

**RULES AND REGULATIONS GOVERNING  
THE SUBDIVISION OF LAND  
In  
PETERSHAM, MASSACHUSETTS**

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**I. AUTHORITY AND PURPOSE**

Under the authority vested in the Planning Board of the Town of Petersham by Section 81-Q, as amended, of Chapter 41 of the Massachusetts General Laws, the Petersham Planning Board adopts these Rules and Regulations governing the subdivision of land in Petersham, and shall have the powers assigned to it by M.G.L. c. 41, 81-K to 81-GG.

These Rules and Regulations are intended to augment the Massachusetts Subdivision Control Law, which the Town of Petersham has previously adopted in its entirety. The purposes of these Rules and Regulations are to: 1) address the concern of safe and adequate access onto Town roads where the division of land is proposed; 2) introduce and refine standards for subdivision infrastructure; 3) assure adequate review of plans by other boards and agencies; 4) improve design and submission requirements; 5) create a reasonable fee schedule for processing and reviewing plans; 6) reflect the rural character and nature of Petersham; and 7) empower the Planning Board to utilize professional assistance in the evaluation of plans, at the expense of the applicant.

**II. DEFINITIONS**

Words and terms not defined herein shall be assumed to have those definitions listed in M.G.L. c. 41, §81-L.

**A.N.R. Land Division:** A division of land approval (for which is) not required under the Subdivision Control Law because, in the opinion of the Planning Board, the lots created by the division satisfy the requirements of

the Town By-Laws, front on one of the three types of ways specified in M.G.L. Chapter 41, §81L, and that safe and adequate access to such lots exists.

**Bench mark:** Mark made in durable object of known position and elevation as a reference point.

**Planning Board:** The Planning Board of the Town of Petersham.

**Certification/Endorsement by the Planning Board:** As applied to a plan or other instrument required or authorized by the Subdivision Control Law to be recorded, shall mean certification/endorsement signed by a majority of the members of the board, or by any other person authorized by it to certify/endorse, and named by a written statement to the register of deeds and recorder of the land court, signed by a majority of the board (Ch. 41, §81-L).

**Easement:** A right in land acquired by public authority or other person to use or control property for a utility or other purpose.

**Engineer:** Person registered by the Commonwealth to perform professional civil engineering.

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

**M.G.L.:** Massachusetts General Laws

**Owner:** The owner of record as shown by the records in the Worcester County Registry of Deeds or Land Registry District.

**Subdivider:** The person applying for approval of a plan of a proposed subdivision. The subdivider or subdividers must be the owner or owners of all the land included in the proposed subdivision. 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 the officers and designated authority to sign legal documents shall be required for a corporation.

**Subdivision:** "Subdivision," according to the definition in M.G.L. Chapter 41, shall mean the division of a tract of land into two or more lots and shall include re-subdivision, and, when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided however, that the division of a tract of land into two or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law if, at the time when it is made, every lot within the tract so divided has frontage on (a) a public way or a way which the clerk of the town certifies is maintained and used as a public way, or (b) a way shown on a plan theretofore approved and endorsed in accordance when the subdivision control law, or (c) a way in existence when the subdivision control law became effective in the city or town in which the land lies, having, in the opinion of the Planning Board, a sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of at least such distance as is then required by the zoning by-law of the town for erection of a building on such lot. 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, or 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 in which the land lies into separate lots on each of which one of such buildings remains standing, shall not constitute a subdivision.

**Surveyor:** Person registered by the Commonwealth to perform land surveying services.

### **III. GENERAL PROCEDURES**

- A. All plans and procedures relating hereto shall in all respects comply with the provisions of these Rules and Regulations, unless the Planning Board authorizes a variation in specified instances.
- B. Any person desiring to make a subdivision, within the meaning of the Subdivision Control Law, of any land within the town shall, before proceeding with improvement or sale of lots in the subdivision, the construction of ways or the installation of municipal services therein, submit to the Planning Board a plan of such subdivision and secure approval by the Planning Board of a definitive plan.
- C. The board will not approve or modify and approve any plan of a subdivision of land unless all lots and other proposals shown on said plan comply with the Zoning By-Law of the Town of Petersham or a variance has been granted by the Zoning Board of Appeals.
- D. The official in Petersham authorized to issue building permits shall not issue any permit for the erection of a building until first satisfied that the lot on which the building is to be erected is not within a subdivision or that a way furnishing the access to a lot within a subdivision as required by the Subdivision Control Law is shown on a recorded plan and that any conditions endorsed thereon limiting the right to erect or maintain buildings on such lot have been satisfied.
- E. The Planning Board may assign, as its agents, appropriate town agencies or officials and may from time to time hire professional assistance to review plans and inspect improvements at the cost of the subdivider.
- F. The Planning Board, on its own motion or on the petition of any interested person, shall have the power to modify, amend or rescind its approval of a plan of a subdivision, or to require a change in a plan as a condition of its retaining the status of an approved plan, after due notice and opportunity to the owner to be heard in accordance with M.G.L. C. 41 § 81W, as amended. The time requirements for such actions shall be the same as in the case of the definitive plan.
- H. The Planning Board may adopt and from time to time amend reasonable fees and fee regulations for the administration of these rules and regulations.

## IV. SUBMISSION AND APPROVAL OF PLANS

### A. A.N.R. Land Division: Plan Believed Not to Require Subdivision Approval

#### 1. Submission

- a. Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan of land and who believes that his/her plan does not require approval under the Subdivision Control Law, may submit his/her plan, a brief description of the land and Application Form A (two (2) copies) to the Planning Board accompanied by the necessary evidence to show that the plan does not require approval.
- b. The original plan and five (5) copies shall be submitted by delivery at a regularly scheduled meeting of the Planning Board, or by certified mail, postage prepaid, to the Planning Board. If so mailed, the date of receipt shall be the date of submission of the plan.

#### 2. Fees

Upon submission of a plan for review, a filing fee is required. Refer to the Fee Schedule (see Appendix).

