be location, size, type of construction, elevation, and invert of all pipes and conduits of the:
- 8.371 Water Supply System, including wells, pumps, valves, stubs, gates, hydrants, and similar equipment;
 - 8.372 Storm Drainage System, including manholes, catchbasins, swales and appurtenant structures;
 - 8.373 Sanitary Sewage System, including manholes, pumps, and appurtenant equipment;
 - 8.374 Electrical Supply Equipment, including transformers, primary and secondary cables, lighting fixtures and other electrical equipment as approved by Western Mass. Electric Company;
 - 8.375 Other Underground Utility Systems servicing the development, including gas, telephone and cable T.V. facilities;
- 8.38 A typical cross-section for the full width of the proposed access road shall be shown in accordance with the "Typical Cross-Section" illustrated in Appendix B;
- 8.39 Construction details for catchbasins, manholes, endwalls, etc.;

- 8.40 Erosion control and stabilization details for all site improvements including but not limited to access roads, storm water management systems and structures;
- 8.41 Suitable space to record:
 - 8.411 the action of the Planning Board and the signatures of the members of the Board;
 - 8.412 action and signature of the Town Clerk;
 - 8.413 conditions of approval;
 - 8.414 approval of waivers; and
 - 8.415 recording of covenant and/or other performance agreements;
- 8.42 Additional pertinent information the Planning Board may request.

8.5 SPATIAL REFERENCE

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm

8.6 SEWER EXTENSION PERMITS

- 8.61 Under the provision of Section 43, of Chapter 21 of the General Laws, an application must be submitted by the Town to the Department of Environmental Protection, Division of Water Pollution Control, for a permit to allow construction of any sewer extensions of a public

sewerage system, including construction plans for pumping stations, forced mains, siphons and other appurtenances (see Appendix E).

- 8.62 It shall be the responsibility of the applicant to furnish the Planning Board and Department of Public Works, at time of submission of the development plan with the necessary data, specifications and construction plans of the proposed sewer extension project, as required, and said application form to be subsequently completed for submittal to the Division of Water Pollution Control.

8.7 SUITABILITY OF THE LAND FOR DEVELOPMENT

8.71 Board of Health Review

- 8.711 At the time of filing of the Plan For More Than One Building For Dwelling Purposes Per Lot, the applicant shall also file with the Board of Health one (1) print of the development plan, together with other necessary documentation and reports. The Board of Health shall review for such issues including but not limited to slope, depth of water table, suitability of potable water and sewage disposal facilities and of material used for fill. The Board of Health shall report to the Planning Board, in writing within forty-five (45) days, its approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as why the development of the lot shown on such plan cannot be used for building sites without injury to the public health, and include such specific findings and the reasons thereof in such report, and, where possible, shall make recommendations for the adjustment thereof. Any approval of the plan by the Planning Board shall only be given on condition that the land shall not be built upon or served with any utilities such as septic tanks, and drainage without prior consent of the board of Health. The Planning Board shall endorse on the plan such conditions as set forth by the Board of Health.
- 8.712 All developments shall connect to the Town sanitary sewerage system where physically capable and where this system is available, and developments not served by the Town sanitary sewerage system shall have an adequate and approved sewage disposal system, satisfactory to the Board of Health, in

accordance with Title V prior to the issuance of a Building Permit.

8.713 All developments shall connect to a public water supply system. All buildings not served by a public system shall have an adequate supply of potable water approved by the Board of Health. A laboratory test of the water quality shall be required and submitted to the Board of Health prior to the issuance of a Building Permit. All developments shall be serviced with adequate pressure or volume from the public water supply for fire protection services.

8.714 Any approval of a Plan For More Than One Building For Dwelling Purposes by the Planning Board which propose buildings not served by the municipal water and sanitary sewerage system shall only be given on condition that the land as to which such findings were made shall not be built upon without prior written consent of the Board of Health to the Planning Board. The Planning Board shall endorse on the plans such conditions, specifying the land to which said conditions apply.

8.72 Review by other Town Agencies

The Planning Board shall, upon submission of a development plan, transmit one copy of the plan and development impact statement to: Department of Public Works, Fire Department, Police Department, Building Commissioner, Conservation Commission and Recreation Department for their review. Comments and recommendations shall be made to the Planning Board within forty-five (45) days following receipt of a copy of the plan and related DIS. Failure to comment within the prescribed time limit shall be deemed as approval of the proposed development.

8.8 SITE VISIT

Prior to the public hearing being held, a site visit maybe conducted by the Planning Board or its designee in order to familiarize themselves with the lay of the land and the layout of the proposed development. In order to facilitate the site visit and the gathering of pertinent information, the developer shall stake out the centerline of all proposed access roads in a general manner. The staking shall be clearly visible, a minimum of three (3) feet in height with the top one (1) foot painted

fluorescent orange. The stakes shall be placed no greater than twenty (20) feet apart from one another.

8.9 PUBLIC HEARING

Before approval, modification and approval, or disapproval of a Plan For More Than One Building For Dwelling Purposes Per Lot is given, a public hearing shall be held by the Planning Board within sixty (60) days of submission of said plans. Notice of the time and place of the hearing, and of the subject matter, sufficient for identification, shall be given by the Planning Board at the expense of the applicant by advertisement in a newspaper of general circulation in the Town of West Springfield once in each of two successive weeks, the first publication being not less than fourteen (14) days before the day of such hearing. A copy of said notice shall be mailed to the applicant and to all owners of land abutting upon the subdivision as appearing on the most recent tax list.

9.0 APPROVAL, MODIFICATION, DISAPPROVAL

- 9.01 Prior to action by the Planning Board on the Plan For More Than One Building For Dwelling Purposes Per Lot, a joint meeting may be held with the developer, Planning Department, the Department of Public Works, Conservation Commission, Building Commissioner Fire Department, Police Department and Director of Health to facilitate a complete review of the proposed improvements.
- 9.02 Within ninety (90) days of the close of the public hearing, the Planning Board shall approve, modify and approve, or disapprove the development plan. The action of the Planning Board with respect to such plan shall be by vote, copies of which shall be certified and filed with the Town Clerk and sent by registered mail to the applicant.
- 9.03 If the Plan For More Than One Building For Dwelling Purposes Per Lot does not comply with the Rules and Regulations of the Planning Board or the recommendations of the Board of Health, the Planning Board shall modify and approve or shall disapprove such plan. In the event of disapproval, the Planning Board shall state in detail wherein the plan does not conform to the Rules and Regulations of the Planning Board or the recommendations of the Board of Health. The Planning Board shall revoke its disapproval and approve

a plan which, as amended, conforms to such Rules and Regulations or recommendations only if the amended development plan has been submitted within sixty (60) days of the filing of the disapproval of said plan.

- 9.04 Final approval, if granted, shall be endorsed on the original drawing of the development plan by the signatures of a majority of the Planning Board, but not until a twenty (20) day appeal period has elapsed following the filing of the certificate of the action of the Planning Board with the Town Clerk, and said Clerk has notified the Planning Board that no appeal has been filed, or if an appeal has been taken, that a final decree has been entered by the court sustaining the approval of the plan.

9.1 ENDORSEMENT

- 9.11 An approved plan shall not be endorsed until the expiration of twenty days without notice of appeal to the superior court, or, if appeal has been taken, the expiration of twenty days after the entry of a final decree of the court sustaining the approval of such plan and not until the applicant has:
- 9.111 posted the necessary performance guarantee with certification of recording;
 - 9.112 made the necessary corrections on the plan, if conditional approval was given, to the satisfaction of the Planning Board;
 - 9.113 delivered two (2) originals (one for recording and one for the Board's file) and two (2) prints of the More Than One Building for Dwelling Purposed Per Lot Plan if no corrections to it were necessary. (Note: If corrections were required, two (2) originals and ten (10) prints shall be delivered); and
 - 9.114 caused to be executed in a form acceptable to the Town Counsel all deeds of easements as shown on the plan and submission of such deeds and documents in the form of certified copies to the Planning Board.

Failure of the applicant to meet the above requirements shall be full and sufficient reason to withhold endorsement.

- 9.12 If the applicant fails to submit the required performance guarantees, easements and other

documentation and the endorsement of the plan by the Planning Board is delayed more than sixty (60) days from the date of approval, the Planning Board, on its own motion, may exercise its power to modify, amend, or rescind its approval of the development plan or to require a change in the plan as a condition of said plan retaining the status of an approved plan.

9.2 PERFORMANCE GUARANTEE

9.21 Before endorsement of the Planning Board's approval of the Plan For More Than One Building For Dwelling Purposes Per Lot, the applicant shall agree to complete the required improvements as specified in these Rules and Regulations and such construction and installation shall be secured by one, or in part by one and in part by another, of the following methods which may be varied from time to time:

9.211 By a proper bond, deposit of money or negotiable securities, sufficient in the opinion of the Board to secure performance of the construction of the access roads and the installation of municipal and private services required for buildings in the development shown on the approved plan. Such performance guarantee shall be approved as to form and manner of execution as shown on the bond agreement, and such money if deposited shall be deposited in a local bank in the name of the Town of West Springfield, and said deposit book shall remain in the trust of the Town Treasurer.

9.212 By a covenant, executed and duly recorded by the owner of record, running with the land, whereby such access roads and services shall be provided to serve the development before such buildings may be constructed.

9.213 By delivery to the Planning Board of an agreement executed after the recording of a first mortgage covering the premises shown on the plan or a portion thereof given as security for advances to be made to the applicant by the lender, which agreement shall be executed by the applicant and the lender and shall provide for the retention by the lender of funds sufficient in the opinion of the Planning Board and otherwise due the applicant, to secure the construction of access roads and the installation of utilities. Said agreement shall also provide for a schedule of disbursements which may be made to the

applicant upon completion of various stages of the work, and shall further provide that in the event the work is not completed within the time set forth by the applicant, any funds remaining undisbursed shall be available for completion.

9.214 When improvements have been completed to the satisfaction of the Planning Board, the Board will then authorize in writing, on the appropriate form, a Release of conditions for recording in the Registry of Deeds, and the conditions relating to such buildings shall terminate.

9.22 In addition to the performance guarantee required above, no work within an existing public way which is necessitated by the construction of proposed access roads in an approved development and/or the installation of municipal services in such a development shall be performed until a permit allowing such work has been issued by the Department of Public Works. The DPW shall not grant such a permit until a monetary performance guarantee of the type described in this section, held separately from that of the development itself, and in an amount sufficient to guarantee the satisfactory completion of proposed work, has been posted. Any security posted to guarantee work within a public way shall be separate from securities posted to guarantee work within an approved development.

9.23 The value of all monetary performance guarantees shall be established by the Town Engineer utilizing the most current release of the Mass. Highway Department Weighted Average Bid Prices Statewide and by Districts from Highway and Bridge Projects. An inflationary factor of 10% shall be added annually for all monetary performance guarantees.

9.3 RECORDING OF PLAN

9.31 A Plan For More Than One Building for Dwelling Purposes Per Lot, duly endorsed by the Planning Board, shall be filed with the Hampden County Registry of Deeds or Land Registration Office of Hampden County within sixty (60) days of said endorsement. Failure to record said plan within sixty (60) days shall automatically rescind approval of this plan.

9.32 Within ten (10) days after the development plan, as approved and endorsed, has been recorded at the Hampden

County Registry of Deeds and in the case of registered land, with the recorder of the Land Registration Office of Hampden County, the applicant shall notify the Board in writing of the date of such recording and provide a certified copy of such recording.

- 9.33 Upon receipt of certification of recording, the Board shall file one print of the development plan with the Building Commissioner.

9.4 COMPLETION TIME SCHEDULE

- 9.41 The installation of all improvements as required by these Rules and Regulations and the approval of the Board shall be completed within two (2) years from the date of endorsement of the approved development plan. A development creating more than forty dwelling units may be phased over a period of not more than four (4) years upon approval of the Planning Board.
- 9.42 Upon written request from the applicant with written consent of the holder of the performance guarantee, the Planning Board may, due to unforeseen circumstances related to the soil, shape or topography of the land, grant an extension of time, and such agreement shall be executed and affixed to the bond or covenant.
- 9.43 Failure to complete the required improvements within the two (2) year time frame or duly granted extension by the Board may result, upon vote by the Board, in the applicant/developer being in default of the performance agreement.
- 9.44 Where the applicant is found in default of the performance agreement, the Planning Board shall utilize the performance agreement to complete the installation of the improvements in accordance with M.G.L., Chapter 41, Section 81-U.

9.5 INCREASE OF PERFORMANCE GUARANTEE

If the specified development improvements in accordance with these Rules and Regulations are not completed within two (2) years of the date of bond, deposit of money or covenant, the Planning Board will require revised estimate of the costs of the remaining work, change the amount of the performance guarantee proportionately, and establish a new date for the completion of said required improvements. Failure of the developer to complete the improvements

within the original two (2) year period, or any extension thereof, shall not relieve the developer from his obligation to pay for increased costs for completing the improvements in excess of his performance guarantee.

9.6 RELEASE OF PERFORMANCE GUARANTEE

9.61 Partial Release

The developer may, upon partial completion and installation of required improvements in a development as specified in these Rules and Regulations, make formal application to the Planning Board for partial release of the performance guarantee, in accordance with the procedures set forth herein:

9.611 Bond or Surety

The amount of any such bond, or the amount of any deposit held may, from time to time, be reduced by the Planning Board, upon formal application in the manner prescribed herein, and the obligations of the parties thereto released by said Board in whole or in part.

9.612 Covenant

Partial releases of a covenant shall not be allowed. Partially completed developments subject to a covenant may exchange the covenant for a monetary performance guarantee in accordance with the procedures of these regulations.

9.62 Procedures for Full or Partial Release

Upon full or partial completion of construction and installation of required improvements in a development, the developer may request a release of conditions of the performance guarantee by:

9.621 Sending by registered mail or by hand delivery to the Planning Board and Town Clerk a written statement that he has completed the construction and installation of access roads and utilities covered by said performance guarantee in accordance with these Rules and Regulations,

9.622 Attaching to the written statement a Certificate of Performance (see Appendix A) prepared by a Registered Professional Engineer, at the applicant's

expense, stating that the necessary access roads, sewers, storm drains, water lines, together with their appurtenances and all other required improvements have been constructed and installed as specified in these Rules and Regulations and in accordance with the approved plans.

- 9.623 Requests for final release of a performance guarantee shall be accompanied by an "As-Built Plan", as required in these Rules and Regulations.

9.63 Approval of Release

- 9.631 In no instance shall a performance guarantee be released for the final access road course and sidewalks until said work has withstood one full winter season. Partial or final release for this work may be requested of the Planning Board in April of the calendar year subsequent to completion of access road and walks.
- 9.632 Before the Planning Board will release the interest of the Town in a performance guarantee, the Planning Board shall obtain in writing from the Department of Public Works a certificate or statement that all work required by these Rules and Regulations under the jurisdiction of the town has been inspected by them or a designated party and completed in each access road within the development, including access roads, storm drainage, bridges, sewers, shoulders, sidewalks, curbs, etc., and that the method of construction and materials used in the performance of such work meets with their approval.
- 9.633 If the Planning Board determines that said construction or installation has been completed satisfactorily, it shall release the interest of the Town in such performance guarantee and return the bond or deposit to the person who furnished the same, or release the covenant by appropriate instrument, duly acknowledged, which may be recorded. If the Planning Board determines after inspection that said construction or installation has not been completed or wherein said construction or installation fails to comply with these Rules or Regulations, the Planning Board shall send by registered mail to the applicant and to the Town Clerk the details wherein said construction or installation fails to comply with its rules.

- 9.634 Failure of the Planning Board to act on such an application for release of conditions within forty-five (45) days after the receipt of the application by the Town Clerk, all obligations under the bond shall cease and terminate by operation of law, and any deposit shall be returned and any such covenant shall become void.
- 9.635 Any such bond or deposit of money may be enforced and any such deposit may be applied by the Planning Board for the benefit of the Town of West Springfield, as provided in Section 81-Y of M.G.L. Chapter 41, upon failure of the performance for which any such bond or deposit was given to the extent of the reasonable cost to the Town of completing such construction and installation.

9.7 DEVIATIONS FROM APPROVED PLAN

- 9.71 After approval of any Plan For More Than One Building For Dwelling Purposes Per Lot, the location and width of access roads shown thereon, or any street or way subject to the Subdivision Control Law, shall not be changed unless the plan is amended in accordance with the provisions set forth in Section 81-W of Chapter 41 of the General Laws, and approved by the Planning Board.
- 9.72 In the event the applicant desires to alter or change the grade of an access road, or the size, location or layout of a storm or sanitary line or appurtenant structure, he shall:
- 9.721 provide the Board with a written statement requesting such alteration or change, and
- 9.722 provide the Board with three (3) prints of the original development plan with the proposed changes drawn on said prints in red.
- 9.73 No change, alteration or deviation shall be permitted unless such change, alteration or deviation has been approved by the Planning Board.
- 9.74 After approval of an alteration or modification, the applicant shall cause such approved changes to be corrected on the original drawings of the development plans.

9.75 Deviations from material and construction specifications shall not be allowed except as specifically authorized by the Department of Public Works or appropriate agency having jurisdiction over a particular utility system and upon notification to the Planning Board.

