

CHECKLIST
Millbury Planning Board
Submission of Open Space Community Plan

Plan Name: _____

Property Address: _____ **Assessor's Map** _____, **Lot** _____

Applicant's Name: _____ **Address:** _____

Submission Checklist:

- _____ 1) Receipt from Millbury Board of Health that 1 copy of the Open Space Community Plan has been received by them.
- _____ 2) Receipt from Town Clerk that 1 copy of the Open Space Community Plan has been received by them.
- _____ 3) Two (2) copies of Properly Executed Form M are attached to the Open Space Community Plan.
- _____ 4) Submission Fee of \$_____ made payable to the Town of Millbury.
- _____ 5) Technical Review Fee of \$_____ made payable to the Town of Millbury.
- _____ 6) Fifteen copies of the Open Space Community Plan [eleven copies on paper sized twenty-four inches by thirty-six inches (24" x 36"), at a scale of one inch equals forty feet (1" = 40') and four reduced copies on eleven inches by seventeen inches (11" x 17")] showing:
 - _____ a. A locus plan at a scale of one inch equals one thousand feet (1" = 1000').
 - _____ b. An index plan at a scale of one inch equals four hundred feet (1" = 400'), when multiple sheets are used.
 - _____ c. The OSC name, boundaries, reference north point, date, datum (NAD 83 and NAVD 88), scale, legend, title "Open Space Community Site Plan", and scale (1" = 40').
 - _____ d. The names, addresses and telephone numbers of the record owner and the Applicant and the names, addresses, telephone numbers, stamps and signatures of the engineer and surveyor responsible for the preparation of the plan.
 - _____ e. The locations of existing landscape features including forests, farm fields, meadows, wetlands, riverfront areas, waterbodies, archeological and historic features, rock outcrops, boulder fields, stone walls, cliffs, high points, outstanding vistas, forest glades, major tree groupings, noteworthy tree specimens, and habitats of endangered or threatened wildlife, as identified as primary and secondary resources according to Section 44.7. All site features to be preserved, demolished, or moved shall be noted on the Sketch Plan.
 - _____ f. Locations of all existing and proposed features and amenities including trails, recreation areas, pedestrian and bicycle paths, community buildings, and off-street parking areas. Off-street parking areas, if any, shall be shown on the plan and described briefly.
 - _____ g. Topography of the land at ten foot (10') contour intervals based upon USGS data and SCS soil maps.
 - _____ h. The existing and proposed lines of streets, ways, easements and any parcel(s) of land intended to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the subdivision, or parcels of land or lots to be used for any purpose other than private residential shall be so designated in a general manner.
 - _____ i. Proposed roadway grades.
 - _____ j. The names, approximate locations and widths of adjacent streets bounding, approaching or within five hundred feet (500') of the proposed subdivision street(s).
 - _____ k. The approximate location of stormwater management facilities, including swales, detention and retention ponds. Flowage rights, whether public or private, adjacent to or within the proposed subdivision shall be shown in a general manner.
 - _____ l. A narrative explanation prepared by a certified Professional Engineer proposing systems for stormwater drainage.
 - _____ m. The proposed sanitary sewer system and water distribution system, in a general manner.
 - _____ n. A narrative explanation describing the likely impacts of the proposed sanitary sewer system on-site and to any abutting parcels of land.
 - _____ o. All on-site local, state and federal regulatory resource boundaries and buffer zones shall be clearly identified and all wetland flag locations shall be numbered and placed upon the Sketch Plan.
 - _____ p. Lines showing proposed residential lots, as located during step four of the Design Process (see Section 44.7), with approximate areas and dimensions.
 - _____ q. All proposed landscaped and buffer areas shall be noted on the plan and generally explained in a narrative.
 - _____ r. A narrative explanation of the proposed quality, quantity, use and ownership of the common open space. Common open space parcels shall be clearly shown on the plan.
 - _____ s. If the OSC site plan does not include all tracts of land that can be further subdivided that are owned or controlled by the applicant or owner and lie adjacent to or across the street from the subdivision, an additional sketch plan shall be submitted showing a possible or prospective street layout and the present drainage, natural or constructed for such adjacent land.

- _____ t. A list of all legal documents necessary for implementation of the proposed development, including any Conservation Restrictions, land transfer, and Master Deeds, with an accompanying narrative explaining their general purpose.
- _____ u. A list of requested waivers.
- _____ 7) A Yield Plan showing the maximum number of dwelling units that could be placed upon the site in a conventional subdivision, including the information required in Section 5.1.2 of the *Millbury Rules and Regulations Regarding the Subdivision of Land*. Those seeking density bonuses shall submit calculations and any other documentation necessary to demonstrate qualification for the bonus.

The Millbury Planning Board has accepted the submission of the above Open Space Community Plan. This document certifies that, as currently submitted, the Open Space Community Plan meets the minimum submission guidelines as set forth by the Town of Millbury, Rules and Regulations Governing the Subdivision of Land and the Millbury Zoning Bylaws, Section 44, Open Space Community. This document certifies that the Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Open Space Community Plan. Approval of the Open Space Community Plan is governed by the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

Town Planner/Planning Board Clerk Signature _____ Date _____