#### 3. Contents

The original of the plan shall be drawn on a permanent and durable medium acceptable to the Registry of Deeds and contain the following information:

- a. Title, boundaries, north point, map locus at the same scale as the Petersham property tax map, date and scale;
- b. Name and address of record owner(s) and engineer or surveyor, if any;
- c. Frontage and area of any remaining adjoining land owned by the subdivider;
- d. Suitable space to record the action of the Planning Board and the signatures of the members of the Planning Board, and an open block for registry use;
- e. Sufficient data to determine existing lines of every street and way line;
- f. Sheet and parcel number of parcel to be divided, and proposed lot boundaries with areas of lots and lot frontage. New parcel numbers must be approved by the Board of Assessors.
- g. Evidence that each lot on the plan, or altered by the plan, meets one of the following criteria.
  1. Has all the frontage and area required under zoning on:
    - (a) a public way, or a way which the clerk of the town certifies to the Planning Board is

maintained and used as a public way; or

- (b) a way shown on a plan theretofore 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 city or town in which the land lies, having, in the opinion of the Planning Board, a 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.

- 2. Has been clearly marked on the plan to be either joined to and made a part of an adjacent lot, or is "not a building lot."
- 3. Constitutes a parcel that existed before passage of the Zoning By-Laws in 1973 and complies with the then minimum frontage requirement of 50 feet and the minimum area of 5,000 square feet, and contains no new lot divisions.

- h. All data necessary to demonstrate adequacy of the way on which the proposed lots front, and adequacy of the access from the lot onto the way.
- i. A general description of any wetland areas and buffer zones subject to protection under the Wetlands Protection Act - M.G.L. c. 131, §40, or the Watershed Protection Act - M.G.L. c. 92, §107A.
- j. Other data required by the Planning Board specific to the particular site.

#### 4. Determination

- a. In determining whether a roadway qualifies as a way in existence when the subdivision control law became effective in the city or town in which the land lies for which a subdivision plan is not required by the Planning Board (V.A.3.g.1.c, above), the Planning Board shall consider the following conditions, among others:
  - 1. that the right-of-way is at least 25 feet wide and of reasonable horizontal alignment;
  - 2. that the existing horizontal and vertical alignment of the roadway provide adequate sight distances for traffic on and entering the roadway (minimum 175 foot sight distance and minimum centerline curve radii of 100 feet);
  - 3. that the slope of the roadway traveled surface not exceed 10 percent for more than 100 feet at any location;

4. that the maximum grade within 50 feet of any intersection not exceed 5 percent;
5. that the roadway traveled surface be constructed at least 18 feet wide, with at least 8 inches of gravel thickness, and further that it be adequate to service the number of dwelling units existing and proposed, in the opinion of the Planning Board;
6. that safe and adequate provisions for drainage exist which prevents flooding, icing and erosion without these facilities themselves creating a hazard;
7. that provisions are made for public utilities without cost to the Town.

5. Action by the Planning Board

- a. If the Planning Board determines that the plan does not require approval as a subdivision and complies with the requirements of Section IV A 3 "Contents", and contains no other errors or areas of concern, it shall forthwith without hearing and within twenty-one days of a complete submission endorse on the plan by a majority of the Planning Board, or by a person authorized by the Planning Board, the words "Planning Board approval under Subdivision Control Law not required". Such plan shall be returned to the subdivider and the Planning Board shall notify the Town Clerk of its action in writing.
- b. If the Planning Board determines that the plan does require approval under the Subdivision Control Law it shall, within twenty-one days of a complete submission of said plan give written notice of its determination to the Town Clerk and to the subdivider, said plan shall be returned to the subdivider. Failure of the Planning Board to act within the prescribed time limits shall be deemed to constitute approval of the plan.

6. Administration

One print of the certified plan shall be retained in the files of the Planning Board and one print each shall go to the Town Clerk, Assessors, Conservation Commission and Board of Health. One copy of the Form A shall also go to the Town Clerk.

**B. Conservation Analysis for Subdivisions**

- a. A conservation analysis shall be submitted as early as possible in the application process, preferably based on a pre-application discussion with the Planning Board. The conservation analysis shall consist of inventory maps and a written report. The inventory maps shall each contain a base contour map (USGS with 10 foot intervals) of land lying within 100 feet of the boundaries of the parcel and shall contain, superimposed thereon, the following information:
  1. Farmland, existing trail and wildlife corridors, scenic views, land subject to easements or restrictions prohibiting development, wooded areas, and historic and archaeological sites identified in the town's master plan or open space and recreation plan.
  2. Lakes, ponds, streams, rivers, wetlands, floodplain, and BioCore habitat, as mapped by the Commonwealth of Massachusetts.
  3. Stone walls, cart paths and ways, old foundations, and abandoned fields.

4. Delineations of mapped soils with types based on the latest applicable report of the United States Department of Agriculture (USDA)
5. Any other information specifically requested by the Planning Board.

b. The conservation analysis report shall discuss the items listed above and comment on the impact of the proposed development.

c. The Planning Board shall, in the course of its subdivision review, study the conservation analysis and formally determine which land should be preserved and where development may be located. The Planning Board shall make written findings supporting this determination (the "conservation findings"). The Planning Board shall deny any application that does not include sufficient information

### **C. Preliminary Plan for a Subdivision**

#### **1. General**

A Preliminary Plan of a subdivision may be submitted by the subdivider to the Board of Health and to the Planning Board for discussion and review. The submission of such a Preliminary Plan will enable the subdivider, the Planning Board, and other municipal agencies to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly recommended that a Preliminary Plan be filed in every case. A Preliminary Plan is required for a non-residential subdivision.

#### **2. Submission**

To request such a review, a properly executed Application Form B, with the filing fee (see Fee Schedule), shall be filed with the Preliminary Plan submitted to the Planning Board and to the Board of Health. The Preliminary Plan shall be submitted by delivery at a regularly scheduled meeting of the Planning Board, or by registered mail, postage prepaid, to the Planning Board. If so mailed, the date of receipt shall be the date of submission of the plan. In addition, written notice of such submission using Application Form B shall be given by the subdivider to the Town Clerk by delivery or by certified mail, postage prepaid. If notice is given by delivery, the Town Clerk shall, if requested, give a written receipt to the person who delivered such notice.