9.8 STREET ACCEPTANCE

9.81 Final approval of the Plan For More Than One Building For Dwelling Purposes Per Lot does not constitute the laying out or acceptance by the Town of any access road or other improvement shown on the plan. Said access roads and other improvements shall remain under the ownership of the property owner and/or a homeowners association and they shall be responsible for maintenance and upkeep of these structures.

SECTION X DESIGN STANDARDS

10.0 BASIC REQUIREMENTS

The subdivider shall observe all design standards for land division as hereinafter provided. These standards shall be considered minimum standards and may be varied from or waived by the Board only as provided in these Rules and Regulations. State Construction Standards shall be followed, and all matters left open or undefined in those Standards shall be specified by the Board on a case-by-case basis.

10.1 RELATIONSHIP TO TOWN PLANS

The design and layout of a proposed subdivision shall be guided by the goals and objectives of any existing Master Plans, Strategic Plans, or statements of goals and objectives for the Town of West Springfield.

10.2 LOT SIZE AND CONFIGURATION

- 10.21 All lots created shall be of such size and dimensions as to meet at least the minimum requirements of the Zoning Ordinance. All lots shall be described in metes and bounds on the Definitive Plan.
- 10.22 It is the recommendation of the Planning Board that all lots be configured so as to have frontage on minor streets. It is further recommended that lot lines be configured to intersect roadways at ninety degree angles and to be rectangular in design.

10.3 PROTECTION OF SIGNIFICANT FEATURES

All significant features such as trees of over 8" Diameter Breast High (DBH), identified Heritage features, water courses, one hundred year flood plains, wetlands, ponds and other waterbodies, marshes, stone walls, scenic points, and historic sites may be preserved in the following manner:

- 10.31 Wetlands, water courses and 10 and 100 year flood plains shall be located to the rear or along the side property boundaries. Easements may be utilized as provided by these regulations.

- 10.32 Stone walls shall be preserved by locating property boundaries along the existing line of the walls.
- 10.33 Scenic points as identified in the Massachusetts Landscape Inventory and historic sites identified by the Massachusetts Historical Commission shall be preserved by incorporating them within public open space or easements as provided by these regulations.
- 10.34 Trees greater than 8" DBH in size shall be preserved by retaining natural grades and locating houses to minimize tree removal.

10.4 ACCESS THROUGH ANOTHER MUNICIPALITY

In cases where access to a subdivision crosses land in another municipality, the board shall require certification from appropriate authorities that such access is in accordance with the Master Plan, zoning and subdivision requirements of such municipality and that a legally adequate performance bond has been duly posted or that such access is adequately improved to handle prospective traffic. In general, lot lines should be laid out so as not to cross municipal boundary lines.

10.5 STREETS AND WAYS

10.51 Location and alignment

- 10.511 All streets in the subdivision shall be designed so that in the opinion of the Board, they will provide safe vehicular, bicycle and pedestrian travel. Due consideration shall also be given by the subdivider to the attractiveness of the street layout in order to obtain the maximum livability and amenity of the subdivision.
- 10.512 The proposed streets shall conform to the Master Plan and other planning documents as adopted in whole or in part by the Board and Town.
- 10.513 Provision satisfactory to the Board shall be made for the proper projection of streets, or for access to adjoining property that is not yet subdivided.
- 10.514 Reserve strips prohibiting access to streets or adjoining property shall not be permitted.

- 10.515 Streets shall be laid out so as to intersect as nearly as possible at right angles. No street shall intersect any other street at less than sixty (60) degrees.
- 10.516 Streets shall be continuous and in alignment with existing streets so far as practicable and shall comprise a convenient system with inter-connections to insure free circulation of vehicular, bicycle and pedestrian traffic. This section is intended to enable the Board to ensure both adequate access to the subdivision from adjacent streets and continuity of travel within the subdivision itself. (See Section 10.6 of these Regulations concerning adequate access from a public way.)
- 10.517 The paved surface of proposed subdivision streets shall be designed no closer than forty (40) feet from an existing residential dwelling unit. If access from the proposed subdivision roadway to the existing dwelling is not intended to be provided, then a landscaped buffer not less than five (5) feet in height shall be planted along the boundary of the right-of-way and the affected property with the approval of the affected landowner and the Tree Warden.

10.52 Dead-end Streets

- 10.521 Any dead-end street shall be provided with a circular turn-around at the end having an outside paved roadway diameter not less than one hundred (100) feet, and property line diameter of at least one hundred forty (140) feet. (See Appendix B).
- 10.522 A dead-end street shall be no longer than one thousand (1,000) feet, including the turnaround unless, in the opinion of the Board, a greater length is necessitated by topography or other local conditions. The length shall be measured from the end of the turnaround to the point where the proposed street intersects an existing street having two (2) distinct and separate points of access and in the opinion of the Board, will be adequate for safe, vehicular passage (see Appendix B for graphical representation).
- 10.523 Any thoroughfare that joins or intersects a dead-end street shall have adequate access at both ends from a Town, County, or State public way adjacent to the

subdivision. (See Section 10.6 concerning adequate access from public way).

- 10.524 The Board must be satisfied that there is adequate access to all lots on the dead-end street for fire engines, ambulances and other emergency equipment, even if the street is blocked (such as by events including but not limited to a fallen tree or automobile accident).
- 10.525 A dead-end street shall not have a grade of greater than three (3) percent for the last one hundred and twenty feet (120).
- 10.526 The interior of a cul-de-sac shall include a low-maintenance landscaped island containing appropriate trees, shrubs, and ground cover as approved by the Tree Warden and the Board. The Town shall not be responsible for maintenance of the landscaped area of the cul-de-sac. The applicant shall provide by proper covenant or other instrument, that the owners of lots abutting the cul-de-sac shall be responsible for maintenance of the landscaping.

10.53 Width and Grade

This section consists of a chart entitled "Right-of-Way and Street Design Standards" and tables related to Sight Distance that are included in these Regulations and incorporated herein by reference. The Board may, in its discretion, establish minimum design speeds and maximum grades on a case-by-case basis which exceed the minimum standards but which serve the public interest.

RIGHT-OF-WAY AND STREET DESIGN STANDARDS

Type of Street	Right-of-way	Pavement Width	Minimum Radius of Curvature	Maximum Grade <small>See Note 2</small>	Sidewalk Width (minimum)	Minimum Length Vertical Curve	Design Speed
Place	60'	26'	150'	8%	5'	See	20 mph
Lane	60'	26'	225'	8%	5'	Note 1	25 mph
Sub-Collector	60'	28'	325'	8%	5'	Below	30 mph
Collector	60'	30'	400'	5%	5'		35 mph
Arterial	60'	To be determined by the Planning Board on an individual basis					

Note 1: Based upon the most recent edition of the American Association of State Highway and Transportation Officials (AASHTO) Policy on the Geometric Design of Highways and Streets.

Note 2: Minimum grades on all streets shall be 0.5%.

10.54 Sight Distance

- 10.541 Subdivision roadways shall provide adequate Stopping Sight Distance at all locations along the proposed subdivision roadway. Table 10-A presents the minimum values for Stopping Sight Distance (SSD).
- 10.542 At the intersection of the proposed subdivision roadway and an existing street, Stopping Sight Distance along the existing roadway shall be provided at the intersection approaches. Table 10-B presents the minimum values for Stopping Sight Distance at the intersection. In addition to Stopping Sight Distance, Intersection Sight Distance (ISD) shall be provided for the three conditions presented in Tables 10-C, 10-D and 10-E.
- 10.543 If the grade of the roadway differs from what is presented in the sight distance tables, then the sight distance shall be calculated by the project proponent using methodology in the most current copy of the AASHTO "A Policy on the Geometric Design of Highways and Street" and shall be used as the minimum.
- 10.544 Speed used shall be the 85th percentile speed of the roadway in the vicinity of the proposed subdivision intersection or the legal and enforceable posted speed limit in close proximity plus 5 MPH, whichever is greater. If the legal and enforceable speed limit is not posted, a speed of not less than 30 MPH may be assumed. The 85th percentile speed shall be measured for a 24-hour period on an average weekday other than a Monday or Friday. It shall also be measured on a Saturday for a 24-hour period.
- 10.545 If site conditions such as grade or the number of travel lanes are different than what is described within the sight distance tables, then sight distance shall be calculated by the project proponent using the methodology in the most current AASHTO "A Policy on the Geometric Design of Highways and Streets" consistent with the appropriate conditions and shall be used as the minimum.

10.55 Slopes within and abutting the right-of-way shall not exceed a 1:3 maximum slope; a 1:4 slope is preferable. Slope easements shall be obtained for land adjacent to the right-of-way to provide a 1:3 slope from the edge of the right-of-way to the final grade within the abutting land.

**TABLE 10-A
SUBDIVISION ROADWAY STOPPING SIGHT DISTANCE**

Type of Street	Speed	0.0% Grade	3.0% Grade	6.0% Grade	8.0% Grade
Place	20 mph	115'	116'	120'	124'
Lane	25 mph	155'	158'	165'	170'
Sub-Collector	30 mph	200'	205'	215'	223'
Collector	35 mph	250'	257'	271'	282'
Arterial	To be determined by the Board on an individual basis				

**TABLE 10-B
STOPPING SIGHT DISTANCE ON EXISTING ROAD INTERSECTED BY
THE SUBDIVISION ROAD**

Speed	0.0% Grade	3.0% Grade	6.0% Grade	9.0% Grade
20 mph	115'	116'	120'	126'
25 mph	155'	158'	165'	173'
30 mph	200'	205'	215'	227'
35 mph	250'	257'	271'	287'
40 mph	305'	315'	333'	354'
45 mph	360'	378'	400'	427'
50 mph	425'	446'	474'	507'
55 mph	495'	520'	553'	593'
60 mph	570'	598'	638'	686'

**TABLE 10-C
INTERSECTION SIGHT DISTANCE (ISD)**

Condition 1 - Vehicle making a left turn from stop position from the subdivision road onto a two-lane roadway with no median (for grades of 3% or less)

Speed	ISD
20 mph	225'
25 mph	280'
30 mph	335'
35 mph	390'
40 mph	445'
45 mph	500'
50 mph	555'
55 mph	610'
60 mph	665'

**TABLE 10-D
INTERSECTION SIGHT DISTANCE (ISD)**

Condition 2 - Vehicle making a right turn from stop position from the subdivision road onto a two-lane roadway with not median (for grades of 3% or less)

Speed	ISD
20 mph	195'
25 mph	240'
30 mph	290'
35 mph	335'
40 mph	385'
45 mph	430'
50 mph	480'
55 mph	530'
60 mph	575'

TABLE 10-E
INTERSECTION SIGHT DISTANCE (ISD)

Condition 3 - Vehicle making a left turn from an existing undivided roadway crossing one opposing travel lane into the subdivision road (for grades of 3% or less)

Speed	ISD
20 mph	165'
25 mph	205'
30 mph	245'
35 mph	285'
40 mph	325'
45 mph	365'
50 mph	405'
55 mph	445'
60 mph	490'

10.56 Intersections

10.561 Rights-of-way shall be laid out so as to intersect as nearly as possible at right angles. No right-of-way shall intersect any other right-of-way at less than sixty (60) degrees. The vertical grade of the road shall not exceed a slope of three (3) percent for a minimum distance of 100 feet from the intersection.

10.562 Horizontal curves on the street centerline shall not begin or end within 100 feet of the centerline of the intersecting street.

10.563 Property lines at intersections of Major and Secondary Streets shall be cut back to provide for curb radii of not less than twenty-five (25) feet. For Minor Streets a radius of not less than fifteen (15) feet is required.

10.564 Streets entering opposite side of another street shall be laid out either directly opposite each other or with a minimum offset of one hundred and fifty (150) feet between their centerlines. Streets entering from the same side as another shall be laid out with a minimum offset of three hundred (300) feet between their centerlines. This minimum offset shall be observed whenever

one or more streets entering another street are existing or proposed.

10.57 Street Names

The name of a new street shall not duplicate existing public or private street names in the Town of West Springfield, or approximate such names in spelling, sound or pronunciation, or by the use of alternate suffixes such as lane, way, drive, court, avenue or street. New streets shall bear the same name of any continuation of, or when in alignment with, an existing public or private street. All street names shall be approved by the Planning Board before the approval of definitive plan.

10.58 Street Signs

10.581 Street name signs, constructed to such standards as the Planning Board and Department of Public Works shall specify, shall be provided and erected by the Developer at each street intersection near the inside edge of the curb, subject to approval of the Department of Public Works. The post of such signs shall be buried in concrete blocks ten (10) inches diameter and twenty-four (24) inches in length.

10.582 Dead end streets shall be clearly marked as such with proper signage.

10.583 Traffic control signs shall be designed and installed where necessary (including existing public and private ways providing access to the subdivision) at the cost of the developer. The design and installation of all signs shall conform to the most recent edition of the Manual on Uniform Traffic Control Devices adopted by the Massachusetts Highway Department District II office.

10.6 ADEQUATE ACCESS FROM PUBLIC WAY

10.61 Where the street system within a subdivision does not connect with or have, in the opinion of the Board, adequate access from a Town, County or State public way, the Board shall 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

improvement of access to and within such a way, in accordance with the provisions of these Regulations, either from the boundary of the subdivision to a Town, County or State public way, or along such public way for a distance which, in the opinion of the Board, is sufficient to provide adequate access to the subdivision.

10.62 Where the physical condition or width of a public way from which a subdivision has its access is considered by the Board to be inadequate to either provide for emergency services or carry the traffic which is expected, in the opinion of the Board, 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 such public way to the same standards required within the subdivision. Any such dedication of land for purpose of 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.

10.63 Where the configuration of the land allows, no house lots shall have a direct access onto a major street, a four lane or divided highway. Such residences shall be provided with either a frontage or service road, or may have their back or side yards towards the road in question. Access shall be onto the lesser traveled of two streets for corner lots.

10.7 EASEMENTS AND RESTRICTIONS

10.71 Layout of Easements

10.711 Easements shall be continuous from lot to lot and from street to street unless, in the opinion of the Board, topography or other special conditions make such continuity impossible. Such easements shall be along rear or side lot lines; and shall create as few irregularities as possible.

10.712 Utility and drain easements shall follow lot lines, and shall be not less than 20 feet in width.

10.713 Easements for different purposes (such as utility or drainage easements) may be adjacent, but shall not overlap or occupy the same area.

10.72 Conservation Restrictions

10.721 Watercourses, drainage ways, channels or streams may be located within easements conforming substantially with the lines of their courses, whose width shall be not less than 20 feet and whose boundaries shall not be closer than 6 feet horizontally from the one hundred year flood plain. Wetlands may be located within easements whose boundaries shall be not closer than one hundred (100) feet from the boundaries of the wetlands. No building shall be constructed and no paving or other activity shall be permitted within such easement except as permitted under the Zoning Ordinance and under the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sec. 40).

10.722 In any subdivision, the developer may grant to the Town a conservation restriction over any portion of the subdivision providing the area subject to the restriction has the approval of the Conservation Commission and the Mayor.

10.8 OPEN SPACE

10.81 Before approval of a plan, the Board may also require the plan to show a park or parks suitably located for playground of recreation purposes. The park or parks shall be of reasonable size, but not less than five (5) percent of the area of the land to be subdivided or 10,000 square feet, whichever is greater. The Board shall, by appropriate endorsement on the plan, require that said land shall not be developed for a period of not less than three (3) years from the date of recording of the plan without the approval of the Board. If this land is not conveyed to the Town by sale or gift within three years after the recording of the Definitive Plan, then such land may be incorporated into a subsequent subdivision.

- 10.82 No more than 5% of said land designated for open space or park purposes shall contain wetlands, ledge, slopes greater than 15% and other land unsuitable for playground or recreation use without the approval of the Planning Board.
- 10.83 Any open space, park, or playground shall be provided with a minimum of one hundred feet (100) continuous frontage on a street. Pedestrian ways will be required to provide access from each of the surrounding streets, if any, on which the open space, park, or playground has no frontage. Further, such parks and playgrounds may be required to have maintenance provided for by covenants and agreements acceptable to the Board, until such time (if any) as public acquisition may be accomplished by the community, but in no case longer than three (3) years.

10.9 GENERAL UTILITIES

- 10.91 All utilities shall be located underground in accordance with the Typical Street Cross-Section standards.
- 10.92 All utilities shall be installed to the end of all proposed rights-of-way.
- 10.93 No utilities shall be installed between the sidewalk and the edge of the right-of-way.
- 10.94 All laterals for utilities shall be installed to the property boundaries prior to the laying and compaction of the base gravel course.
- 10.95 All above-ground utility boxes shall be screened through the use of vegetative plantings. The subdivision plan shall note the species and size of the proposed plantings.

11.0 SEWERAGE

- 11.01 All lots within a subdivision shall be serviced by the municipal sewer system where physically feasible.
- 11.02 The developer shall apply for a sewer extension permit as outlined in these Rules and Regulations.

- 11.03 The developer shall be responsible to confirm the adequacy of the existing municipal water, sanitary and storm water system to accommodate the proposed development.
- 11.04 The proposed sanitary sewers shall be designed so that the velocity of the flow will be at least two (2) feet per second during periods of peak flow. The sizing of sanitary sewers shall be approved by the Department of Public Works.
- 11.05 All sanitary sewer lines shall be gravity fed except as allowed by the Department of Public Works. Sewage pumping stations or lift stations, where necessary and allowed, shall meet with the approval of the Department of Public Works. The costs of operating and maintaining a station shall not be assumed by the Town until one year from the date of completion of the last house in the last section of the subdivision.
- 11.06 The maximum distance between utility manholes shall be three hundred (300) feet.
- 11.07 All sewer lines shall be true to line and grade with no horizontal or vertical curvature permitted.
- 11.08 In areas where sanitary sewers are not presently available but where provisions are made for their future construction in the Town's Master Plan, Capital Improvement Program and/or other Town plans, a capped sanitary system, including laterals, may be required to be installed.
- 11.09 All proposed lots shall be provided with a service lateral that extend perpendicular from the sanitary sewer main to the property line.

