



Town of Uxbridge
Planning Board
21 South Main Street
Uxbridge, MA 01569
(508) 278-8600, ext 2013

APR 04 '13 AM 10:16

Received by
Uxbridge
Town Clerk

MEMORANDUM

FROM: Uxbridge Planning Board

DATE: April 4, 2013

RE: revision to Subdivision Rules & Regulations

In a duly noted public hearing notice, on March 27, 2013, the Uxbridge Planning Board discussed the Subdivision Rules & Regulations and voted to accept the following:

- **Recommendation to update the Subdivision Rules & Regulations to include the following information: Section 3, B. Definitive Plans, 1. General:**
 - 1) Applicants shall subsequently submit copies of "Receipt for Certified Mail", "Return Receipt Cards" or other acceptable proof of abutter notification before the hearing may open.
- **Recommendation to update the Subdivision Rules & Regulations to include the following information: Section 3, B. Definitive Plans, 1. General:**
 - 2) Include the Uxbridge Planning Board Definitive Subdivision Plan – Submission Checklist:
Subdivision Rules & Regulations (April 2007):
General. Any person who submits a Definitive Plan of a subdivision to the Planning Board for approval shall file with the Board the following:
An original drawing of the Definitive Plan with dark line on white background and 14 copies* of the plan:
 - Town Clerk (original & copy of application) 11x17 size plan
 - Planning Board (6-8 copies) 7-11x17 & 1-24x36 (not to exceed) size plans
 - Board of Health 1 – 24x36 size plan
 - Department of Public Works 1 – 24x36 size plan
 - Building Department 1 – 24x36 size plan
 - Public Safety Committee 11x17 size plan
 - Engineering Review Company (1 – 24x36 size plan, application & storm water report/drainage analysis)
 - Historic Cemetery Committee 1 – 24x36 size plan
 - Water Department 1 – 24x36 size plan
 - Sewer Department 1 – 24x36 size plan
 - Conservation Commission 1 – 24x36 size plan (if w/in wetlands proximity)*
 - Historical Commission 1 – 24x36 size plan (if w/in the historical district)*

- A properly executed application.
- A filing or administrative fee, in accordance with Section 7C, shall be tendered by certified check, payable to the Town of Uxbridge.
- A review fee, in accordance with Section 7D, shall be tendered by certified check, payable to the Town of Uxbridge.
- Name of all abutters as the abutters appear in the most recent tax list. An abutters list can be accessed by the Town of Uxbridge Assessor's office (must include the 9 surrounding towns and the Town of Uxbridge).
- Drainage and/or stormwater reports.

Contents. The Definitive Plan shall be prepared by an engineer or surveyor and shall be clearly and legibly drawn. The plan shall be at a scale of one (1) inch equals forty (40) feet or such other scale as the Board may accept to show details clearly and adequately. Sheet sizes shall preferably not exceed 24"x36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. The plans shall contain the following information:

- Subdivision name, boundaries, north point, date and scale.
- Name and address of record owner, subdivider, engineer or surveyor.
- Names of all abutters as they appear in the most recent tax list.
- Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision.
- Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
- Location of all permanent monuments properly identified as to whether existing or proposed.
- Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision.
- Suitable space to record the action of the Board and signatures of the members of the Board (or officially authorized persons).
- Existing and proposed topography at a suitable contour interval as required by the Board.
- Profiles on the exterior lines of proposed streets at a horizontal scale of one (1) inch equals forty (40) feet and vertical scale of one (1) inch equals four (4) feet, or such other scales acceptable to the Board. Reference point for elevations shall be shown.
- Proposed layout of storm drainage, water supply and sewage disposal systems.
- Plans must include all utilities (electrical, water, sewer, cable and gas).

A plan will be deemed incomplete if the preceding components are not included on the plan at the time of submission. The Planning Board office will not accept an incomplete application.

If you have any other questions or concerns, please feel free to contact myself at 508-278-8600, ext. 2013.

Sincerely,

Donna C. Hardy

Planning Board Administrative Assistant