#### **3. Contents**

Five prints of the Preliminary Plan, 24 inches by 36 inches at a scale of 1"=100' or other suitable scale acceptable to the board, shall be filed at the office of the Planning Board. Said Preliminary Plan shall show sufficient information about the subdivision to form a clear basis for discussion of its problems and for the preparation of the Definitive Plan. Such information shall include the following:

- a. proposed subdivision name or identifying title, boundaries, sheet and parcel number of parcel to be divided, north point and reference, date, scale, Map locus, legend and title "Preliminary Plan", a block for Planning Board approval;
- b. name and address of record owner or owners, subdivider, engineer or surveyor or other designer of

preliminary plan layout, with professional stamp, if any;

- c. names of all abutters as they appear in most recent tax list, including names of owners of land separated from the subdivision only by a street;
- d. existing or proposed lines of streets, sidewalks, ways, lots, easements and public or common areas within and adjacent to the subdivision in a general manner;
- e. easements and rights of way appurtenant to the land;
- f. names, approximate location and widths of streets adjacent to the subdivision;
- g. approximate boundary lines of all proposed lots or divisions of land with their approximate areas and dimensions. Lots to be numbered in sequence.
- h. topography of the land in a general manner at a contour interval based upon the most recently published United States Geological Survey map, including major site features such as wooded areas, fields, stone walls, fences, buildings, historic features, rock ridges and outcroppings, ditches, streams and water bodies;
- i. proposed methods and locations of sewage disposal, water supply, and drainage both within and adjacent to the subdivision;
- j. in a general manner, any wetland or resource areas and buffer zones subject to protection under the Wetlands Protection Act - M.G.L. c. 131, §40, or the Watershed Protection Act - M.G.L. c. 92, §107A;
- k. a statement of existing zoning and any easements, covenants or restrictions applying to the area proposed to be subdivided.

#### 4. Action by the Planning Board

- a. Field trip: After the regular Planning Board meeting at which the subdivision plan is first discussed, the Planning Board may schedule a field trip to the site of the proposed subdivision, accompanied by the subdivider or their representative. In order to facilitate field inspection and review of the site of the proposed subdivision, temporary staking will be required along the center line of all proposed roads in the subdivision in time for such field trip or, if impracticable, the Planning Board shall permit a suitable alternative procedure.
- b. Should wetland areas, buffer zones or other resource areas subject to protection under the Wetlands Protection Act - M.G.L. c. 131, §40, or the Watershed Protection Act - M.G.L. c. 92, §107A, be present on the parcel to be subdivided, the Planning Board may refer plans to and consult with either the Petersham Conservation Commission or the Metropolitan District Commission's Division of Watershed Management.
- c. The Preliminary Plan will be studied by the Planning Board and within 45 days after a complete



submission, the Planning Board shall approve, approve with modifications suggested by the Planning Board and agreed to by the person submitting the Plan, or disapprove the Preliminary Plan. A disapproval by the Planning Board will be accompanied by a detailed statement of reasons for the action.

- d. Notice of its action must be given by the Planning Board to the subdivider and the Town Clerk within 45 days of the date of complete submission.

#### 5. Relation of Preliminary Plan to Definitive Plan

- a. During discussion of the Preliminary Plan the complete information required for a definitive plan and the financial arrangements will be developed.
- b. Approval of a Preliminary Plan does not constitute approval of a subdivision, and a Preliminary Plan cannot be recorded in the registry of deeds.

### **D. Definitive Plan for a Subdivision**

#### 1. Application Procedure

Any person who submits to the Planning Board for approval a Definitive Plan of a subdivision shall:

- a. file with the Planning Board the following;
  - 1. an original drawing of the Definitive Plan and at least five (5) contact prints thereof, dark line on white background;
  - 2. a properly executed Application Form C;
  - 3. a filing fee as set forth in the Fee Schedule;
  - 4. a list, certified by the Assessor's Office, of names and addresses for all abutters as they appear on the most recent tax list, including property owners on the opposite side of any streets abutting the subdivision;
  - 5. five (5) copies, stamped and signed by a professional engineer, of the proposed Street Plans and Profiles, Grading Plan, Erosion and Sedimentation Control Plan, Environmental Impact Statement (if required), and any additional information required by the Planning Board including any detail sheets, cross sections, specifications or calculations;
- b. submit to the Town Clerk by hand-delivery or certified mail;
  - 1. a notice stating the date of Definitive Plan submission to the Planning Board; and

2. a completed Application Form C;
- c. submit at the same time to the Board of Health, Highway Department, Conservation Commission and Historical Commission;
1. one (1) copy of the items detailed in a.1 and a.5., above; and
  2. a completed Application Form C.

## 2. Required Plans

### a. Definitive Plan

The Definitive Plan shall be prepared by a registered land surveyor and registered engineer, and shall be clearly and legibly drawn in an indelible ink on mylar. The Plan shall be at a scale of one (1) inch equals forty (40) feet, and/or such other scales as the Planning Board may accept to show details clearly and adequately. Sheet sizes shall be 24" x 36", and if multiple sheets are used they shall be numbered and accompanied by an index sheet showing the entire subdivision. The Definitive Plan shall contain the following information.

1. Subdivision name, boundaries, sheet and parcel number of parcel to be divided, north point and reference, legend and title "Definitive Plan", locus map, date, scale, suitable space for endorsement by the Planning Board, with spaces for annotating date of approval and date of endorsement, a block for Planning Board approval, and an open block for registry use.
2. Name and address of record owner and of subdivider, stamp and signature of registered Land surveyor and any other professionals engaged in the design, in each case certifying that elements of the plan for which they are responsible have been prepared in accordance with these regulations and the requirements of the Registry of Deeds; additionally a revision block is required in the title block.
3. Location and names of all abutters as they appear on the most recent tax list, including property owners on the opposite side of any streets abutting the subdivision.
4. Existing and proposed lines of streets, ways, lots, and public or common areas within the subdivision. The proposed names of proposed streets shall be shown in pencil until they have been approved by the Planning Board.
5. 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.
6. Location of all permanent monuments identified as existing or proposed.
7. Location, names and present widths of streets bounding, approaching or within reasonable

proximity of the subdivision.