11.1 STORM DRAINAGE

- 11.11 Design storm intensity for surface run-off shall be calculated according to the methodology set forth in Technical Release Number 55, entitled "Urban Hydrology for Small Watersheds," by the Soil Conservation Service of the U. S. Department of Agriculture, or such other methodology as the Board may, in its discretion, approve. All tributary areas shall be assumed to be fully developed in accordance with the Zoning Ordinance unless

publicly owned or deed restricted. Water velocities in pipes and paved gutters shall be between three (3) and ten (10) feet per second, and not more than five (5) feet per second on unpaved surfaces. Facility design shall be as follows:

- 11.111 Street surface drainage (storm sewers, swales)--25 year storm
- 11.112 Detention basins--50 year storm
- 11.113 Watercourses, drainage ways, channels or streams--100 year storm
- 11.114 Culverts, bridges, other water crossings--100 year storm
- 11.12 Surface water from the lots shall not be deposited directly into the ways through the use of piping, conduits, channels, swales or other concentrating method. The area within the front setback line may be graded to sheet drain toward the street line. All other surface water from individual lots shall be handled insofar as possible within the lots themselves. Developers may provide for lot surface drainage by a system separate from drainage of the street, by the use of swales, culverts, retention ponds, yard drains and piping, rip-rapped outlets at the water body, etc., in a manner that shall protect the natural water table. The total design of the system shall also meet with the approval of the Department of Public Works.
- 11.13 Minimum size of pipe for surface run-off shall be twelve (12) inches ID. Footing drains and subdrain connection pipe size shall be a minimum of six (6) inches ID.
- 11.14 Connection of footing drains, roof drains, or storm drains to a septic disposal system is prohibited.
- 11.15 The maximum distance between manholes shall be 300 feet. The maximum distance for street run-off to travel along a berm or gutter to a catch basin shall be 300 feet. The maximum distance between a catch basin and a manhole shall be 300 feet.
- 11.16 Catch basins shall be placed at all street intersections to intercept surface run-off, and will be placed to prevent water from crossing the streets.

- 11.17 Proper drainage design includes appropriate storm lines and channels to accommodate properties "upstream" and appropriate structures to preclude "downstream" damage to adjacent properties.
- 11.18 Water quality shall be preserved by directing all stormwater to a vegetated detention/retention basin or swale. These basins shall be designed to filter out sediments, oils and greases, heavy metals and other nutrients from stormwater prior to its discharge to wetlands, waterbodies or ground water. A maintenance program for the basins/swales shall be prepared to ensure long-term filtration integrity. All methodology implemented for water quality protection shall follow the standards and guidelines of the following documents: Stormwater Management, Volume One: Stormwater Policy Handbook, MA DEP, MA CZM, March 1997; Stormwater Management, Volume Two: Stormwater Technical Handbook, MA DEP, MA CZM, March 1997; Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas, Franklin, Hampden, Hampshire Conservation Districts, March 1997; all as revised.
- 11.19 All retention/detention basins and swales shall be located within easements given to the Town of West Springfield. Management plans for said water quality systems shall be submitted to the Department of Public Works for approval. The management plan shall be recorded concurrent with the recording of the subdivision plan and shall require that the property owner whose land contains the water management system shall be responsible for all maintenance of the system. Failure of the property owner to maintain the system may result in a municipallien being placed on the property to cover the Town's cost of maintenance.
- 11.20 Pre-development hydrological conditions shall be maintained in post-development conditions. There shall be no increase in run-off due to development. Storm drainage shall be directed, when appropriate in the opinion of the Board, to retention basins in order to artificially recharge the ground water system.
- 11.21 Peak stream flows and run-off at the boundaries of the subdivision development shall be no greater following development than prior to development.

11.22 Where property adjacent to the subdivision, but within the same watershed, is not developed, provision shall be made for proper projection of the drainage systems by continuing appropriate drains and easements to the exterior boundaries of the subdivision at such size and grade as will allow for such projection. Drainage rights that are appropriate, sufficient, and necessary to handle drainage from the subdivision and adjacent areas shall be secured for the Town.

11.3 WATER SUPPLY

11.31 Water

- 11.311 All lots shall be serviced by the municipal water system where physically feasible and shall be approved by the Department of Public Works.
- 11.312 In order to ensure adequate fire protection and water service, all new water lines shall be looped and tied back into the existing municipal system.
- 11.313 The developer shall confirm the adequacy of water pressure and quantity of water (i.e. fire protection) at the existing municipal system to accommodate the increase in demand from the proposed development.
- 11.314 Where connection to municipal services is not feasible for the development of residential or commercial structures, on-site water wells may be approved by the Board of Health to provide potable water. To ensure adequate fire protection services are provided in the subdivision, fire hydrants tied into the municipal water system shall be required within the development.
- 11.315 Adequate water pressure and volume shall be provided for residential and commercial development and also for fire protection purposes meeting all pressure and volume standards as adopted by the West Springfield Fire Department. A measurement of adequacy of the water system for residential and commercial construction can be defined by the use of Town wide GIS system. Elevations below 255' and/or having a least an existing static water pressure

of 40lbs or greater may provide adequate water pressure and volume. Developments without access to the municipal water system or are above the recommended elevation of 255' will have to seek alternatives to an adequate water source for residential and commercial potable water. The exception would be the Northwest District, said district is bounded from the north by the West Springfield - Holyoke municipal boundary, from the west the West Springfield - Westfield municipal boundary, from the south by the Massachusetts Turnpike and the from the east by Interstate 91. In the Northwest District, a measurement of adequacy of the water system can be defined by an elevation below 380' and/or having at least a static pressure of 40lbs or greater. Developments without access to the municipal water system or are above the recommended elevation of 380' will have to seek alternatives to an adequate water source for residential and commercial potable water.

- 11.316 The minimum size of all water mains shall be eight (8) inches ID (inside diameter). Any deviation from this requirement shall require approval from the Department of Public Works.

11.32 Fire Hydrants

- 11.321 Maximum distance between hydrants shall be five hundred (500) feet measured along the access route, provided however, that at least one hydrant shall be located at each street intersection.
- 11.322 Minimum size of hydrant branch is six (6) inches ID (inside diameter).
- 11.323 Maximum distance from any structure to a hydrant shall be five hundred (500) feet measured along the street.

11.4 SOLAR ENERGY

The purpose of this Section is to encourage the use of solar energy systems and protect to the extent feasible the access to direct sunlight of active and passive solar energy systems. The applicant may utilize passive solar energy techniques that maximize solar

heat gain, minimize heat loss during the heating season and minimize heat gain and provide for natural ventilation during the cooling season. These passive solar energy techniques may include, but are not limited to, the following:

- 11.41 The street and layout plan shall, as far as practicable, provide for east-west street orientations to facilitate the development of properly oriented passive solar buildings. For purposes of this regulation an east-west street refers to any street with its axis within thirty (30) degrees of true east.
- 11.42 In so far as practicable, side lot lines shall be perpendicular to the street line unless that purpose of the lot line orientation is to provide greater solar access protection.
- 11.43 Proposed buildings may be located and oriented so that the longest side of the building faces within thirty (30) degrees of true south.
- 11.44 Proposed buildings may be located to avoid shadows cast by other buildings, vegetation and natural and manmade topographical features whenever practicable.
- 11.45 Provided soil and topographic conditions permit, primary and reserve leaching fields may be planned and located to the south of a proposed house locations whenever such location enhances solar access to the south wall due to regrading and tree removal associated with the installation of the sewage disposal system.
- 11.46 Each lot within the subdivision may be evaluated to determine if south wall solar access protection is available meeting any solar access requirements of the Zoning Ordinance.
- 11.47 At the discretion of the Board, taking into consideration the need for solar access protection, the applicant may be required to include solar easements or restrictive covenants with the deeds of each lot.

11.5 SIDEWALKS AND BICYCLE PATHS

- 11.51 Unless the Board determines that pedestrian movement is otherwise provided for, sidewalks shall be constructed between the roadway and the right-of-way line as described in Appendix B. At a minimum, all streets shall be provided with sidewalks on one side of the street. Streets with an ADT greater than 100 vehicles per day may be required to install sidewalks on both sides of the street. Pedestrian access other than by routes parallel with roadways may be permitted, provided easements are established.
- 11.52 The Planning Board may require bicycle paths designed and constructed in accordance with the design manual entitled Building Better Bicycling from the Mass Highway Department, 1999 edition (and any subsequent revision thereto). In certain cases, at the discretion of the Planning Board, all or part of the sidewalk requirements may be waived where bicycle paths are provided.
- 11.53 Wherever a sidewalk or bicycle path intersects a roadway, barrier-free curb cuts shall be provided. Roadways, berms, curbs, curb cuts, and shoulders should be constructed in accordance with State Construction Standards. With respect to bicycle paths, automobile barriers shall be provided.

11.6 EROSION CONTROL

- 11.61 General soil erosion of the proposed development site shall be minimized by integrating the development into the existing terrain by retaining natural grades and soil cover.
- 11.62 During grading and construction of all improvements, including all residential and commercial structures associated with the subdivision, erosion of soil shall be minimized by implementing the guidelines and methodology outlined in the document entitled Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas prepared by the Franklin, Hampden, Hampshire Conservation Districts dated March 1997, as revised.
- 11.63 All paved roadway surfaces within the subdivision and providing access to the development shall

remain free of dirt and debris. Periodic street sweeping, especially after storm events, shall be implemented to control dirt and dust.

11.7 PROPOSED DEVELOPMENT OF CONTIGUOUS LAND

The Board shall not approve a plan of a subdivision if the applicant or parties related to the applicant own land contiguous to that shown on the plan and fail to furnish sufficient data to enable the Board to relate the proposed subdivision to the remaining land. Such data shall include the lines of proposed way and lots and approximate grades and such other detail as the Board may reasonably require.

SECTION XII CONSTRUCTION STANDARDS

12.0 BASIC REQUIREMENTS

- 12.01 The subdivider shall provide all of the improvements required herein and installed at his own expense. All work done under this section shall be done under the direction of the Board. The subdivider shall be responsible for providing a qualified engineer approved by the Board to oversee and certify the installation of all improvements as required in these rules and regulations.
- 12.02 No performance guarantee shall be fully released until:
- 12.021 all streets and all other improvements shall have been in place over at least one winter (December 1 through April 15) and/or one growing seasons for all planting material;
 - 12.022 full approval in writing, including a completed Form G, of all work done under this section is received from the Board's engineer(s) and any other consultants; and
 - 12.023 a cashier's check or money order, payable to "Town of West Springfield, Massachusetts," has been received to provide reimbursement for the full amount of the cost of engineer(s), Department of Public Works inspection services and other consultants where applicable.
- 12.03 No trees, stumps, brush, roots, and like material and no demolition material including but not restricted to concrete, asphalt and lumber shall be disposed of within the boundaries of the subdivision; said material shall be disposed of in accordance with Title V.

12.1 STREET AND ROADWAY CONSTRUCTION

- 12.11 Clearing and Grubbing
- 12.111 No clearing or excavating shall be started on any part of the street until the Tree Warden has designated in writing those trees which are to remain in the tree belt. Such trees to be preserved shall be protected during construction as prescribed by the Tree Warden.

- 12.112 The entire area within the right-of-way of each street shall be cleared of all stumps, brush, roots, boulders and like material, except those trees that are intended for preservation.
- 12.113 No perishable matter such as stumps, trunks, or limbs of trees or brush shall be buried within the limits of the subdivision.
- 12.114 All loam, peat, mulch and other yielding material shall be removed from the roadway, side slopes, driveway aprons and sidewalks to a depth specified by the Department of Public Works and shall be replaced with an acceptable granular material.
- 12.115 Wherever soil borings indicate ground water within four (4) feet of the proposed roadway surface or wherever the soil particle size indicates the possibility of a capillary rise of water in the subgrade soil, subdrains shall be installed under both shoulders of the roadway. The design and depth of the sub-drain shall meet with the approval of the Department of Public Works.
- 12.116 Wherever rock is encountered it shall be excavated to a depth of four (4) feet below the subgrade of the roadway for the full width of the street layout. The excavated rock shall be replaced with a granular material satisfactory to the Department of Public Works.
- 12.117 Whenever it is necessary to install fill to bring a roadway to subgrade said fill shall be of a granular material satisfactory to the Department of Public Works. All fill shall be placed at a depth and compacted to a density so specified in the Mass. Highway Department Standard Specifications. The developer shall be responsible for the costs of all soil testing and analysis required by the Department of Public Works.
- 12.118 The subgrade of the roadway shall be compacted to a density and by a method approved by the Department of Public Works prior to the placing of the sub-base or base of the roadway.

12.2 GRAVEL FOUNDATIONS

12.21 Subgrade

- 12.211 Within the roadway area including driveway aprons, sidewalks, and grass strips, all material shall be removed to subgrade and any unsuitable material, in the opinion of the Department of Public Works, below subgrade shall be removed and shall be replaced with proper bank-run gravel and brought to proper compaction. The depth of the subgrade will be governed by existing conditions and shall be as specified by the Department of Public Works.
- 12.212 The material used for a sub-base shall be of bank-run or crushed gravel and shall conform to AASHTO Soil Classification sub-groups A-1-a, A-2-4, A-1-b or A-2-5, shall have a group index of 0, a maximum plasticity index of 6 and a maximum liquid limit of 25. Furthermore, the gravel shall conform to the gradation requirements of M1.03.0 Type a or b of the Standard Specifications of the Mass. Highway Dept.
- 12.213 The maximum size aggregate for sub-base courses shall not exceed four (4) inches. The cost of any soil tests needed to determine the suitability of a material for use as a sub-base shall be borne by the Developer.
- 12.214 The gravel shall be spread and compacted in layers not exceeding six (6) inches in depth compacted measurement. The gravel shall be compacted to the density specified in Section 401 of the Standard Specifications of the Mass. Highway Dept.
- 12.215 The subgrade shall be shaped and finish graded at the required depth below and parallel to the proposed pavement surface, in conformance with the Typical Street Cross-Section.
- 12.216 Inspections, including density testing, shall be required after completion of the subgrade.
- 12.22 Gravel Base
- 12.221 The gravel base course for residential subdivisions shall consist of not less than twelve (12) inches of well compacted gravel placed upon the subgrade the entire width of the roadway. The depth of the gravel base for non-residential subdivisions shall be established through the review of the Preliminary Subdivision plan.

- 12.222 The material used for a base course shall be of processed gravel that meets with the approval of the Department of Public Works. This material shall conform to AASHTO Soil Classification subgroup A-1-a, or A-2-4, shall have a group index of 0, a maximum plasticity index of 3 and a maximum liquid limit of 25. The gravel shall conform to the gradation requirements of M1.03.0 Type b of the Standard Specifications of the Mass DPW and shall be bound with approved stone screenings. The cost of any soil tests needed to determine the suitability of a material for use as a base course shall be borne by the Developer.
- 12.223 The gravel shall be spread and compacted in accordance with Section 405 of the Standard Specifications of the Mass. Highway Dept.
- 12.224 The gravel base surface shall be shaped and finish graded at the required depth below and parallel to the proposed pavement surface, in conformance with the Typical Street Cross-Section.
- 12.225 Inspections shall be required before commencement and after completion of the gravel base.

12.3 ROADWAY SURFACING

- 12.31 The roadway and driveway aprons shall be paved the entire width, including under the berms, and the surface treatment shall be compacted bituminous concrete placed in two (2) layers.
- 12.32 The first layer or binder course for residential subdivisions shall be Class I bituminous concrete pavement, Type I-1, binder course mix, laid at a thickness of two (2") inches in accordance with Section 460 of the Mass. Highway Dept. Standard Specifications for Highways and Bridges. The first layer or base course must be in place through one winter season after the completion of all underground work such as water and sewer mains, storm drains and other utilities and have the approval of the Department of Public Works before the second layer, or surface course, is applied. The thickness of the binder course for non-residential subdivisions shall be established through the review of the Preliminary Subdivision plan.
- 12.33 The second layer or surface course for residential subdivisions shall be Class I bituminous concrete

pavement, Type I-1, top course mix, laid at a thickness of one and one-half (1.5") inches in accordance with Section 460 of the Mass. Highway Dept. Standard Specifications for Highways and Bridges. The thickness of the surface course for non-residential subdivisions shall be established through the review of the Preliminary Subdivision plan.

- 12.34 No paving shall be conducted when the air temperature is 40 degrees Fahrenheit or less nor where the material on which the pavement is to be placed contains frost.
- 12.35 The final bituminous surface shall show no deviation greater than one-quarter (1/4) inch when tested with a sixteen (16) foot straight edge placed parallel to the centerline of the surface course.
- 12.36 Finished roadway and driveway apron surfaces less than the required thickness or containing any soft or imperfect places will not be approved.
- 12.37 All roadways shall be brought up to the finish grade as shown on the Definitive Plan, and all manhole covers, gate boxes, gas drips and other access to underground utilities shall be set flush with the surface of the road, grass strip or sidewalk.
- 12.38 The binder course shall be in place for at least one calendar year prior to the installation of the surface course.
- 12.39 Inspections shall be required upon completion of the Binder and Surface courses.