8. The area of each lot in acres to two decimal places.
9. Lot numbers shown enclosed in a circle and street numbers enclosed in a square.
10. Existing and proposed watercourses and ponds.
11. Any wetland or resource areas and buffer zones subject to protection under the Wetlands Protection Act - M.G.L. c. 131, §40, or the Watershed Protection Act - M.G.L. c. 92, §107A.
12. Delineations of mapped soils with types based on the latest applicable report of the United States Department of Agriculture (USDA) Natural Resources Conservation Service (formerly Soil Conservation Service (SCS)).
13. Designation of any land lying within the 100 year Flood Plain, as designated on Federal Emergency Management Agency (FEMA) maps.
14. Existing and proposed easements and rights-of-way applying to the land and their purpose. (Requirements for assessments are later discussed in Section IV.B.)
15. Reference identifying applicable Street Plans and Profiles, covenants, maintenance agreements or other relevant documents, whether the right of way is recorded or not.

b. Street Plans and Profiles

For each street, there shall be a separate plan at 1"=40', a profile at 1"=40' horizontal, 1"=4' vertical, elevations referenced to the Town datum drawn in ink on mylar, showing the following:

1. The plan shall show the edges of the rights-of-way and traveled surface, the centerlines with stations every 50 feet, intersections, points of curves, tangents, and future roadway connections to adjacent streets shown with widths and grade elevations;
2. The profile shall show the existing ground on the centerline in a solid black line, the existing right side in a short dash line, and the existing left side in a long dash line; the proposed grade shall be shown in a heavy black line with the elevation shown at each 50 foot station, with the rate of grade indicated;
3. The grade of all streets intersecting the proposed streets shall be shown for at least 100 feet each side of the intersection of street center line;
4. The proposed drainage swales, catch basins, manholes, pipes and any other drainage facilities shall be shown on both plan and profile;

5. All plans and profiles shall include a notation on each drawing that the same is one of an indicated total number of sheets, and indicate match lines to adjacent sheets;
6. Proposed water and sewer lines, underground electrical and communications conductors and conduits, and manholes shall be shown in plan and generally in profile, except that where potential conflicts exist, it shall be specifically indicated;
7. Necessary construction details and cross sections for roadways;
8. Such additional information as the Planning Board may deem necessary.

c. Grading Plan

1. At two foot contour intervals, existing and proposed topography resulting from development of streets, drainage, and other required improvements.
2. Cut and fill amounts and amounts of material (soils, gravel, rocks, trees, brush, etc.) to be removed or brought to the site;
3. Existing and proposed drainage facilities, and the route, for all existing and proposed drainage discharging from the subdivision, to the primary receiving water course or other body of water. Appropriate details and cross sections of each drainage conveyance or pond shall be included. If surface water drains will discharge onto adjacent existing streets, or onto adjacent properties not owned by the subdivider, the subdivider shall clearly indicate what course the discharge will take, and shall present to the Planning Board evidence from his/her engineer that such discharge will not result in increased rates of surface water flow or sedimentation from the site onto adjacent streets or properties.
4. Designation of any land lying within the 100 year Flood Plain, as shown on F.E.M.A maps and location of same if encountered within 100 feet of the subdivision.
5. Approximate groundwater level and location and results of soil percolation and other subsurface tests.
6. Any wetland or resource areas and buffer zones subject to protection under the Wetlands Protection Act, M.G.L. c. 131, § 40, or the Watershed Protection Act. M.G.L. c. 36.
7. Major site features such as wooded areas, fields, stone walls, fences, buildings, historic features, rock ridges and outcroppings, ditches, streams and water bodies.

d. Erosion and Sedimentation Control Plan

In order to reduce erosion, sedimentation and the resultant pollution of streams, wetlands, and natural drainage areas accompanying the installation of ways, utilities, and drainage facilities, the subdivider

shall submit for approval by the Planning Board an erosion and sedimentation control plan. Current "Best Management Practices" are required for the management of all stormwater.

e. Environmental Impact Statement

An Environmental Impact Statement, prepared at the subdivider's expense, may be required if the Planning Board deems it necessary.

4. Review Procedures

a. Board of Health

The Board of Health shall, within 45 days of filing, report to the Planning Board in writing with signatures of a majority of its member its approval or disapproval of the plan, as required by Section 81-U, Ch.41, M.G.L. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on such plans cannot be used for building sites without injury to the public health, and include such specific findings and the reason therefor in such report, and, where possible, shall make recommendations for the adjustment thereof.

Approval of the plan by the Planning Board shall only be given if the subdivider demonstrates having reviewed his/her plan with the Board of Health, and only on condition that the lots or land as to which specific findings were made shall not be built upon without prior consent of the Board of Health. The Planning Board shall endorse on the plans the lots or land to which said conditions apply. In the event approval by the Board of Health is by a failure to make a report within 45 days, the Planning Board shall note on the plan that health approval is by failure to report.

b. Conservation Commission

The Conservation Commission within 45 days of the subdivider's filing with the Planning Board shall review the plan for applicability under the Wetlands Protection Act and issue recommendations for said plan, if necessary.

c. Highway Department

The Petersham Highway Department, within 45 days of the subdivider's complete submission to the Planning Board shall, in consultation with the Petersham Police and Fire Departments, review the plan and make recommendations if necessary.

d. Historical Commission

The Petersham Historical District Commission, within 45 days of the subdivider's filing with the Planning Board, shall review the plan and make recommendations if appropriate.

e. Department of Conservation and Recreation (DCR)

For subdivision of lands subject to 313 CMR 11.04, Watershed Protection Act Regulations, the DCR within 45 days of the subdivider's filing with the Planning Board shall review the plan for applicability under the Watershed Protection Act and issue a set of recommendations for said plan, if necessary.

5. Action by the Planning Board

a. Public Hearing

Before approval of the Definitive Plan is given, a public hearing shall be held by the Planning Board. Notice of such hearing shall be given by the Planning Board at the expense of the subdivider by advertisement in a newspaper of general circulation in the town of Petersham in each of two successive weeks, the first publication being not less than fourteen days before the day of such hearing. A copy of said notice shall be mailed by the Planning Board to the subdivider and to all owners of land abutting upon the subdivision.

b. Decision

The decision of the Planning Board is due as follows.

1. In the case of non-residential subdivisions - within 90 days from the date of submission.
2. In the case of residential subdivisions for which a preliminary plan was approved - within 90 days from the date of submission.
3. In the case of a residential subdivision for which no preliminary plan was approved, or in which 45 days has not elapsed since the submission of the preliminary plan - within 135 days from the date of submission.

The Planning Board will approve, modify and approve, or disapprove the definitive subdivision plan submitted. Following such action, the Planning Board shall file a notice of its action with the Town Clerk, and shall send notice of its action by registered mail to the subdivider at the address stated in the application. Final approval, if granted, shall be endorsed on the original drawing of the Definitive Plan by the signature of the person officially authorized by the Planning Board, but not until the statutory twenty day appeal period has elapsed following the filing of the notice 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. Failure of the Planning Board to act within the prescribed time limits shall be deemed to constitute approval of the plan.

6. Performance Guarantee

- a. Before endorsement of its approval of a Definitive Plan of a subdivision by the Planning Board, the subdivider shall agree to complete the required improvements specified in Section V for all lots in a subdivision within two years of such construction and installation to be secured all or in part by the

following methods:

1. Approval with Bonds or Surety

The subdivider shall either file a performance bond or a deposit of money or negotiable securities in an amount determined by the Planning Board to be sufficient to cover the cost of all or any part of the improvements specified in Section V not covered by a covenant under "b" hereof. Such bond or surety, if filed or deposited shall be approved as to form and manner of execution by the Town Counsel and as to sureties by the Selectmen or Town Treasurer and release shall be contingent on the completion of such improvements within two years of the date of the bond.

2. Approval with Covenant

The subdivider shall file a covenant, executed and duly recorded by the owner of record, running with the land, whereby such ways and services as specified in Section V, not covered by bond or deposit under "1" hereof, shall be provided to serve any lot before such lot may be built upon or conveyed. If Performance Guarantee is by covenant, the Definitive Plan and applicable covenants must be filed simultaneously. Assurance of such action to be secured by direct reference to required covenants on the original Definitive Plan. Receipt from Clerk of Registry of Deeds indicating filing of Definitive Plan and Covenants must be returned to the Planning Board within 14 days of filing, or approval of the Definitive Plan may be revoked.

b. Documentation

Following plan approval, endorsement, and recording, the subdivider shall provide the Planning Board with five prints of the Definitive Plan, and one copy of final covenants and restrictions, noting book, page number, and date of recording for each, and five prints of the Street Plan and Profiles. One copy of the Definitive Plan shall be transmitted to the Inspector of Buildings by the subdivider.

7. Release of Performance Guarantee

- a. Upon completion of improvements required by the regulation, the subdivider may request either partial or full release of the bond, deposit, or covenant, by sending a statement of completion and request for release by registered mail to the Planning Board and to the Town Clerk. Release will be granted only following written approval by the Planning Board and any other town officials concerned with the work performed. Copies of release from covenants or agreements regarding building or use and occupancy permits shall be sent by the Planning Board to the Building Inspector, the Town Clerk and the subdivider.
- b. Partial Release: The Planning Board may grant partial release from such security for partial completion of improvements, provided that the completed portion provides a reasonable system for circulation and utilities pending completion of the rest, and provided that appropriate arrangements have been made for later disposition of such interim facilities as temporary turn-arounds.

- c. Escrow: The subdivider may propose as an alternative an agreement whereby a lender retains sufficient funds for the completion of ways and utilities as provided for by M.G.L. Ch. 41, Section 81U, paragraph 9.
- d. Refusal of Release: If the Planning Board determines that said construction or installation has not been completed, it shall specify in a notice sent by registered mail to the subdivider and to the Town Clerk the details wherein said construction and installation fails to comply with the requirements of the regulation. Failure of the Planning Board to notify the subdivider within 45 days after receipt by the Town Clerk of a request for release shall terminate all obligations under a bond, and any deposit shall be returned and any covenant shall become void. The Town Clerk shall issue a notice releasing all interest should the Planning Board fail to act with such forty-five days.
- e. Recision. Failure of the subdivider to comply with the construction schedule incorporated into the performance agreement, or to comply with the subdivision rules and regulations, or any unauthorized departure from any agreements made or plans submitted and approved, shall constitute reason for the Planning Board to consider recision of such approval, in accordance with the requirements and procedures of Section 81-W, Ch. 41, M.G.L.

#### 8. Certificate of Completion

Upon final completion of the construction of ways, in accordance with the subdivision rules and regulations, approval, conditions, and approved plans, the Planning Board shall issue a notice of completion which may be recorded. Such notice shall not be issued until the subdivider satisfies the following conditions:

- a. Ownership of Ways and Easements: The subdivider shall retain title to the fee of each street, path, or easement in or appurtenant to the subdivision until conveyed to the Town. Prior to final release of security, the subdivider shall submit all necessary documentation for street acceptance, including plans in a form acceptable to the Registry of Deeds, legal description, easements, list of owners and mortgages of lots having rights in the street, and any grants of rights necessary.
- b. Approval by the Planning Board of a definitive subdivision plan shall not constitute the laying out or acceptance of by the Town of any streets, bikeways, or footpaths within the subdivision.
- c. As-Built Plans: Upon completion of construction, and before release of the performance guarantee, the subdivider shall have prepared by a registered land surveyor or registered engineer and submitted five copies of As-Built Plans at the same scale as the Street Plan and Profiles, which shall indicate the actual location of all the following:
  - 1. street lines;
  - 2. traveled way edges;
  - 3. path locations;
  - 4. permanent monuments;



5. location and inverts of the required utilities and drainage;
  6. locations of any other underground utilities, such as electricity telephone.
- d. The accuracy of such As-Built Plans may be certified by a registered land surveyor or registered engineer retained by the Planning Board at the cost of the subdivider.