12.4 INSTALLATION OF UTILITIES

12.41 General Standards

The installation of utilities and underground structures shall conform to the following general standards:

- 12.411 All public and private sewers, surface water drains, water and gas pipes, electric, telephone and cable T.V. lines, together with their appropriate underground structures, within the street right-of-way, shall be placed underground.
- 12.412 Underground utilities shall be installed after the street has been excavated to subgrade.

- 12.413 The location of the utilities shall conform to the Definitive Plan and the Typical Street Cross-Section, with the minimum cover as shown on the Typical Street Cross-Section in Appendix B.
 - 12.414 Material used surrounding and supporting pipes and conduits in the utility trenches shall be of compacted, screened gravel placed at least six (6) inches in diameter around pipes, unless the trenches are in ledge, peat or heavy clay which requires twelve (12) inches of the compacted, screened gravel.
 - 12.415 Material used in back-filling utility trenches around underground structures shall be placed in six (6) inch layers and thoroughly compacted by pneumatic or vibratory tamps.
 - 12.416 Gravity sewer lines shall be true to line and grade with no horizontal or vertical curvature permitted.
 - 12.417 No footing drains, roof drains or storm water drains shall be connected to the sanitary sewer system.
 - 12.418 All lot connections shall be installed from the utility main structures in the street to the exterior right-of-way line for each lot regardless of whether there is a building thereon. In the case of a lot to be used for a park or playground or any other purpose for which the Planning Boards deems lot connections are not necessary, installation of such connections may be waived by the Board.
 - 12.419 Private, on-site water supply wells shall be located a minimum of one hundred (100) feet from a leaching field; ten (10) feet from a sewer line; and fifty (50) feet from a septic tank in accordance with Title V.
 - 12.420 All underground utilities shall be properly inspected, tested and approval given before the back-filling of trenches and placement of gravel base courses and pavement.
- 12.43 Water Mains
- 12.431 Materials
 - 12.4311 All Ductile Iron Pipe furnished and installed shall be Class 52 centrifugally cast with

push-on type joints. Pipe shall be double cement-lined, tar coated, and in 18-20 foot lengths. Pipe shall be in full conformance with AWWA C151-76, AWWA C-111-79, and C104-80.

12.4312 Fittings shall be ductile iron with mechanical joint connections on all ends. The inside of all fittings other than sleeves and plugs shall be cement lined and coated as specified for pipe. Sleeves and plugs shall be tar coated inside and out.

12.4313 Gate valves shall comply with AWWA C500 and C509 and shall be rated for 200 psi minimum working pressure and a minimum 300 psi test pressure.

Valves shall be of the iron body, bronze mounted, double disc, parallel seat or resilient seat, non-rising stem type, fitted with "O-ring" seals. Valves shall have mechanical joints equal to AWWA C111.

The operating nut shall be standard AWWA 2-inch square and shall be attached by a nut; pinning is not acceptable. Gate valves shall OPEN to the RIGHT or clockwise.

All ferrous parts of the valves, except finished or bearing surfaces, shall be given two coats of asphaltum varnish. After the valves are assembled and tested, a third coat shall be applied on the exterior. The body ring shall be free of any asphalt solution.

The design of the valve shall be such that the seal plate can be fitted with "O" rings while the valve is under pressure in the fully opened position.

12.4314 Hydrants: SIZE 4 ½" Compression Type Fire Hydrants with 2-2 ½' Hose Outlets National Standard Thread with 1-4 ½" Steamer Outlet National Standard Thread suitable for 5 ½" Trench, 6" M.J. Connections for Class 52 pipe, open left hand, 1 ½" operating nut with at least 1-1/8" height above top of any other projection on hydrant, outlet drip end with breakable section at ground line. Hydrant to be dry top construction with self contained Lubrication.

Approval of the Fire Hydrants must be obtained by the Department of Public Works.

12.4315 Street Gate Valve Boxes shall be 2 piece sliding type tops 26" long, bottoms 36" long, tar coated inside and out. They shall have a flange located at the top approximately 3" down. Boxes shall be Buffalo #5664-S or equal. Box covers shall be marked "WATER".

12.432 Lining of Pipe and Fittings

12.4321 All ductile iron pipe and fittings shall be tar coated on the outside and cement-lined on the inside. The cement lining is to be sealed with a bituminous coating. The coating and lining shall meet the A.W.W.A. specifications.

12.4322 In handling and hauling of pipe and fittings, care should be taken to prevent any damage to the lining or coating. Should the lining be damaged to any extent, the Water Department reserves the right to reject the pipe or fittings. Should the coating be damaged, the Contractor will be directed to paint the damaged area with a suitable asphalt paint.

12.433 Appurtenances and Installation

12.4331 The approximate location of pipe lines, valves, valve boxes, hydrant connections, taps, service pipes, etc. as shown on the plans shall be constructed as shown unless changed by the Department of Public Works. The Department of Public Works reserves the right to change the location of any or all such appurtenances shown on the plans. The Department of Public Works shall have the right to order the installation of extra valves, hydrants, fittings, or other appurtenances over and above those shown on the plans.

12.4332 Pipe and fittings, whether in the trench or on the bank, shall not be used at any time as a place for the temporary storage of tools, joint components, rubber boots, overalls, etc. Open ends of the pipe in the trench shall be plugged with ductile iron plug at all times.

12.4333 Thrust blocks must be placed at all fittings and hydrants as directed by the Department of Public

Works. Blocks may be of poured concrete or of suitable stone or masonry construction. Drip areas of crushed stone, gravel or other suitable material must be constructed around hydrants or blow-offs. No back-filling can be carried out around drips until they have been approved.

12.434 Pipeline Testing

12.4341 After the pipeline is laid it shall be tested with water pressure. The Contractor shall furnish all necessary plugs, meters, gages, and any other necessary equipment and labor required in testing. All calculations related to the pressure test shall be provided by the contractor in writing to the Department of Public Works a minimum of 72 hours prior to the pressure test being conducted.

12.4342 Pressure to be raised to 150 pounds and maintained for four (4) hours. Under this condition the leakage should not exceed 150 gallons per inch of diameter in 24 hours per mile of pipe to be considered satisfactory. Leakage in excess of above limit must be located, repaired, and retested. Any material or joints shown to be defective must be replaced or repaired.

12.435 Cleaning and Sterilizing

12.4351 Each pipe and special casting before being laid in trench, and each valve before being set, shall be carefully cleaned throughout; and the bell and spigot ends cleaned to obtain good joints.

12.4352 The Contractor shall use one do the following chlorination methods utilizing the standards in the following table:

**TABLE 12-1
CHLORINATION METHODS FOR DINIFECTING WATER MAINS**

Chlorination Method Used	Maximum Chlorine Dose (note a)	Minimum Contact Time	Minimum Chlorine Residual
Continuous	50 mg/L	24 hours	25 mg/L
Slug	500 mg/L	3 hours	300 mg/L
Tablet (note b)	50 mg/L	24 hours	25 mg/L

Note a: AWWA Standard C651-92 recommends the following doses: Continuous - 25 mg/L; Slug - 100 mg/L; Tablet - 25 mg/L. The minimum chlorine dose depends on whether you are disinfecting an existing main (high dose of 500 mg/L and short contact time of 15 minutes), or a new main (continuous minimum residual of 25 mg/L for 24 hours). The developer shall utilize the minimum dose strength and length of contact time to produce negative coliform test results.

Note b: Tablets must be placed at the inside top of pipe when the pipe is being laid. In addition, two tablets must be placed at all joints on both sides of the pipe at the half/full location. Place one ounce (28g) of HTH powder per inch (25mm) of pipe diameter in the first length of pipe and again after each 500 feet (150m) of pipe. This ensures that the first water entering the spaces at joints will have high chlorine residual. Fill the pipe with water velocities of less than 1 ft/sec.

The developer shall be responsible for providing and paying for the costs of all water tests.

12.4353 Flushing After Disinfection

Flush lines after disinfection under all alternative procedures until residual chlorine is less than 1 mg/L. Velocity of flushing is not critical if the preventive and preliminary procedures detailed above were adequately performed. All flush water must be dechlorinated prior to disposal into the sanitary or storm water system.

12.4354 Testing After Disinfection

After disinfection and prior to placing a line in service, bacteriological test (24-hour membrane filter) are required as follows:

1. In a chlorinated water system, test at least one sample for each section disinfected.

2. Test at least two samples for each section disinfected in an unchlorinated water system.
3. For long lines, test samples along the entire line as directed by the Department of Public Works. Water lines greater than 2,500 lineal feet (750 meters) are considered long lines.

If bacteriological tests are unsatisfactory, disinfection must be repeated. Repeat of tablet is not possible and an alternative procedure must be utilized. It is suggested that the main be flushed and additional samples be taken at water taps other than fire hydrants and blow-off valves.

If the bacteriological tests remain unsatisfactory, the main must be dewatered utilizing compressed air. Refill the empty main with water containing a chlorine residual between 50 and 100 mg/L. Allow the water to remain in the main for a minimum of 48 hours. Flush the main and resample. It is suggested that the water entering the main be tested to rule out cross-contamination.

The developer shall be responsible for providing and paying for the costs of all bacteriological water tests prior to the approval of the water main being placed in service.

12.436 Trenching and Back-filling

Trench is to be dug, unless otherwise directed, so as to give the pipe five foot (5') of cover to the proposed finished grade. The bottom of the trench is to be leveled by hand and any excess excavation hand back-filled and tamped. Pipe, fittings, and valves are to be set on hardwood blocks if needed. Pipe is to be back-filled by hand until at least six inches (6") of cover is over pipe and this is to be tamped around pipe and over it as back-filling progresses. All rock encountered in trench must be removed for distance of one foot (1') from pipe before laying and no rock shall be placed around pipe in back-filling.

12.44 Sanitary Sewer Main

- 12.441 Sanitary sewers, mains and laterals shall be of PVC SDR 35 or greater as required by the Department of

Public Works. The minimum size for a sewer main shall be eight (8) inches while the minimum size of sewer laterals shall be four (4) inches.

12.442 All sanitary sewers, sewer force mains and sewer laterals shall be installed in "first class" bedding and in accordance with the Department of Public Works specifications. Sewers shall be installed to the line and grade indicated on the plans.

12.443 Only precast concrete manholes of a design approved by the Department of Public Works shall be installed on a sanitary sewer main. Sanitary sewer manholes shall be installed no further than three (300) hundred feet apart and the sewer shall be laid in a straight line between manholes.

12.444 Before any sanitary sewer will be accepted by the Board it must pass an infiltration or exfiltration test made in accordance with the Department of Public Works specifications. Said test will be made at the Developer's expense and shall be made under the direction of the Department of Public Works.

12.445 Where rock is encountered it shall be removed to a depth of one foot below the flowline of the sewer and the pipe laid in a properly compacted granular material approved by the Department of Public Works.

12.446 Only granular material approved by the Department of Public Works shall be used as backfill in any trench excavation.

12.45 Storm Water Drains

12.451 Storm drains shall be installed using ADS N-12 Pro Link Ultra or equal. The minimum allowable size is a twelve (12) inch diameter pipe including catch basin leaders.

12.452 All storm drains including catch basin leaders and culverts shall be installed in "first class" bedding. All work and materials shall be in accordance with the Department of Public Works specifications.

12.453 Precast concrete or concrete block manholes of a design approved by the Department of Public Works shall be used on storm drains. The distance between manholes shall not be greater than three (300) hundred feet.

12.454 Precast concrete or concrete block catch basins shall be installed at intervals of three (300) hundred feet on both sides of a roadway and at intersections as necessary. The basins shall have a three flange frame and grates and a granite curb inlet, and shall be of a design approved by the Department of Public Works.

12.455 Where rock is encountered it shall be removed to a depth of one foot below the flowline of the drain and the pipe laid in a properly compacted granular material approved by the Department of Public Works.

12.456 Only granular material approved by the Department of Public Works shall be used as back-fill in any trench excavation.

12.46 General Utilities

12.461 Street lights shall be installed by the Subdivider at his expense and he shall be responsible for the cost of lighting until the street is accepted by the Town. The lighting shall be installed on a street prior to occupancy of any house on that street.

12.462 All underground utilities such as gas mains, cable, electric and telephone lines, including service connections shall be installed prior to the construction of the roadway surface, base or sub-base. All methods used to install these utilities shall be subject to the approval of the Department of Public Works. Only granular material approved by the Department of Public Works shall be used as back-fill in any utility trench.

12.5 BERMS AND CURBING

12.51 Bituminous concrete curbs of the type and dimensions as shown on the Typical Street Cross-Section, (see Appendix B), shall be required along both sides of the roadway, except at curb inlets or where, in the opinion of the Planning Board, such curbs are not necessary.

12.52 The berms shall be constructed of Type I-1, Class I bituminous concrete, and laid with a berm forming machine.

12.53 All berms shall have a minimum reveal as shown on the berm details in Appendix B.

- 12.54 Along the inside pavement radius of cul-de-sacs and at the intersection of any two streets, granite curbing shall be installed along the arc of the curves. The granite curbing shall have a reveal equal to or greater than the bituminous curb and a width at the top of six (6) inches.
- 12.55 Bituminous curbs shall butt against all granite curb inlets, and constructed so as to be true to line and grade after compaction. Any mixture which becomes defective in any way shall be replaced with a fresh mixture.
- 12.56 Under special conditions, specially constructed berms or gutters may be required by the Planning Board, particularly in areas of heavy slope.
- 12.57 Bituminous concrete berms shall be applied onto the base course of roadway paving and the top course of pavement laid against the face of the berm.
- 12.58 At all curb cuts, all berms shall be installed so as to return to the sidewalk or the property line.

12.6 SIDEWALKS AND BICYCLE PATHS

- 12.61 In residential subdivisions, sidewalks of not less than five (5) feet in width shall be constructed on both sides of the street within the street right-of-way, abutting the property line and in conformity with specifications of the West Springfield Planning Board.
- 12.62 The sidewalk grade shall be parallel to the center line and not more than twelve (12) inches above the roadway center line grade. Sidewalks shall be sloped to the roadway at all street intersections for a distance of not less than thirty (30) inches from the roadway edge.
- 12.63 Sidewalks shall be constructed of concrete using wood frames of not less than four (4) inches in depth, placed five (5) feet wide and consist of the following:
 - 12.631 A gravel base upon the subgrade, wetted and compacted to a depth of eight (8) inches with a self-propelled roller of not less than five (5) tons. Stones larger than one and one-half (1.5) inches shall not be used;

- 12.632 Portland cement of a 1-2-3-mixture (4000 psi) shall be poured, monolithic, to a thickness of four (4) inches;
- 12.633 A dummy joint shall be scored every five (5) feet with a three-eighths (3/8) inch bituminous fiber expansion joint provided every twenty (20) feet;
- 12.634 At all driveways, the concrete shall be of minimum depth of six (6) inches and reinforced with four (4) inch square welded wire fabric of at least 0.12 square inches of steel in longitudinal and transverse direction.

12.64 Bicycle Paths

- 12.641 Bicycle paths shall be provided for as required by the Planning Board under Section 11.5 of these regulations.
- 12.642 Easements or rights-of-way shall be given to the Town for all paths which do not lie within the roadway right-of-way.
- 12.643 Bicycle paths shall be constructed of Type I-1, Class I Bituminous Concrete Surface, at a width approved by the Board, and shall consist of the following:
 - 12.6431 A six (6) inch gravel base having a maximum size aggregate not exceeding four (4) inches compacted with a power roller weighing not less than five (5) tons.
 - 12.6432 A bituminous concrete surface compacted with a roller weighing not less than one and one-half (1.5) tons having a thickness of not less than two (2) inches.
 - 12.6433 Where the path intersects roadway rights-of-way, a barrier approved by the Board shall be constructed so as to allow bicycles while prohibiting automobiles.

12.7 GROUNDWATER DRAINAGE

As construction progresses, unforeseen groundwater conditions may be encountered which require additional subdrains or curtain drains. These conditions include potential problems if construction is in progress at a

time of low water table or other dry conditions. The Board reserves the right to require appropriate systems to accommodate this problem.

12.8 RETAINING WALLS

Upon approval of the Planning Board and the Department of Public Works, retaining walls shall be installed where deemed necessary and they shall be designed by a Professional Engineer registered in the Commonwealth of Massachusetts.

12.9 BOUNDS AND LOT CORNERS

12.91 Bounds shall be set on both sides of each proposed street at all angle points, at the beginning and end of all curves thereof, and at all intersections of streets and ways with each other or with Plan boundary lines. The bounds shall be of granite or reinforced concrete, shall be not less than four (4) feet in length and not less than six (6) inches in width and breadth and shall have a drill hole in the center. All bounds shall be set flush with the surface of the adjoining ground. Wrought iron rods may be used where the points fall on exposed ledge. The placement and accurate location of these bounds shall be certified to by the Registered Land Surveyor of the developer by a letter which shall be submitted with the As-Built Plan. Entrances to subdivisions shall not be marked by elaborate monuments.

12.92 Lot corners in the subdivision shall be set in a manner similar to the setting of the bounds. These corners or points of deflection will be marked with iron ins (or equal) as permanent markers. The same certification is required as in the case of the bounds.