## **V. DESIGN STANDARDS**

### **A. General**

#### **1. Basic Requirements**

The subdivider shall observe all design standards and, as a general guideline, shall explore all methods to maintain as much of the natural topography, drainage, and vegetation as possible. The Planning Board may require, in relation to the preceding, that the subdivider use the services of a landscape architect. These standards shall be considered minimum, and may be varied or waived where the Planning Board considers that alternate conditions will serve substantially the same objective. Written explanations of all waivers, with the reasons therefor, shall be kept in the files of the Planning Board.

#### **2. Lots**

Lots shall conform to all applicable provisions of the Petersham Zoning By-Law including, but not limited to, size and dimensions.

#### **3. Preservation of Natural Features**

Natural features, such as wooded areas, fields, stone walls, fences, buildings, historic features, rock ridges and outcroppings, ditches, streams and water bodies, large trees, scenic areas, etc., which will add attractiveness and value to the subdivision, shall be preserved where possible.

#### **4. Access through Another Municipality**

When access to a subdivision crosses land in another municipality, the Planning Board may require certification from appropriate authorities in that municipality that the access is in accordance with the master plan and/or subdivision regulations of that municipality, and that an adequate performance bond has been posted, or that the access is adequate to handle projected traffic.

### **B. Streets.**

#### **1. Location and Alignment.**

- a. All streets in the subdivision shall be designed so that, in the opinion of the Planning Board, they will provide safe vehicular travel. Due consideration shall also be given to the attractiveness of the street

layout.

- b. Provision satisfactory to the Planning Board shall be made for the proper projection of streets, or for access to adjoining property which is not yet subdivided.
- c. Reserve strips prohibiting access to streets or adjoining property shall not be permitted except where, in the opinion of the Planning Board, they would be in the public interest.
- d. The minimum centerline radius of curved streets shall be 100 feet.
- e. Minimum tangent lengths between reverse curves shall be no less than 50 feet.
- f. Minimum stopping sight distance shall be 175 feet
- g. Streets shall be laid out so as to intersect at right angles, as nearly as possible.
- h. Property lines at street intersections shall be rounded or cut back to provide for a curb radius of not less than 45 feet.
- i. Intersecting streets should be planned with a minimum amount of obstructions blocking drivers' view through the intersection.

## 2. Width.

- a. The minimum right-of-way width shall be 35 feet and the minimum width of travelled surface shall be 18 feet.
- b. Greater width may be required by the Planning Board when deemed necessary for present and future traffic, on-street parking, or other considerations.

## 3. Grade.

Grades of all streets shall not exceed 10 percent for more than 100 feet at any location.

## 4. Dead End Streets/Cul-de-Sacs.

Dead end streets shall be provided at the closed end with a turnaround having an outside roadway diameter not less than 100 feet, and a property-line diameter not less than 125 feet.

## C. Easements.

1. Easements for utilities across lots or centered on rear or side lot lines shall be provided where necessary, and shall be a minimum of 15 feet in width.
2. Where a subdivision is traversed by a watercourse, drainage way, channel, or stream, the Planning Board

may require that a stormwater easement or drainage right-of-way of adequate width to conform substantially to the lines of the watercourse, drainage way, channel, or stream be provided. The Planning Board may also require that necessary construction be provided in such a case.

3. Lots shall be prepared and graded to be consistent with drainage into the subdivision, and in such manner that development of one lot shall not cause detrimental drainage on another lot or on areas outside the subdivision, to the extent permitted by law.

#### **D. Drainage.**

1. It is the policy of the Planning Board to encourage the use of the natural topography and drainage to carry surface run-off and storm water from roadways in a subdivision. Where it is not possible or practical to use these natural characteristics, the Planning Board encourages the use of natural drainage channels and detention/infiltration areas.
2. Street drainage shall be designed to keep the velocity of the flow of water below levels which are hazardous to pedestrian safety or are erosive to the surrounding soil.
3. Storm drains, culverts, and related facilities shall be designed to permit the unimpeded flow of all natural watercourses, to ensure adequate drainage at low points along streets, to control erosion, and to intercept storm water run-off along streets at intervals reasonably related to the extent and grade of the area being drained.
4. New drainage systems shall be properly connected to any existing drains in adjacent streets or easements. Where no adequate drainage system exists, it shall be the responsibility of the subdivider to extend drainage outside the subdivision, in a manner specified or approved by the Planning Board, to properly dispose of all surface runoff.
5. When the subdivision causes a requirement for drainage improvements outside its area, the subdivider shall be required to obtain the necessary approvals and provide the improvements in the public interest.
6. Water velocities in pipes and gutters shall be between two and ten feet per second and not more than five feet per second on vegetated ground surfaces. Consideration will be given to flatter slopes if adequate provisions are made for cleaning the pipes.
7. Catch basins shall be installed on both sides of the roadway on continuous grades at intervals not to exceed 300 feet, at low points and sags in the roadway, near the corners of the roadway at intersecting streets, and at other locations as required by the Planning Board. Manhole covers and grates shall be in conformance with Massachusetts DPW specifications, designed and placed so as to cause no hazard to bicycles.
8. Storm sewers shall be based on a ten-year frequency storm; retention or detention basins on twenty-five-year; and culverts on a fifty-year, and shall be designed with consideration given to damage avoidance for a one-hundred-year storm. The use of wetlands for retention or detention is prohibited.