13.0 TREES AND PLANTINGS

13.01 Treebelt

13.011 All areas of the treebelt not reserved for sidewalks, bicycle paths and other impervious structures shall be finished with eight (8) inches of loam and planted with seed mixture, sod or plantings approved by the Tree Warden and the Board.

13.012 Areas of the treebelt, which have been planted as in 13.011 above, shall be watered and maintained by the developer to ensure the viability of the vegetation.

13.02 Existing Trees

Trees on the site, especially those over eight (8) inch DBH in size should be preserved. The Tree Warden shall inspect and approve all trees over eight (8) inch DBH for preservation/removal. Following is a list of recommended measures for the protection of trees:

13.021 There should be no operation of heavy equipment or storage of any materials under said tree within its natural drip line.

13.022 Wherever possible no grading or filling should be done within the drip line.

13.023 Supplemental irrigation should be provided to all trees as needed during the summer months to insure healthy maintenance.

13.024 No black top paving or vehicle parking should be located under evergreen trees. No more than twenty (20) percent of the area under any deciduous tree's natural drip line may be so paved.

13.025 All drainage from paved areas should be directed away from root zones.

13.03 Street Trees

13.031 The subdivider is required to plant suitable broad-leaved deciduous shade or ornamental trees along roads, or ways, unless specifically exempted by the Board. All trees shall be the equivalent of well-rooted nursery-grown stock free of injury, harmful insects, and diseases. They shall meet minimal standards of ANSI Z60.1-1990, American Standard For Nursery Stock, as amended.

13.032 Acceptable types of street trees, which include large-growing, medium-growing, and small-growing deciduous shade and ornamental trees indigenous to the area, shall be planted to enhance the visual and aesthetic uniqueness of the site and shall be subject to approval of the Tree Warden.

13.033 Large growing trees shall be spaced at intervals of 45 to 55 feet, medium-growing trees at intervals of

30 to 40 feet, and small-growing trees at intervals of 20 to 30 feet or as recommended by the Tree Warden and approved by the Board. Trees on one side of the street may be set either opposite or diagonally to trees on the opposite side.

- 13.034 Minimum acceptable sizes of trees to be planted shall be as follows:

Large-growing--2 ½" trunk diameter, caliper at 1' above ground;

Medium-growing--2 ½" trunk diameter, caliper at 1' above ground;

Small-growing--9' crown height, 5' spread; or as recommended by the Tree Warden and approved by the Board.

- 13.035 Planting operations shall be conducted as specified in the Tree and Shrub Transplanting Manual printed by the International Society of Arboriculture or as approved by the Tree Warden.
- 13.036 Requirements for support stakes, guy wire and cable, ground anchors, hose, and wrapping material shall be those contained in the Tree and Shrub Transplanting Manual or as approved by the Tree Warden.
- 13.037 The subdivider shall be responsible for maintenance of planted trees and replacement of those which have died or become diseased from the time of planting through two full growing season.
- 13.038 Existing trees over eight (8) inch DBH in the proposed right-of-way shall be preserved unless removal has been approved by the Tree Warden. Trees which are to be preserved shall be pruned and shaped as required by the Tree Warden.

13.04 Bank Plantings

- 13.041 All cut or fill bankings that tend to wash or erode shall be planted with suitable, well-rooted, and low-growing plantings. All plants shall be the equivalent of nursery grown stock in good health, free from injury, harmful insects, and diseases meeting all standards of ANSI Z60.1-1990, American Standard For Nursery Stock, as amended.

- 13.042 Acceptable planting types which include very low-growing (4" to 12"), low growing (12" to 30"), and herbaceous plantings shall be approved by the Tree Warden. Perennial grass turf installed as sod is an acceptable alternative for the planting of banks.
- 13.043 If bank plantings are of a type which are properly spaced at close intervals, 8" to 12" of loam shall be spread over the entire bank. If the plantings are to be widely spaced they may be planted in loam pits.
- 13.044 Mulch (wood chips or equal) shall be spread evenly among plantings for weed and erosion control to a depth of not more than four (4) inches.
- 13.045 The subdivider shall be responsible for maintenance of bank plantings and replacement of those which have died or become diseased from the time of planting through two full growing season.

13.05 Corner Plantings

Requirements for plantings adjacent to street intersections shall be the same as those for Bank Plantings with the following exceptions:

- 13.051 Turf may be provided by seeding as well as by planting sod.
- 13.052 Bushy shrubs and herbaceous plantings which are over three and one-half (3.5) feet in height or that would tend to obscure visibility are not permitted within twenty-five (25) feet of the intersection of the curbs adjacent to the corner lot. The requirements of the Zoning Ordinance and Chapter 162, Section 8 of the Town Ordinance shall be adhered to.

13.06 Cul-de-Sac Plantings

- 13.061 The central portion of a permanent dead-end street shall be landscaped with low-maintenance plantings. The following options are permitted:
 - 13.0611 Planting ornamental shrubs and trees of a type acceptable to the Board.

13.0612 Retaining existing vegetation, with the approval of the Board.

13.062 The standards and specifications for existing and proposed trees as outlined in this section shall be adhered to.

13.07 Utility Structures

All above ground structures associated with underground utilities (i.e. transformers, switchboxes, etc.) shall be screened with suitable evergreen vegetation approved by the Board and Tree Warden.

13.1 GUARD RAILS

Guard rails shall be installed as required by the Board and the Department of Public Works or its engineering consultant, based on State Construction Standards.

13.2 EXCAVATION WITHIN EXISTING STREETS

13.21 Street Openings

Before starting work, the developer shall obtain all necessary permits for excavating and/or storing material on a public or private way, and any other permits or bonds required. Special provisions will apply to streets openings to any street that has been resurfaced within the prior five (5) calendar years.

13.22 Provisions for Traffic

13.221 Conduct all operations so that interference with the flow of traffic will be held to a minimum. Construct temporary bridging across trenches when necessary for traffic and pedestrians.

13.222 Take all necessary precautions to prevent injury to the public due to open trenches. Erect protective fences and barricades and provide adequate warning lights at all trenches, excavated material, equipment, or any other obstacle which may in any way be a source of potential danger to the public.

13.223 Provide and pay all costs for police protection in connection with maintaining traffic while work is in progress.

13.224 The contractor shall remain fully responsible for the protection of persons and property at all times.

13.23 Construction Procedures

All construction procedures shall conform to specifications in the West Springfield "Manual for Occupancy of Public Way" unless otherwise directed by the Department of Public Works.

13.3 INSPECTIONS OF IMPROVEMENTS

13.31 Subject to approval by the Department of Public Works, it shall be the responsibility of the applicant to engage a Professional Engineer registered in the Commonwealth of Massachusetts to provide engineering supervision during construction to ensure proper installation of improvements in accordance with the approved plan. Said Engineer shall be approved by the Planning Board and Department of Public Works. In accordance with these rules and regulations, the supervising Engineer(s) shall certify that all work has been conducted and completed strictly in accordance with Mass. Highway Department standards, the approved plans and these Rules and Regulations. The developer shall be responsible for all expenses incurred for the inspection of all improvements related to the subdivision.

13.32 During the active construction phase of a development, bi-weekly reports shall be submitted to the Planning Board and Department of Public Works by the developer's Engineer outlining work completed and condition of site.

13.33 At various specified stages of construction of streets and ways, utilities, and other improvements, inspections shall be mandatory and shall be made and approved in writing by a Registered Professional Engineer approved or appointed by the Board, or a representative of the appropriate agency involved. Certification of the completeness of the improvements shall be noted in Form G of these regulations and shall be submitted to the Board.

13.34 Construction of streets and installation of utilities may be phased provided that each section shall not be less than five hundred (500) feet.

13.341 The water system and appurtenant facilities shall be inspected by the Department of Public Works.

- 13.342 Upon the request of the Department of Public Works, the applicant shall have an inspection of installed drainage lines and sewer mains performed by means of a television camera after the filling and compacting of the utility trenches. This inspection shall be conducted at the applicant's expense, and the results forwarded to the Department of Public Works.
- 13.343 At the completion of all the improvements in the subdivision including loaming and seeding, curbs, monuments, plantings and signs, the Department of Public Works and Tree Warden shall make an inspection before final release of the performance guarantee.
- 13.35 Each specified construction stage shall be completed to the satisfaction of the inspecting Professional Engineer and given in writing, before further work shall be done. Any development which progresses beyond an inspection stage without written approval shall be required to return the construction to the status necessary to perform the required inspection.
- 13.36 In lieu of the applicant securing the services of a Professional Engineer, the Planning Board may hire an outside consultant to oversee and inspect all improvements related to the development of the subdivision. All fees for the consultant shall be paid by the developer and administered in accordance with M.G.L. Chapter 44, Section 53G.

13.4 AS-BUILT PLAN

- 13.41 After construction of all improvements is completed, and before final release of the Performance Guarantee, the subdivider shall prepare and submit to the Board three copies of the Definitive Plan, revised in an As-Built Record Plan at a scale of one inch equals forty feet (1" = 40'), which shall indicate the location of the following as built:
- 13.411 Street lines, showing centerline elevations at fifty (50) foot intervals;
- 13.412 Edge of traveled way, locations of paths and sidewalks;
- 13.413 All permanent monuments and all bounds;

- 13.414 Location and inverts of drainage systems and any utilities required to be installed by the developer including all laterals from the mains to the street edge of the right-of-way. Where houses or cellars exist, additional measurements to such structures shall be shown as more convenient information;
- 13.415 Location of all other underground utilities (such as electricity, telephone, cable, gas, etc.) including all laterals (as d. above); and
- 13.416 All other improvements required by these Regulations or agreed upon as a condition to plan approval.
- 13.42 The accuracy of such record plan shall be certified by a professional land surveyor registered in the Commonwealth of Massachusetts.
- 13.43 As part of the As-Built Plan, the developer shall submit to the Board a certification, by a registered engineer, in which said engineer certifies that all construction was executed strictly in accordance with these Regulations and with all requirements agreed upon as a condition to plan approval.

13.5 FINAL CLEANING

Upon completion of the work, the subdivider shall remove from the right-of-way and adjoining property all temporary structures, surplus material, and rubbish which may have accumulated during the execution of the work, and shall leave the subdivision area in a neat and orderly condition. Burning or burying of the rubbish and waste material is prohibited.

13.6 STREET ACCEPTANCE PLANS

After construction of all improvements is completed, and before final release of the Performance Guarantee, the subdivider shall prepare and submit to the Board three copies of Street Acceptance Plan. The plan shall be at a scale of one-inch equals forty feet (1" = 40'), unless otherwise specified by the Planning Board. The sheet size shall not exceed an outside dimension of twenty-four by thirty-six (24" X 36") inches. The Street Acceptance Plan shall indicate the following information:

- 13.61 The subdivision name, true North arrow, date, scale, locus map, legend and title "Street Acceptance Plan - proposed street name";
- 13.62 Legend denoting all signs and symbols used on the plan and not otherwise explained;
- 13.63 The location in metes and bounds description of all lines of streets, ways and rights-of-way proposed for acceptance as a public way;
- 13.64 Location of all permanent monuments, pins and benchmarker;

The above reference plan and a separate legal description of the roadway shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts.

SECTION XIV ADMINISTRATION

14.0 AUTHORITY

Under the authority vested in the Planning Board of the Town of West Springfield by Section 81-Q of Chapter 41 of the General Laws as amended and all subsequent amendments thereto, said Board hereby adopts these Rules and Regulations governing the Subdivision of land in the Town of West Springfield under the Subdivision Control Law, Section 81-K through 81-GG, inclusive, Chapter 41, of the General Laws, as amended.

14.1 VALIDITY AND SEVERABILITY

Should any section or provision of these Rules and Regulations be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of these Rules and Regulations.

14.2 INVALIDATION BY STATE LAW OR COURT DECISION

Any part of these Regulations subsequently invalidated by a new state law or State or Federal court decision or modification of an existing state law or State or Federal Court decision shall automatically be brought into conformity with the new or amended law, and shall be deemed to be effective immediately, without recourse to a public hearing and the customary procedures for amendment or repeal of such regulations.

14.3 AMENDMENTS

These Rules and Regulations or any portion thereof may be amended from time to time by the Planning Board in accordance with Section 81-Q, of the Subdivision Control Law.

14.4 TABLE OF CONTENTS AND INDEX

The administrative content of these areas of the Rules and Regulations may be revised from time to time by administrative action of the Planning Board and/or the Planning Department.

14.5 APPENDICES

Appended to the Regulations hereto are appendices for the administration of these Regulations. The administrative content of these forms may be revised from time to time by administrative action of the Planning Board and/or the Planning Department.

14.6 MISREPRESENTATION

Any person who the Board determines has intentionally misrepresented or falsified any facts submitted for review under these Rules and Regulations shall be prohibited from participating in or requesting any Board action for five years from the date of determination of the Board. Board determination shall require a 4/5 affirmative vote of the Board. The decision of the Board shall be filed with the Town Clerk's office with notice being sent by certified mail, return receipt, to the person and, with respect to registered engineers and land surveyors, to the Massachusetts Board of Registered Professional Engineers and Professional Land Surveyors.

14.7 OWNERSHIP OF SUBMITTED MATERIALS

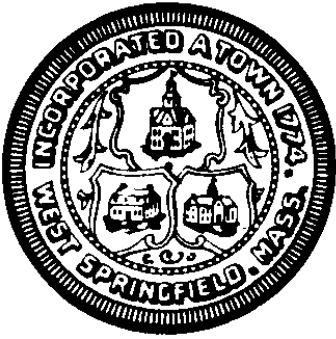
The Town of West Springfield shall become the sole owner of all materials submitted to the Town in connection with the application and administration of these Rules and Regulations except as provided for herein.

14.8 ISSUANCE OF BUILDING PERMITS AND OCCUPANCY PERMITS

14.81 No building permit shall be issued by the Building Commissioner for any structures within a subdivision that is under construction until:

- roadway improvements have been installed that provide adequate access for emergency vehicles; and
- two copies of an as-built plan showing the location and elevation of water, sanitary sewer and stormwater utilities along with laterals servicing the building lots have been submitted to and approved by the Department of Public Works.

14.82 No occupancy permits shall be issued by the Building Commissioner for any structures within a subdivision that is under construction until a monetary performance guarantee has been approved by the Planning Board and duly enacted.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

26 Central Street, Suite 20
West Springfield, MA 01089-2764
Phone: (413) 263-3271 FAX: (413) 736-4144
e-mail: dmattoon@west-springfield.ma.us

Douglas P. Mattoon
Director of Planning and Development

FORM A

APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL UNDER SUBDIVISION CONTROL

Property address / location: _____

To the Planning Board:

The undersigned wishes to record the accompanying plan and requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons: (Circle as appropriate)

1. The accompanying plan is not a subdivision because the plan does not show a division of land.
2. The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by the West Springfield Zoning Ordinance under Section _____ which requires _____ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
 - a. a public way or way which the Town Clerk certifies is maintained and used as a public way, namely _____; or

b. a way shown on a plan therefore approved and endorsed in accordance with the Subdivision Control Law, namely _____ on _____, and subject to the following conditions

_____ ; or

c. a private way in existence on May 23, 1955, the date when the Subdivision Control Law became effective in the Town of West Springfield having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely:

_____.

3. The division of the tract of land shown on the accompanying plan is not a subdivision because it shows a proposed conveyance/other instrument, namely _____

_____ that adds to/takes away from/changes the size and shape of lots in such a manner so that no lot affected is left without frontage as required by the West Springfield Zoning Ordinance under Section _____ which requires _____ feet.

4. The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically _____ buildings, were standing on the land prior to May 23, 1955, the date when the Subdivision Control Law went into effect in the Town West Springfield and one of such buildings remains standing on each of the lots; said buildings are shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law is submitted as follows:

5. Other reasons or comment (See M.G.L., Chapter 41, Section 81-1):

The owner's title to the land is derived under deed from _____
_____, dated _____, _____,
and recorded in Hampden County Registry of Deeds, Book _____, Page
_____ or Land Registration Office of Hampden County, Certificate of
Title No. _____.

Description of lot line amendments: _____

Name of Applicant _____
Address _____

Email _____
Phone Number _____

Signature of Applicant _____

Date _____

Name of Owner _____
Address _____

Email _____
Phone Number _____

Signature of Owner _____

Date _____

Name of Engineer/Surveyor _____
Address _____

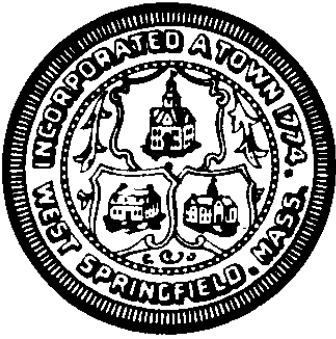
Email _____
Phone Number _____

Check-list of items to be submitted with application

1. ___ Original Form A Application + two copies
2. ___ Original Form E Designer's Certificate
3. ___ Original Form F Statement of Interest
4. ___ Application fee:
Amount Submitted \$ _____
5. ___ One Mylar print of the non-subdivision plan
6. ___ Three copies of the non-subdivision plan

THE APPLICANT SHOULD BE FAMILIAR WITH THE APPLICATION REQUIREMENTS AND SHOULD ENSURE THAT THE APPLICATION COMPLIES WITH SAID REQUIREMENTS AND IS COMPLETE. FAILURE TO COMPLY WITH THE REQUIREMENTS MAY RESULT IN A DENIAL OF THE APPLICATION.

THE FILING OF THIS APPLICATION WITH THE TOWN OF WEST SPRINGFIELD AUTHORIZES EMPLOYEES, AGENTS AND REPRESENTATIVES OF THE TOWN TO ENTER AND INSPECT THE SUBJECT PREMISES, INCLUDING LAND AND STRUCTURES, TO EVALUATE EXISTING AND PROPOSED CONDITIONS AS THEY RELATE TO THE SUBMITTED APPLICATION.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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e-mail: dmattoon@west-springfield.ma.us

Douglas P. Mattoon
Director of Planning and Development

FORM B

APPLICATION FOR APPROVAL OF A PRELIMINARY SUBDIVISION PLAN

Property address / location: _____

To the Planning Board:

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

_____ drawn by _____
dated _____, _____ and described as follows:

_____ located _____

_____ number of lots proposed _____, total acreage of tract _____,
hereby submits said plan as a PRELIMINARY plan in accordance with the
Rules and Regulations of the West Springfield 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 Hampden County Registry of Deeds
Book _____, Page _____, or registered in the Land Registration Office
of Hampden County, Certificate of Title No. _____; and said land is free
of encumbrances except for the following: _____

The undersigned hereby applies for the approval of said PRELIMINARY plan by the Board, in belief that the plan conforms to the Subdivision Rules and Regulations of the Town of West Springfield.

Name of Applicant (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Owner (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Engineer/Surveyor (print) _____

Address _____

Phone Number _____

Name of representing Attorney (print) _____

Name of firm _____

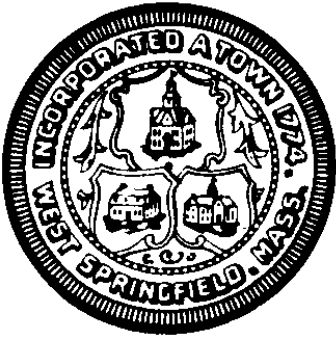
Address _____

Phone Number _____

Check-list of items to be submitted with application

1. ___ Original Form B Application + 15 copies
2. ___ Original Form E Designer's Certificate + 2 copies
3. ___ Original Form F Statement of Interest + 2 copies
4. ___ Original Draft Development Impact Statement + 15 copies
5. ___ Application fee submitted: \$ _____
6. ___ Two sets of Mylar prints of the proposed preliminary subdivision
7. ___ Fifteen sets of copies of the proposed preliminary subdivision

Note: All items listed in the above check-list must be submitted before the application will be deemed complete.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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e-mail: dmattoon@west-springfield.ma.us

Douglas P. Mattoon
Director of Planning and Development

FORM C

APPLICATION FOR APPROVAL OF A DEFINITIVE SUBDIVISION PLAN

Property address / location: _____

To the Planning Board:

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

_____ drawn by _____
dated _____, _____ and described as follows:

_____ located _____

_____,
number of lots proposed _____, total acreage of tract _____,
hereby submits said plan as a DEFINITIVE plan in accordance with the Rules
and Regulations of the West Springfield 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 Hampden County Registry of Deeds
Book _____, Page _____, or registered in the Land Registration Office
of Hampden County, Certificate of Title No. _____; 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 _____, _____ and () approved () approved with modifications () disapproved on _____, _____.

The undersigned hereby applies for the approval of said DEFINITIVE plan by the Board, in belief that the plan conforms to the Subdivision Rules and Regulations of the Town of West Springfield.

Name of Applicant (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Owner (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Engineer/Surveyor (print) _____

Address _____

Phone Number _____

Name of representing Attorney (print) _____

Name of firm _____

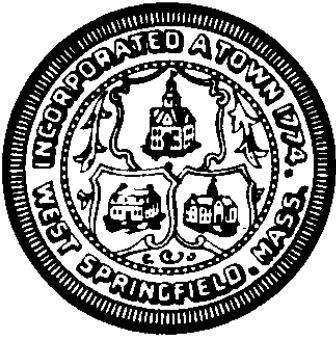
Address _____

Phone Number _____

Check-list of items to be submitted with application

1. ___ Original Form C Application + 15 copies
2. ___ Original Form E Designer's Certificate + 2 copies
3. ___ Original Form F Statement of Interest + 2 copies
4. ___ Original Development Impact Statement + 15 copies
5. ___ Application fee submitted: \$ _____
6. ___ Advertisement fee of \$65 made payable to the West Springfield Record
7. ___ Two sets of Mylar prints of the proposed definitive subdivision
8. ___ Fifteen sets of copies of the proposed definitive subdivision
9. ___ 5 copies of all engineering, drainage and traffic impact calculations
10. ___ Original certified list of abutters obtained from the West Springfield Assessor's office

Note: All items listed in the above check-list must be submitted before the application will be deemed complete.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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Douglas P. Mattoon
Director of Planning and Development

FORM CC

APPLICATION FOR APPROVAL OF AN AMEMDED DEFINITIVE SUBDIVISION PLAN

Property address / location: _____

To the Planning Board:

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

_____ drawn by _____
dated _____, _____ and described as follows:

_____ located _____

_____ number of lots proposed _____, total acreage of tract _____,
hereby submits said plan as an AMENDED DEFINITIVE plan in accordance
with the Rules and Regulations of the West Springfield 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 Hampden County Registry of Deeds
Book _____, Page _____, or registered in the Land Registration Office
of Hampden County, Certificate of Title No. _____; and said land is free
of encumbrances except for the following: _____

Said plan has evolved from a Definitive Subdivision Plan submitted to the Board on _____, _____ and () approved () disapproved on _____, _____.

The undersigned hereby applies for the approval of said AMENDED DEFINITIVE plan by the Board, in belief that the plan conforms to the Subdivision Rules and Regulations of the Town of West Springfield.

Name of Applicant (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Owner (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Engineer/Surveyor (print) _____

Address _____

Phone Number _____

Name of representing Attorney (print) _____

Name of firm _____

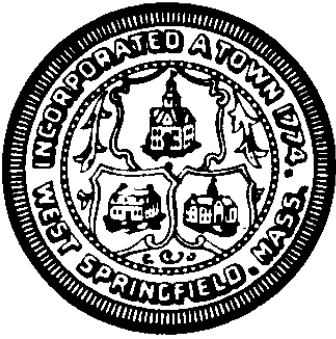
Address _____

Phone Number _____

Check-list of items to be submitted with application

1. ___ Original Form CC Application + 15 copies
2. ___ Original Form E Designer's Certificate + 2 copies
3. ___ Original Form F Statement of Interest + 2 copies
4. ___ Application fee submitted: \$ _____
5. ___ Advertisement fee of \$50 made payable to the West Springfield Record
6. ___ Two sets of Mylar prints of the proposed amended definitive subdivision
7. ___ Fifteen sets of copies of the proposed amended definitive subdivision
8. ___ 5 copies of all engineering, drainage and traffic impact calculations
9. ___ Original certified list of abutters obtained from the West Springfield Assessor's office

Note: All items listed in the above check-list must be submitted before the application will be deemed complete.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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Douglas P. Mattoon
Director of Planning and Development

FORM D

APPLICATION FOR APPROVAL OF PLANS FOR MORE THAN ONE BUILDING FOR DWELLING PURPOSES PER LOT

Property address / location: _____

To the Planning Board:

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

_____ drawn by _____
dated _____, _____ and described as follows:

_____ located _____

_____,
number of lots proposed _____, total acreage of tract _____,
hereby submits said plan as a PLAN FOR MORE THAN ONE BUILDING FOR
DWELLING PURPOSES PER LOT plan in accordance with the Rules and
Regulations of the West Springfield 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 Hampden County Registry of Deeds
Book _____, Page _____, or registered in the Land Registration Office
of Hampden County, Certificate of Title No. _____; and said land is free
of encumbrances except for the following: _____

The undersigned hereby applies for the approval of said PLAN FOR MORE THAN ONE BUILDING FOR DWELLING PURPOSES PER LOT plan by the Board, in belief that the plan conforms to the Subdivision Rules and Regulations of the Town of West Springfield.

Name of Applicant (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Owner (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

Name of Engineer/Surveyor (print) _____

Address _____

Phone Number _____

Name of representing Attorney (print) _____

Name of firm _____

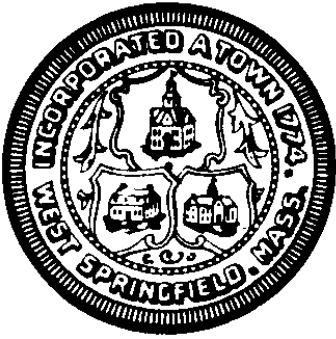
Address _____

Phone Number _____

Check-list of items to be submitted with application

1. ___ Original Form D Application + 15 copies
2. ___ Original Form E Designer's Certificate + 2 copies
3. ___ Original Form F Statement of Interest + 2 copies
4. ___ Original Development Impact Statement + 15 copies
5. ___ Application fee submitted: \$ _____
6. ___ Advertisement fee of \$50 made payable to the West Springfield Record
7. ___ Two sets of Mylar prints of the proposed development plan
8. ___ Fifteen sets of copies of the proposed development plan
9. ___ 5 copies of all engineering, drainage and traffic impact calculations
10. ___ Original certified list of abutters obtained from the West Springfield Assessor's office

Note: All items listed in the above check-list must be submitted before the application will be deemed complete.



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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Douglas P. Mattoon
Director of Planning and Development

FORM E

DESIGNER'S CERTIFICATE

In preparing the plan entitled _____
_____ and dated _____ I hereby
certify that the above named plan and accompanying data is true and correct
to the accuracy required by the current Rules and Regulations governing the
subdivision of land in West Springfield Massachusetts and required by the
rules of the Massachusetts Registries of Deeds. My source of information
about the location of boundaries shown on said plan were one or more of the
following:

1. Deed from _____ to
_____ dated _____ and recorded in Hampden County
Registry of Deeds in Book _____, Page _____ or registered
in the Land Registration Office of Hampden County, Certificate of Title No
_____.

2. Other deeds and plans, as follows _____

3. Oral information furnished by _____

4. Actual measurement on the ground from a starting point established by

5. Other sources _____

Name of Surveyor _____
Address _____

Email _____
Phone _____

Signature _____

Registration No. _____

Seal of Surveyor

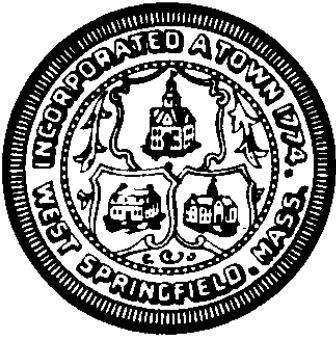
Name of Engineer _____
Address _____

Email _____
Phone _____

Signature _____

Registration No. _____

Seal of Engineer



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Douglas P. Mattoon
Director of Planning and Development

FORM F

STATEMENT OF INTEREST

The petitioner(s) hereby certifies that he/she/they is/are the owner(s) of all lands contained within the description of the application.

Name (print) _____

Address _____

Email _____

Phone _____

Signature _____

Name (print) _____

Address _____

Email _____

Phone _____

Signature _____

Name (print) _____

Address _____

Email _____

Phone _____

Signature _____

Commonwealth of Massachusetts

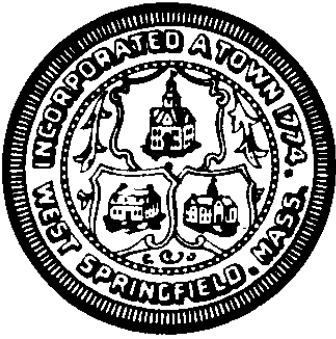
County ss _____

On this _____ day of _____, 20 , before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was/were _____ to be the person(s) whose name(s) is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

My Commission Expires _____

Notary Public

Stamp



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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Douglas P. Mattoon
Director of Planning and Development

FORM G

INSPECTION OF SUBDIVISION IMPROVEMENTS

At various stages during the installation of improvements related to the construction of a subdivision or development of more than one building for dwelling purposes per lot, inspections shall be conducted as required in the Rules and Regulations governing the subdivision of land in the Town of West Springfield. It is the responsibility of the owner/developer to engage a certified engineer or land surveyor registered in the Commonwealth of Massachusetts who has been approved by the Planning Board to provide engineering supervision during construction to ensure proper construction of improvements and to certify that all improvements have been installed in accordance with the Town's Rules and Regulations. This form shall be submitted prior to the reduction, modification or release of any performance guarantee related to the subdivision/development. The Department of Public Works shall verify the completeness of all work.

Name of subdivision _____

Date _____

Inspection conducted from station _____ to _____

The undersigned hereby certifies that the required improvements listed on sheet two of this form have been completed in conformity with the approved subdivision/development plans and in compliance with the Rules and Regulations governing subdivision of land in the Town of West Springfield.

Stamp

Signature

Date

**IMPROVEMENT
DATE**

% COMPLETED

Clearing, Grubbing
and Excavation

Erosion control

Storm Drainage system

Subsurface pipes

Detention Basins & swales

Water system

Fire Hydrants

Sewer system

Underground Utilities

 Electrical

 Cable

 Telephone

 Gas

Backfill, fill and
rough grading

Gravel base

Bituminous concrete (base course)

Curbs/berms

Bituminous concrete (surface course)

Sidewalks

Street lights

Loam and seed treebelt

Street trees

Cud-de-sac landscaping

Road signs

Monuments & bounds

Other

Other

Other

Other

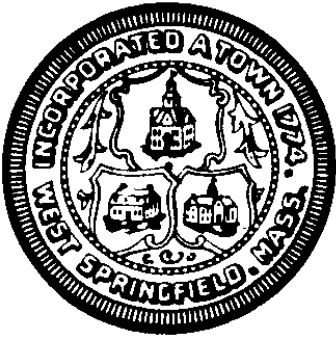
Other

Final Clean-up

Final Inspection

"As-Built" Plans

Roadway Acceptance Plans



TOWN OF WEST SPRINGFIELD PLANNING BOARD

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Douglas P. Mattoon
Director of Planning and Development

FORM H

COVENANT

KNOW ALL MEN by these presents that the undersigned has submitted an application dated _____, to the West Springfield Planning Board for approval of a definitive plan of a subdivision of land entitled: _____,
plan by: _____,
dated: _____,
and owned by: _____,
address: _____,
land located: _____,
and showing _____ proposed lots. The undersigned has requested the Planning Board to approve such plan without requiring a monetary performance bond.

NOW THEREFORE, THIS AGREEMENT WITNESSETH, that in consideration of the West Springfield Planning Board, approving said plan without requiring a performance bond, the undersigned hereby covenants and agrees with the Town of West Springfield, a municipal corporation in Hampden County Massachusetts as follows:

1. That the undersigned is the owner* in fee simple absolute of all the land included in the subdivision and that there are no mortgages of record or otherwise on any of the land, except for those described below, and that the present holders of said mortgages have assented to this covenant prior to its execution by the undersigned. Receipt of the recorded copies of the Subordination Agreements of all said mortgages must be filed with this Board before this covenant becomes effective.

*If there is more than one owner, all must sign. "Applicant" may be an owner or his agent or representative, or his assigns, but the owner of record must sign the covenant..

2. That the undersigned will not sell or convey any lot in the subdivision or erect or place any permanent building on any lot until the construction of ways and installation of municipal services necessary to adequately serve such lot has been completed in accordance with the covenants, conditions, agreements, terms and provisions as specified in the following:
 - a. The Application for Approval of Definitive Plan (Form C) of the West Springfield Subdivision Rules and Regulations.
 - b. The Subdivision Control Law and the Planning Board's Rules and Regulations governing this subdivision.
 - c. The certificate of approval and the conditions of approval specified therein, issued by the Planning Board, dated _____
_____.
 - d. The definitive plan as approved and as qualified by the certificate of approval.
 - e. Other document(s) specifying construction to be completed, namely:

However, a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise and any succeeding owner of the mortgaged premises or part thereof may sell or convey any lot, subject only to that portion of this covenant which provides that no lot be sold or conveyed or shall be built upon until ways and services have been provided to serve such lot; and provided, further, that nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to such covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the planning board. A deed of any part of the subdivision in violation hereof shall be voidable by the grantee prior to the release of the covenant but not later than three years from the date of such deed.

3. That this covenant shall be binding upon the executors, administrators, devisees, heirs, successors and assigns of the undersigned and shall constitute a covenant running with land included in the subdivision and shall operate as restrictions upon the land.

4. That particular lots within the subdivision shall 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 released.
5. That nothing herein shall be deemed to prohibit a conveyance by a single deed subject to this covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board.
6. That the undersigned agrees to record this covenant and all Subordination Agreements with the Hampden County Registry of Deeds, forthwith, or to pay the necessary recording fees to the said Planning Board in the event the Planning Board shall record this covenant and/or Subordination Agreements forthwith. Reference to this covenant shall be entered upon the definitive subdivision plan as approved.
7. A deed of any part of the subdivision in violation of the covenant shall be voidable by the grantee prior to release of the covenant; but not later than three (3) years from the date of such deed, as provided in Section 81-U, Chapter 41, M.G.L.
8. That this covenant and any necessary Subordination Agreement shall be executed before endorsement of approval of the definitive plan by the Planning Board and shall take effect upon the endorsement of approval. No endorsement shall be made on any plan until a certified copy of the recorded covenant and subordination agreement have been filed with the Planning Board.
9. Upon final completion of the construction of ways and installation of municipal services as specified herein, on or before two years from the date of Planning Board endorsement, the Planning Board shall release this covenant by an appropriate instrument, duly acknowledged. Failure to complete construction and installation within the time specified herein or such later date as may be specified by vote of the Planning Board with a written concurrence of the applicant, shall result in automatic rescission of the approval of the plan. Upon performance of this covenant with respect to any lot, the Planning Board may release such lot from this covenant by an appropriate instrument duly recorded.
10. Nothing herein shall prohibit the applicant from varying the method of securing the construction of ways and installation of municipal services from time to time or from securing by one, or in part by one and in part by another of the methods described in M.G.L., Chapter 41, Section 81-U, as long as such security is sufficient in the opinion of the Planning Board, applying good business practices, to secure performance of the obligation of the developer including but not limited to the construction and installation.