## **VI. REQUIRED IMPROVEMENTS.**

All specifications, unless specifically noted herein, shall conform to the Massachusetts Department of Public Works Specifications for Highways and Bridges 1988, or revised.

### **A. Street & Roadway.**

#### **1. Excavation, Clearing.**

The areas within each right-of-way or easement for future extension which are to contain the traveled surfaces of roadways, sidewalks, or utility runs, and as far beyond as necessary to provide firm support or protection for the same, shall be cleared and excavated and/or filled as necessary, and graded as shown on the approved definitive plan. All loam and other yielding material shall be removed from the roadway area of each street. To the greatest extent practicable, trees and native vegetation within the right-of-way shall be preserved.

#### **2. Sub-base.**

At least eight inches of clean bank gravel, with no stones larger than six inches diameter, shall be placed and rolled with at least a ten-ton roller. The surface shall be wet during rolling to bind the material. Then, at least four and one-half inches of select gravel, with no stones over one and one-half inches diameter, free from loam or other foreign material, shall be placed and rolled, wet, with the same roller. Prior to any further construction, the roadway shall be inspected as provided in Section VII.

#### **3. Pavement.**

Paving of subdivision roads is not permitted.

#### **4. Finish Center Line.**

The center of the traveled way shall coincide with the center of the full right-of-way insofar as possible, and in no event shall it vary by more than four feet in either direction (except as necessary to blend with existing paving).

#### **6. Street Signs.**

The developer shall furnish and erect necessary street signs to designate the name of each street in the development. Street names shall be approved by the Planning Board to prevent duplication.

7. Cut and Fill

- a. All cut bankings shall be planted with a low-growing shrub or vine, covered with wood chip or bark mulch to a minimum depth of six inches, or seeded with a deep-rooted perennial grass, to prevent erosion.
- b. Wherever the approved street grade differs from the grade of adjacent land, or where otherwise necessary for public safety, the developer shall be required to erect retaining walls and guard rail fences, or provide slopes no greater than two feet horizontal to one foot vertical in cut and fill, to ensure proper protection and lateral support. Such walls, fences, and slopes shall be subject to the Planning Board's approval as to location, design, and dimensions, and shall be constructed in a manner satisfactory to the Planning Board.

3. Trees

- a. Trees of a species and size approved by the Tree Warden shall be planted on each side of every street wherever, in the opinion of the Planning Board, existing trees or woodlands are inadequate. Trees shall be located outside the roadway, and at such distance and spacing as the Tree Warden shall specify, in accordance with general practice in the Town. The subdivider shall be responsible for (replacing) any trees which do not remain upright and in good health until the road has been accepted by the Town.

8. Monuments.

Monuments shall be installed at all street intersections, at all points of change in direction or curvature of streets, and at other points where the Planning Board believes monuments are necessary. Such monuments shall be granite or reinforced concrete posts, at least four inches by four inches, and must extend from three feet below finished grade to not more than six inches above finished grade.

9. Cleaning Up.

When construction is complete, the entire area must be left with a neat and orderly appearance free from debris and other objectionable materials.

10. Acceptable Alternatives.

If, in the opinion of the subdivider, proven and superior products and methods exist for the construction of roads and utilities, they may be used, with Planning Board approval. A technical review by a consulting engineer may be required, at the expense of the subdivider.

## **VII. ADMINISTRATION**

### **A. Authority**

1. The Planning Board shall be the administrative agency of these regulations and shall have all the powers assigned them by Section 81A to GG of Chapter 41 of the Massachusetts General Laws. The Planning Board may assign as their agents appropriate town agencies or officials and may from time to time hire professional assistance to review plans and inspect improvements at the expense of the subdivider.
2. If the subdivider or his agent fails to comply with previous written or verbal agreements made with the Planning Board, the Planning Board on its own motion or on the petition of any interested person shall have the power to modify, amend or rescind its approval of a plan of a subdivision, or to require a change in a plan as a condition of its retaining the status of an approved plan.

### **B. Waiver of Compliance**

Strict compliance with the requirements of these rules and regulations may be waived only when, in the judgement of the Planning Board, such action is in the public interest and not inconsistent with the Subdivision Control Law. In waiving strict compliance, the Planning Board may require such alternative conditions as will serve substantially the same objective as the standards or regulations waived.

### **C. Inspection**

Inspections shall be carried out at appropriate times during the improvement of the subdivision. Inspections during the work shall be arranged with the Planning Board prior to starting the road construction. Inspections shall be requested at least 24 hours in advance by written notice to the Planning Board. The Planning Board may alter the inspection schedule, in consultation with its engineer.

## **VIII. APPENDICES**

TOWN OF PETERSHAM  
OFFICE OF THE PLANNING BOARD  
Planning Board Fee Schedule

APPROVAL NOT REQUIRED FEE (lots created that contain an existing residence will not be assessed fees)	\$100 per lot
PRELIMINARY SUBDIVISION FEE	\$250 per lot
DEFINITIVE FEE	\$450 per lot
RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND IN PETERSHAM	\$10
PUBLIC HEARING ADVERTISING	\$75
COST OF POSTAGE - CERTIFIED MAIL	at cost

ANY ENGINEERING WORK REQUIRED BY THE PLANNING BOARD WILL BE AT THE  
COST OF THE APPLICANT.

FORM A

APPLICATION FOR ENDORSEMENT OF PLAN  
BELIEVED NOT TO REQUIRE APPROVAL

To the Petersham Planning Board:

Date: \_\_\_\_\_

The undersigned wishes to record the accompanying plan and requests a determination by the board said that the plan does not show a subdivision within the meaning of the Subdivision Control Law.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ tel: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Deed(s) of property recorded in Worcester District Registry of Deeds:

Book \_\_\_\_\_ Page \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_

Number of lots created \_\_\_\_\_ (continue on back of sheet if necessary)

Assessor's Lot #	Frontage (feet)	Area (acres)	Access from this approved way
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Received by Town Clerk:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant's signature:

\_\_\_\_\_

Owner's signature if not the applicant

\_\_\_\_\_



PRELIMINARY SUBDIVISION PLAN

Form B  
Page 1 of 2

Date \_\_\_\_\_

To the Planning Board and the Board of Health:

The undersigned herewith submits the accompanying Preliminary Plan of a subdivision of property located in the Town of Petersham for study, discussion, and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Petersham.