For title to the property, see deed from _____,
to _____,
dated _____, recorded in Hampden County
Registry of Deeds, Book _____, Page _____, or registered in
_____ Land Registration Office of Hampden County as
Document No _____, and noted on Certificate of Title No _____,
in Registration Book _____, Page _____.

_____, spouse of the undersigned applicant
hereby agrees that such interest as I/we, may have in the premises shall be
subject to the provisions of this covenant and insofar as is necessary releases
all rights of tenancy by the dower or homestead and other interests therein.

Executed as a sealed instrument this _____ day of

_____, _____

Owner

Spouse of Owner

Mortgagee

Planning Board of West Springfield

PLANNING BOARD

Hampden County, ss _____, _____

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was/were _____ to be the person(s) whose name(s) is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

My Commission Expires _____

Notary Public

Stamp

PROPERTY OWNER

_____, ss _____, _____

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was/were _____ to be the person(s) whose name(s) is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

My Commission Expires _____

Notary Public

Stamp

MORTGAGEE

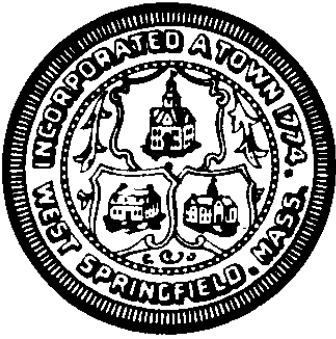
_____, ss _____, _____

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was/were _____ to be the person(s) whose name(s) is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

My Commission Expires _____

Notary Public

Stamp



TOWN OF WEST SPRINGFIELD PLANNING BOARD

26 Central Street, Ste. 22
West Springfield, MA 01089-2753
Phone: (413) 263-3271 FAX: (413) 736-4144
e-mail: dmattoon@west-springfield.ma.us

Douglas P. Mattoon
Director of Planning and Development

FORM I

SUBORDINATION AGREEMENT

AGREEMENT made this _____ day of _____, _____
between _____ of _____,
Massachusetts (hereinafter referred to as "Developer"), and _____
Bank of _____, Massachusetts (hereinafter referred to as
"Lender").

The parties hereto recite and declare that:

1. Lender is the owner and holder of a certain note and mortgage made by the Developer to Lender, dated _____, _____, and recorded in the Hampden County Registry of Deeds, Book _____, Page _____, and covering the following described premises:

SEE SCHEDULE A ATTACHED HERETO

2. The Town of West Springfield, acting through its Planning Board (Town), is about to endorse a subdivision plan (Plan) for property described in Schedule A owned by the Developer and secured by said mortgage on and covering the above-described premises.
3. To induce the Town to endorse said plan it is necessary that the mortgage held by Lender be subordinated to the plan of the subdivision about to be endorsed by the Town as above set forth.

For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties hereto, Developer and Lender covenant and agree as follows:

1. Subordination. For the purpose of inducing the Town to endorse the aforesaid plan and acknowledging that the Town will endorse said plan only in reliance upon the promises of the Lender contained herein, Lender hereby covenants, consents, and agrees with the Town that the aforesaid mortgage and note held by Lender is and shall continue to be subject and subordinate in lien to the plan about to be endorsed by the Town as aforesaid.
2. Binding Effect. This agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

WITNESS our hands and seals this _____ day of

_____, _____.

DEVELOPER: _____

By: _____

Its

_____, ss. _____,

Then personally appeared before me the above named _____

_____ and acknowledged the foregoing instrument

to be _____ free act and deed.

Notary Public

My Commission Expires:

LENDER: _____

By: _____

Its

_____, ss. _____,

On this _____ day of _____, _____, personally
appeared before me the above named _____, who
being by me duly sworn, did say that _____ is the _____ of
_____; that said instrument was signed
and sealed on behalf of _____; and
_____ acknowledged said instrument to be the free act of and deed of
_____.

Notary Public

My Commission Expires:

APPENDIX B

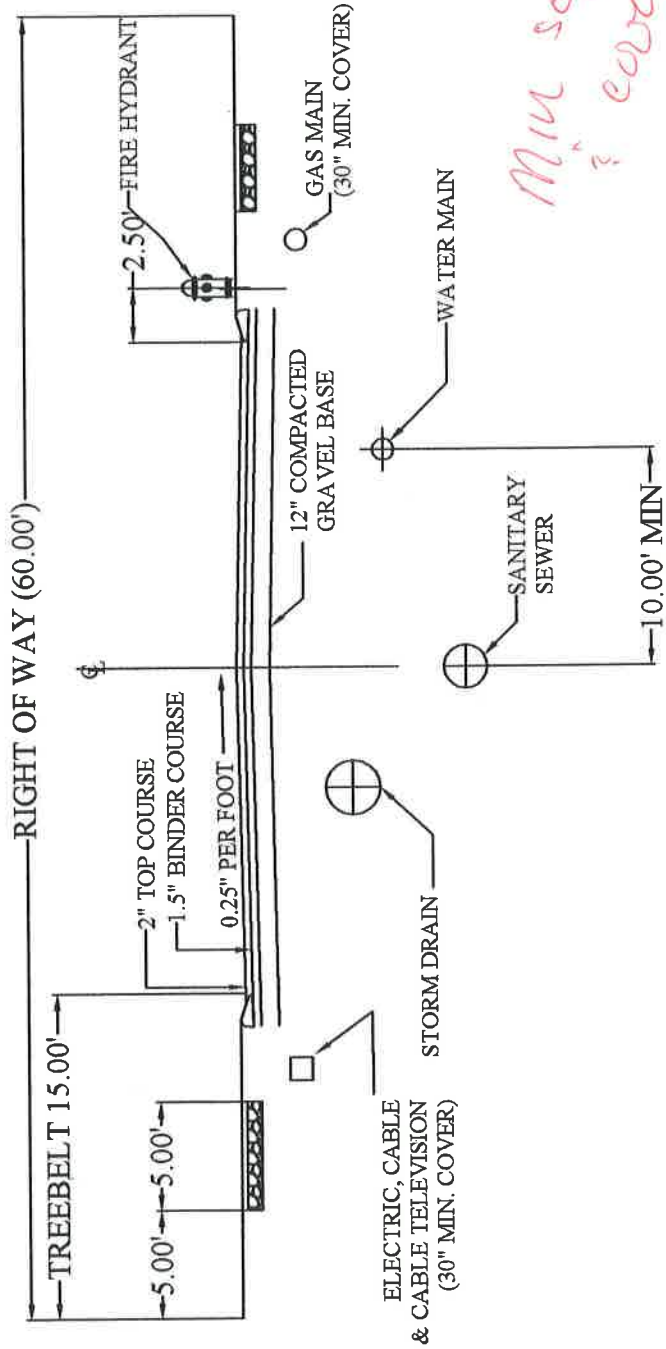
WEST SPRINGFIELD SUBDIVISION REGULATIONS

NOTES
 LOCATE ELECTRIC, TELEPHONE, CABLE, GAS
 BETWEEN EDGE OF PAVEMENT AND EDGE OF
 SIDEWALK

1.5" TOP COURSE THICKNESS FOR SUB-
 COLLECTOR & COLLECTOR.

2" BINDER COURSE THICKNESS FOR SUB-
 COLLECTOR & COLLECTOR.

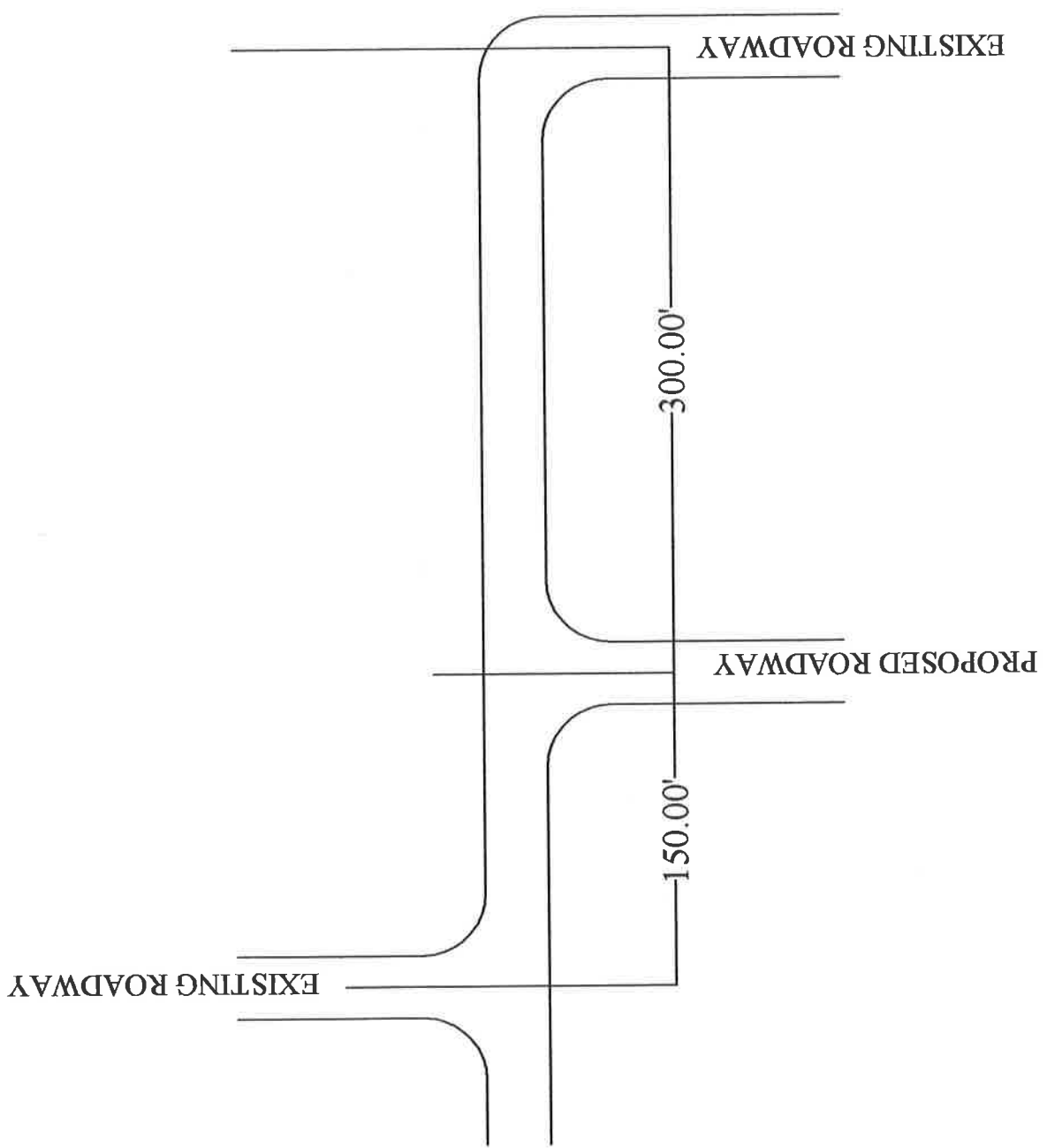
COMMERCIAL ROADS - PER DPW SPECS.



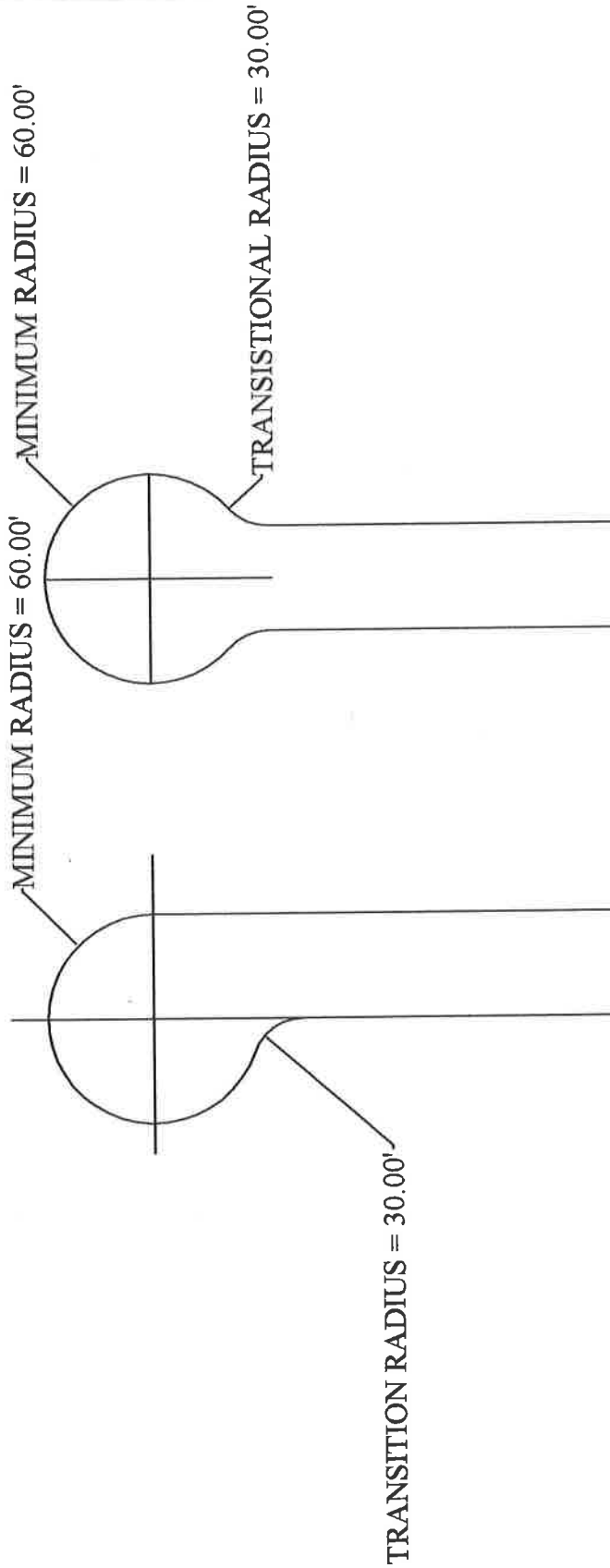
TYPICAL STREET CROSS-SECTION

NO SCALE

REV. 2 - MAY 98
 REV. 1 - JAN 92
 REV. 0 - OCT 91



TYPICAL ROADWAY OFFSET
NO SCALE



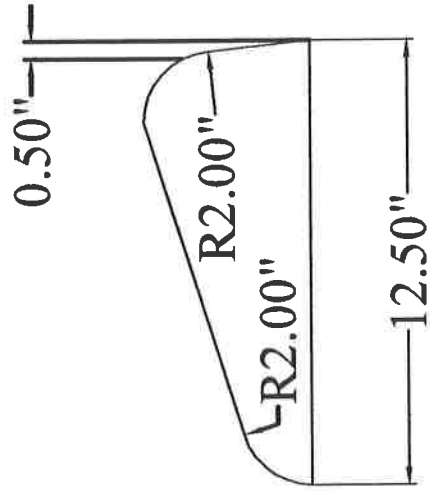
WEST SPRINGFIELD SUBDIVISION REGULATIONS