1. Name of Subdivider \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

2. Name of Owner of Land \_\_\_\_\_  
(if not subdivider)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

3. Name of Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

4. Deed(s) of property recorded in the Worcester County Registry of Deeds:

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

5. Location and description of property by reference to the Town Atlas/Tax Map:

Map \_\_\_\_\_ Parcel \_\_\_\_\_ ; Map \_\_\_\_\_ Parcel \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_ ; Map \_\_\_\_\_ Parcel \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

FOR PLANNING BOARD USE ONLY

1. Application, twelve (12) prints (three colored), filing fee, twelve (12) copies of draft DIS, and reproducible received \_\_\_\_\_ (Date)
2. Acknowledgment of receipt by Town Clerk \_\_\_\_\_ (Date)
3. Reviews made by Town officers or consultants: (comments attached)  
Board of Health \_\_\_\_\_ (Date)  
Highway Department \_\_\_\_\_ (Date)  
Fire Department \_\_\_\_\_ (Date)  
Conservation Commission \_\_\_\_\_ (Date)  
Engineering Consultant \_\_\_\_\_ (Date)  
Other \_\_\_\_\_ (Date)  
Other \_\_\_\_\_ (Date)
4. Planning Board action (see meeting minutes) \_\_\_\_\_ (Date)  
Approved \_\_\_\_\_ Modified and approved \_\_\_\_\_ Disapproved \_\_\_\_\_
5. Reproducible returned to applicant \_\_\_\_\_ (Date)

FOR BOARD OF HEALTH USE ONLY

1. Application and one print received \_\_\_\_\_ (Date)  
Form K issued \_\_\_\_\_ (Date)
2. Board of Health action (see meeting minutes) \_\_\_\_\_ (Date)  
Approved \_\_\_\_\_ Modified and approved \_\_\_\_\_ Disapproved \_\_\_\_\_
3. Action and comments relayed to Planning Board \_\_\_\_\_ (Date)

APPLICATION FOR APPROVAL OF  
DEFINITIVE SUBDIVISION PLAN

Instructions: See Part III.B. of the Rules and Regulations  
Governing the Subdivision of Land in Petersham

To the Planning Board:

Date \_\_\_\_\_

The undersigned herewith submits the accompanying Definitive Plan of a subdivision of property located in the Town of Petersham for approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Petersham, as amended.

1. Name of Subdivider \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

2. Name of Owner of Land (if not subdivider) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

3. Name of Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

4. Deed(s) of property recorded in the Worcester County Registry of Deeds:

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_

5. Location of parcels by reference to the Assessor's Map:

Parcel \_\_\_\_\_; Parcel \_\_\_\_\_

Parcel \_\_\_\_\_; Parcel \_\_\_\_\_

The applicant agrees, if the Definitive Plan is approved, to perform and complete all work on the ground within the proposed subdivision required by the Rules and Regulations Governing the Subdivision of Land in Petersham as in force on the date of this application (or if applicable, on the date of an application of a Preliminary Plan) and as modified and supplemented by other requirements of the Board.

The applicant further agrees to complete all said required work on the ground in accordance with the requirements of the Definitive Plan and within the time period of seven years.

The applicant further agrees, if the Definitive Plan is approved, to cause said plan to be recorded or registered in the Worcester County Registry of Deeds within thirty (30) days after the return of said plan to the applicant by the Board, and agrees not to sell, or offer to sell, any of the lots within the subdivision until said plan is so recorded or registered.

The applicant further agrees, before final approval of the Definitive Plan, to cause to be filed with the Board a bond or other satisfactory security conditioned on the completion of all required work.

This application is accompanied by an original drawing of the proposed Definitive Plan in accordance with the requirements of the Rules and Regulations of the Board, a designer's certificate, and approved cost estimates for all work to be covered by bond or other security.

Attached is any information which is now different from the Form B previously submitted.

---

Signature of Owner

See next page for Planning Board Action

FOR PLANNING BOARD USE ONLY

1. Application, twelve (12) prints (three colored), original, one set of acetate overlays, filing fee, and twelve (12) copies of a Development Impact Statement (DIS) received \_\_\_\_\_ (Date)
2. Reviews made by Town officers; comments attached.  
Board of Health \_\_\_\_\_ (Date)  
Highway Department \_\_\_\_\_ (Date)  
Fire Department \_\_\_\_\_ (Date)  
Conservation Commission \_\_\_\_\_ (Date)  
Engineering Consultant \_\_\_\_\_ (Date)  
Other \_\_\_\_\_ (Date)  
Other \_\_\_\_\_ (Date)
3. Form E executed by Planning Board \_\_\_\_\_ (Date)
4. Public Hearing held \_\_\_\_\_ (Date)
5. Form D received \_\_\_\_\_ (Date)
6. Form F received \_\_\_\_\_ (Date)  
Approved by Town Assessor \_\_\_\_\_ (Date)  
Abutters notified \_\_\_\_\_ (Date)
7. Planning Board action (see meeting minutes) \_\_\_\_\_ (Date)  
Approved \_\_\_\_\_ Modified and approved \_\_\_\_\_ Disapproved \_\_\_\_\_
8. Original returned to applicant \_\_\_\_\_ (Date)

DESIGNER'S CERTIFICATE

Date \_\_\_\_\_

To the Planning Board:

We hereby certify that the accompanying plan, entitled  
and dated \_\_\_\_\_ (latest revision) is true and correct  
to the accuracy required by the Rules and Regulations Governing  
the Subdivision of Land in Petersham, and is of sound design.

Registered Land Surveyor

Registered Professional Engineer

Address

Address

Phone number

Phone Number

\_\_\_\_\_  
Signature of Owner

File Reference \_\_\_\_\_