REV. 2 - MAY 98
REV. 1 - JAN 92
REV. 0 - OCT 91

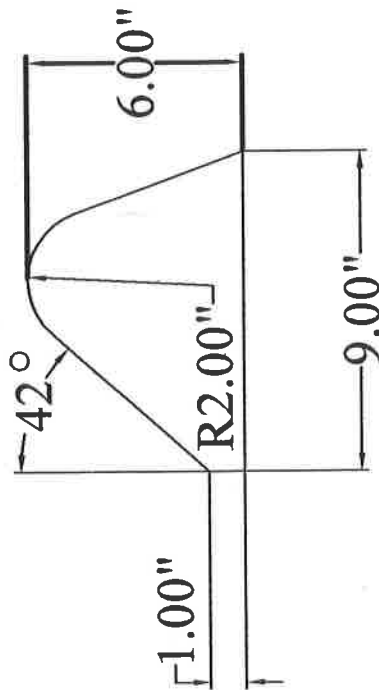
TYPICAL CUL-DE-SAC
NO SCALE

WEST SPRINGFIELD SUBDIVISION REGULATIONS

REV. 2 - MAY 98
REV. 1 - JAN 92
REV. 0 - OCT 91

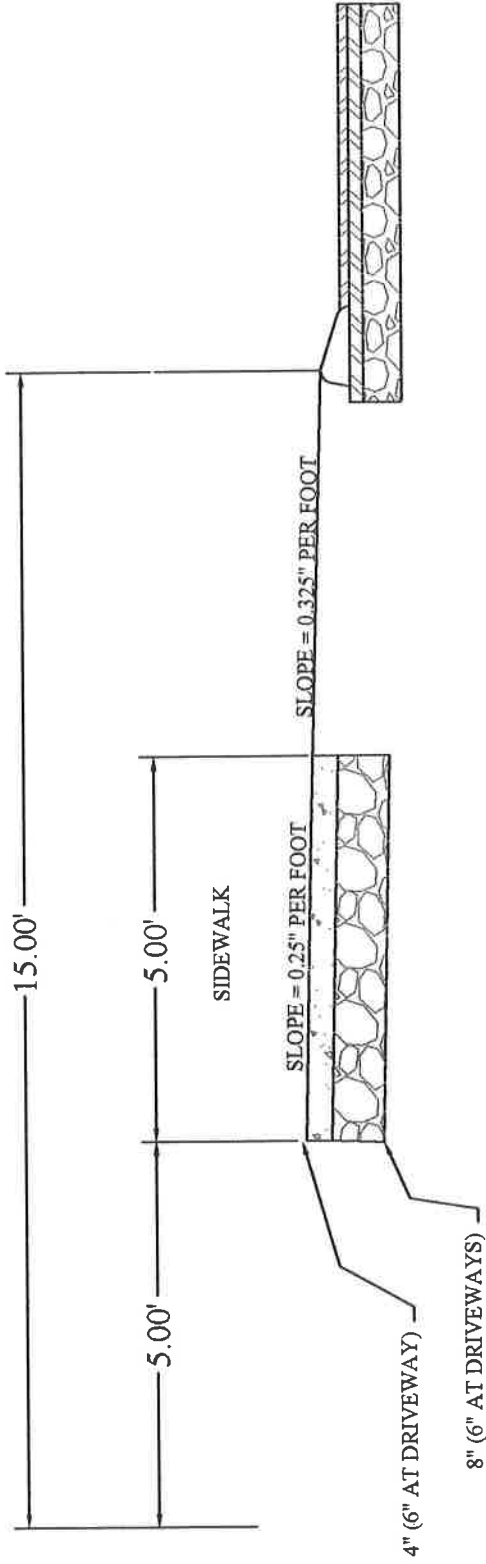
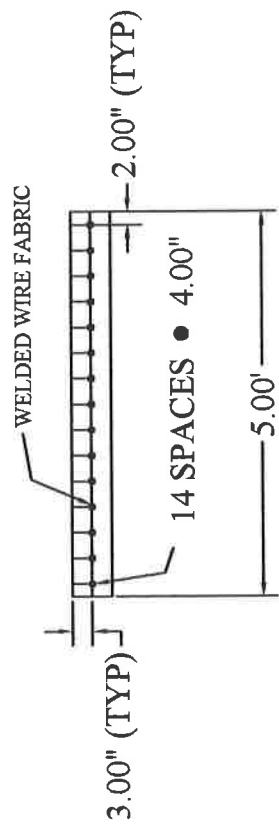


TYPE "B"



TYPE "A"

TYPICAL BERM DETAIL
NO SCALE



WEST SPRINGFIELD SUBDIVISION REGULATIONS

REV 2-MAY98
 REV 1-JAN92
 REV 0-OCT91

TYPICAL SIDEWALK AND TREEBELT

NO SCALE

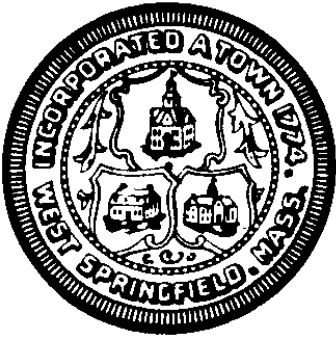
APPENDIX C

APPLICATION FEES

Approval Not Required Plan - Form A	\$50 + \$20 / lot for plans containing more than 3 lots
Preliminary Subdivision Plan - Form B	\$100 + \$20 / lot
Definitive Subdivision Plan - Form C	\$250 + \$30 / lot with approval of preliminary plan \$500 + \$50 / lot without approval of preliminary plan
Amended Subdivision Plan - Form CC	\$100 / affected lot
More Than One Building Plan - Form D	\$500 + \$50 / building
Inspection Charges	\$5 per lineal foot of roadway \$250 per detention / retention / subsurface leaching basin
Public hearing notice	\$65 (check made payable to the <u>West Springfield Record</u>)

All checks except that for the Public Hearing Notice are to be made payable to the Town of West Springfield.

All fees must be submitted in full at the time of application in order for an application to be deemed complete.



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FORM DIS

DEVELOPMENT IMPACT STATEMENT

A Development Impact Statement (DIS) is a documented, written analysis of a proposed development that provides the Planning Board and municipal officials with information necessary for development review.

It is the applicant's responsibility to prepare and document the DIS in sufficient detail to permit an adequate evaluation by the Planning Board; however, the Board may request additional data. The applicant shall respond to all sections and subsections of the DIS form in full except when an exemption is granted by the Planning Board (in cases of a Draft DIS, all questions need only be answered in general fashion). The applicant is urged to contact the Planning Department in the process of completing a Development Impact Statement.

Name of project: _____

Type of project: _____

Location: _____

Applicant _____

Address _____

Phone _____

Owner _____

Address _____

Phone _____

Engineer _____

Address _____

Phone _____

Surveyor _____

Address _____

Phone _____

Zoning district(s): _____

I. PROJECT DESCRIPTION

A. Number of Residential Units:

Total _____ Single Family _____ Two-Family _____ Multi-family _____

Number of Bedrooms Per Unit: _____

Approximate price/unit: _____

B. Number of principal, non-residential structures: _____

Use of structures: _____

Floor area of retail/office space: _____

Number of employees: _____

Hours of operation: _____

II. CIRCULATION SYSTEMS

A. Street Design – Explain how the street layout enhances public safety, minimizes impacts on congestion and provides convenient interconnection with surrounding neighborhoods.

B. Traffic volume - Project the number of motor vehicles to enter or depart the site per average day and peak hour.

- C. Pedestrian and bicycle circulation - Discuss provisions for pedestrian and bicycle pathways and linkage to existing pedestrian and bicycle facilities.
- D. Access to schools and playgrounds - Discuss how non-vehicular access will be provided to existing schools, playgrounds and recreational facilities.

III. SUPPORT SYSTEMS

A. Water Distribution

- 1. Public - Discuss the project's water distribution system, including projected demand, the ability to serve all lots, pressure and flow analysis for fire protection, and any special problems such as check valves or booster pumps that must be considered.
- 2. Private - Discuss the types of wells proposed for the project, means for providing potable water, and any special problems that might arise.

B. Sewage Disposal

- 1. Public - Discuss the project's sewage disposal system, including projected flow, adequacy of existing municipal system in the area of the project, size of pumping stations including auxiliary power, and any special problems such as check valves, etc. which must be considered.
- 2. Private - Discuss the type of system, level of treatment, suitability of soils, potential environmental impacts, and results of percolation tests.

C. Storm Water Management - Discuss the storm drainage system including the projected flow from a 25, 50 and 100-year storm, name of the receptor area, and any flow constrictions between the site and the receptor area. A detailed storm water management plan must be submitted utilizing Best Management Practices in order to comply with the implementation of NPDES Phase II implementation.

D. Refuse Disposal - Discuss the locations and type of facilities, hazardous materials requiring special precautions, screening and method of disposal.

E. Lighting - For non-residential development discuss the location and size of lights, and in the case of non-residential development, methods used to screen adjoining properties from glare.

F. Fire Protection - For non-residential development discuss the type and capacity of fuel storage facilities, location of storage areas for hazardous

substances, special requirements, location of existing and proposed hydrants, and distance to fire station.

G. Recreation

1. Public - Indicate the distance to and type of public facilities.
2. Private - Discuss the type of private recreation facilities to be provided within the development.

H. Schools - Project the student population of the project for the nursery, elementary, Middle School and Senior High School levels and indicate the distance, capacity, and present enrollment of the nearest elementary and secondary schools.

IV. NATURAL CONDITIONS - Describe the following natural conditions and design considerations implemented to reduce disturbance/potential impacts:

- A. Topography - Indicate datum, source, date, and existing slopes greater than 25%.
- B. Soils - Indicate soil types and extent of land which has been/will be filled.
- C. Mineral Resources - Indicate extent and economic importance of resource, extent and means of proposed extraction, rehabilitation measures.
- D. Surficial geology - Indicate depth to bedrock and any rock outcrops.
- E. Flood prone areas - Indicate 10, 100 and 500-year floodplains and methods implemented to prohibit alteration of 10 and 100-year floodplain.
- F. Depth to water table - Indicate depth to mean high water table.
- G. Vegetative cover - Describe existing vegetative cover and methods of preservation.
- H. Aquifer recharge areas - Indicate all aquifer recharge areas and methods to protect said resources.
- I. Unique wildlife habitats - Indicate all areas and methods of preservation.
- J. Wetlands - Indicate all wetlands subject to state and federal jurisdiction and methods of preservation.
- K. Unique flora - Indicate unique flora and methods of preservation.

L. Watercourses - Indicate all watercourses and methods of protection.

V. ENVIRONMENTAL IMPACT

- A. Measures taken to prevent surface water contamination during construction
- B. Measures taken to prevent ground water contamination during construction
- C. Measures taken to maximize ground water recharge post-construction
- E. Measures taken to prevent erosion and sedimentation during construction
- F. Measures taken to maintain slope stability during construction
- G. Measures taken to reduce noise levels pre- and post-construction
- H. Measures taken to preserve significant views
- I. Measures taken in project design to conserve energy
- J. Measures taken to preserve wildlife habitats
- K. Measures taken to ensure compatibility with surrounding land uses
- L. Measures taken to reduce cut and fill activity

VI. PLANS - Describe how the project relates to the following guidelines:

- A. Master Plan
- B. Open Space and Recreation Plan
- C. Regional plans prepared by the Pioneer Valley Planning Commission
- D. Other municipal plans

VII. PHASING - If the development of the site will take place over more than one year, supply a schedule showing how the development will be phased. A flow chart is helpful. This timetable shall include the following elements:

- A. Stripping and/or clearing of site
- B. Installation of water, sewer, storm water, and other utilities
- C. Rough grading and construction
- D. Construction of grade stabilization and sedimentation control structures
- E. Final grading and vegetative establishment
- F. Landscaping
- G. The construction of any public improvements shall be specified explaining how these improvements are to be integrated with the development.
- H. The number of housing units and the square footage of residential and nonresidential uses to be constructed each year and their estimated value shall be specified.

West Springfield CADD Plan Submission Guidelines

Introduction

The Town of West Springfield maintains all maps in a digital format within a Geographic Information System (GIS). A considerable amount of staff time is devoted to keeping these maps up to date, while maintaining the integrity of the map information. Although a majority of engineers currently use Computer-Assisted Design and Drafting (CADD) software, subdivision plans have traditionally been submitted in paper format. A CADD-based submission standard is being proposed in an effort to minimize the potential for degradation of map accuracy, as well as minimizing the amount of effort that is necessary in order to convert subdivision plans into a GIS format.

General Guidelines

The submission of subdivision plans in a CADD format is not mandatory. If plans are not submitted in a CADD format, the existing paper-based subdivision plan specifications must be adhered to & a processing fee will be charged. This fee will be waived whenever a plan is submitted in the CADD format specified within these guidelines. It is the discretion of the Town Planner to reject a CADD-based plan if it is found that the format does not fall within these guidelines.

File Format, Delivery Medium, and Content

File Format

CADD files must be delivered as ASCII version of AutoCAD drawing exchange files (.DXF). This file format has become a de-facto standard for exchanging CADD files between CADD software and it can be imported by most GIS software. The ASCII version of DXF is a larger file size. However, if there are problems with the file, it can be examined in a text editor, perhaps making it possible to fix the problem.

It is acceptable for the DXF file(s) to be compressed into the Zip (.ZIP) format, which is a de-facto standard for exchanging compressed data.

Delivery Medium and Documentation

Files must be delivered on windows or MS-DOS formatted 3.5" diskette or CD-ROM. Submissions will also be accepted in ZIP format as attachments sent to rverbiskis@west-springfield.ma.us

The delivery medium or e-mail message must be labeled/titled with project identifying information (e.g., street name, address, municipal project number, subdivision name, etc) and the format and version of the computer operating system on which the media was written. Accompanying documentation in a text (.TXT) file must include:

- Name & Release Number of the CADD software on which the DXF file was created.
- Format and version of the computer operating system on which the file was created.
- The same project identifying information as on the delivery media.
- A list of the file names on the delivery with a description of what is in each file.
Certification that the delivery media is free of known computer viruses, the name of the virus scanning software and the date of its most recent update, and the date on which the virus scan was performed.

File Content

The following practices must be followed in creating the CADD file:

- CADD file model space must be the source of the DXF file.
- Linear features must be continuous
- Linear features must not be broken by text
- When creating features that will be represented as polygons in a GIS, CADD users must snap end points of lines together and must make sure polygon areas for the same feature type (e.g., property boundaries) do not overlap.
- Features destined for use in a GIS must be separated onto layers separate from features that will not be used in the GIS. In particular, details, insets, and title block information should be isolated on their own layers.
- Features must be organized into layers, with one layer for each separate linear and point feature type in each of the following categories of map features: water system, sanitary sewer system, storm drainage collection system, topographic, planimetric.

The CADD file used to produce the DXF file for import into West Springfield's GIS should conform to the following practices, and corresponding ones in Microstation (taken partly from A/E/C CADD Standard, p. 4 – see references):

Avoid using groups

Avoid multiline line types

Do not explode blocks representing point features before exporting to .DXF

Do not use hatching objects, splines, ellipses

Do not use external drawing references

Do not use dimension objects

Do not use layer 0 for features destined for a GIS database

Do not rotate the UCS (User Coordinate System)

Do not change the origin

Do not use MTEXT (Multi-line Text) - Use DTEXT (Dimensional Text)

- Do not use dimensions unless they are exploded into simple text (DTEXT)
- Do not use hatches
- Do not use leaders (The line leading from a feature being labeled to the label)

File Naming and Symbolization

Each feature in the CADD .DXF file submitted will be named and symbolized as described in the CADD Standard Map Features table.

Spatial Reference

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps, a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm

REFERENCES

“A/E/C CADD Standard” (release 1.8), published by U.S. Army Engineer Research and Development Center Waterways Experiment Station as Technical Report CADD-99-1, October 1999. Available at <http://tsc.wes.army.mil/Products/standards/aec/intro.asp>

“Integrating CADD Data with Geographic Information Systems using AutoCAD and Arc/Info Software”, by Pul T. Cedfeldt and Mark A. Scott, published by U.S. Army Engineer Research and Development Center Cold Regions Research and Engineering Laboratory, March 2000. Available from http://www.crrel.usace.army.mil/techpub/CRREL_Reports/html_files/Cat_S.html

“Draft MassGIS Standard for CADD Files Submitted for GIS Database Update” (version 2.0), by Neil MacGaffey, June 2001.

CADD Standard Map Features

NOTE: Because Microstation-based CADD systems cannot use alpha-numeric layer names, DXF files created in Microstation should use the suggested MICROSTATION NUMBERS

LAYER CATEGORY/NAME	DESCRIPTION	MICROSTATION NUMBER	SYMBOL TYPE
CADASTRAL FEATURES			
C-PROP	Property Boundary	1	Line
C-EASE	Easement	2	Line
C-ROW	Right-of-Way Boundary	3	Line
C-DIM	Property Dimension	4	Text
C-REF	Property Corner Reference Point	5	Point/block
C-REF-TXT	Property Corner Reference Number	6	Text
PLANIMETRIC FEATURES			
PB-EOP	Edge of Pavement	7	Line
P-SWALK	Edge of Sidewalk	8	Line
P-BLDG	Building Outlines	9	Line
P-WATER	Stream & Pond Edges	10	Line
P-WET	Wetland Boundaries	11	Line
P-TOPO	Topographic Contours - Interval	12	Line
P-TOPO-IDX	Topographic Contours - Index	13	Line
P-TOPO-TXT	Elevation Value	14	Text
P-SPOT	Spot Elevations	15	Point/block
P-WALL	Retaining Walls	16	Line
P-RAIL	Rail Road Line	17	Line
P-FENCE	Fence Line	18	Line
P-SHRUB	Shrub or Shrubbery	19	Point/block
P-CL	Road Centerline	20	Line
P-FOREST	Forested Area	21	Line
P-TREE	Tree (>= 6" diam)	22	Point/block
WATER UTILITY			
W-MAINS	Water Mains	23	Line
W-SERVICE	Water Services	24	Line
W-VALVE	Water Valves	25	Point/block
W-REDUCER	Water Reducer	26	Point/block
W-WELL	Well	27	Point/block
W-MPIT	Meter Pit	28	Point/block
W-STORE	Water Storage Unit	29	Point/block
W-PUMP	Water Pump Station	30	Point/block
SEWER UTILITY			
S-MAINS	Sewer Mains	31	Line
S-UNDER	Sewer Under Drains	32	
S-SERVICE	Service Lines	33	Line
S-MANHOLE	Manholes	34	Point/block
S-PUMP	Pump Station	35	Point/block
S-WET	Wet Well	36	Point/block

STORM DRAIN UTILITY			
D_MAIN	Mains	37	line
D-MANHOLE	Manholes	38	Point/block
D-CB	Catch Basin	39	Point/block
D-CULVERT	Culvert	40	Point/block