

**WILBRAHAM PLANNING BOARD**



**SUBDIVISION REGULATIONS**

May 7, 2025

## PREFACE

Rules and Regulations Governing the Subdivision of Land (Subdivision Regulations) in the Town of Wilbraham under the Massachusetts Subdivision Control Law were first adopted by the Planning Board of Town of Wilbraham on August 9, 1946. Subsequent versions of the Subdivision Regulations including amendments thereto were adopted by the Planning Board between 1954 and 1993.

**This version of the Subdivision Regulations is a comprehensive update and was adopted by the Planning Board on May 7, 2025.**

Copies of the Subdivision Regulations may be obtained from:

Planning & Community Development Office  
Town Office Building  
240 Springfield Street  
Wilbraham, Massachusetts 01095  
413-596-2800 x203  
[planning@wilbraham-ma.org](mailto:planning@wilbraham-ma.org)  
[www.wilbraham-ma.gov](http://www.wilbraham-ma.gov)

**ALL PERSONS SUBMITTING PLANS TO THE WILBRAHAM PLANNING BOARD  
UNDER THE SUBDIVISION CONTROL LAW ARE ADVISED TO CAREFULLY STUDY  
AND FOLLOW THESE REGULATIONS**

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## SECTION 1 AUTHORITY AND PURPOSE

### 1.1 Authority

Under the authority vested in the Planning Board of the Town of Wilbraham by MGL c.41, §81Q, the Planning Board hereby adopts these rules and regulations governing the subdivision of the land in the Town Wilbraham.

### 1.2 Purpose

These Subdivision Regulations for the Town of Wilbraham have been enacted to implement the Subdivision Control Law for the purpose of protecting the safety, convenience, and welfare of the inhabitants of Wilbraham 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 the subdivisions and in proper cases parks and open areas. The powers of the Planning Board and of the Board of Appeals under these Regulations shall be exercised with due regard for:

- the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel;
- the provision of safe and convenient access for all users of all ages and abilities, by all modes of transportation including pedestrians, bicyclists, motorists, public transportation users, and delivery and emergency vehicle operators,
- for minimizing congestion in such ways and in the adjacent public ways;
- for reducing danger to life and limb in the operation of motor vehicles or travel by foot, bus, bike or wheelchair;
- for securing safety in the case of fire, flood, panic and other emergencies;
- for ensuring compliance with the applicable Zoning Bylaws;
- for securing adequate provision for water, sewerage, drainage, underground utility service, street lighting, police, fire and other requirements where necessary in a subdivision;
- for coordinating the ways in a subdivision with each other, with the public ways in the Town of Wilbraham and with the ways in neighboring subdivisions.

To the fullest extent reasonable and practicable, all subdivisions shall be designed and constructed to incorporate the most recent design standards, best practices, policies and design elements of all applicable local, state, and federal regulation.

## SECTION 2 DEFINITIONS

For the purpose of these Subdivision Regulations, unless a contrary intention clearly appears, the terms and words defined in MGL c.41, §81L shall have the meaning given therein. The following other terms and words shall have the following meaning:

**APPLICANT (DEVELOPER)** - 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.

**CUL-DE-SAC (DEAD-END STREET)** - That portion of a street or series of streets which affords the exclusive legal means of access to abutting property and which must be entered and exited from the same point, said point being the junction with the nearest connector or through street. A continuous street or series of looping streets which has exclusive points of entry and exit within four hundred (400) feet of each other on the same street shall be functionally classified as a cul-de-sac.

**DEVELOPER** - Not necessarily the owner of the land, but the person, persons, or corporation responsible for the subdivision application and development. This is interchangeable with APPLICANT. The developer may or may not be the original Applicant, and may be a subsequent owner of the subdivision.

**ENGINEER** - A professional civil engineer registered in the Commonwealth of Massachusetts, whose chief professional discipline is civil engineering.

**LOW-IMPACT DEVELOPMENT (LID)** - A development approach that seeks to maintain (or in the case of redevelopment, restore/recreate) a site's predevelopment hydrology through protection of on-site natural features and environmentally sensitive site design through the following:

- a) Limiting impervious areas.
- b) Preserving existing flow patterns.
- c) Preserving native vegetation and soils, other natural resources and open space.
- d) Using decentralized small-scale facilities to capture and manage rainfall (or snowmelt) close to where it falls (these small-scale facilities serve to slow, absorb, and treat flow and include bioretention areas, grass swales, porous pavements, cisterns, and green roofs and walls

**MassDOT SPECIFICATIONS** - Commonwealth of Massachusetts Department of Transportation Standard Specifications of Highways and Bridges (Latest Edition).

**NONSUB PLAN** - A plan believed not to required approval under the Subdivision Control Law. Also known as an Approval Not Required (ANR) Plan.

**PLAN, DEFINITIVE** - A proposed plan of a subdivision submitted by the Applicant to be recorded in the Hampden County Registry of Deeds or Land Court when approved by the Planning Board.

**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 consistent with MGL c. 41, §81L

**STREET, COLLECTOR** - A street designed to receive and distribute traffic from and to various sub-areas and neighborhoods, and which will carry a substantial volume of traffic generally, over 400 vehicles per day.

**STREET, MAJOR** - A street having the primary purpose of carrying through traffic and the secondary purpose of providing access to abutting property.

**STREET, MINOR** - A street which primarily provides access to adjacent land uses. It may be either a through-street or a cul-de-sac.

**STREET, PRINCIPAL** - A street which receives and distributes traffic from and to various subareas within a given region, and receives traffic from a given residential neighborhood or industrial area and carries it to an arterial highway. These roads run through developed areas or connect concentrations of development, and carry significant volumes of traffic.

**STREET, SECONDARY** - A street which primarily provides access to adjacent land uses and which serves to connect minor streets with major streets.

**SUBDIVISION** - Subdivision 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 was made, every lot within the tract so divided has frontage on:

- a) A public way or a way which the Clerk of the Town of Wilbraham certifies 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 Town of Wilbraham, having, in the opinion of the Planning Board, sufficient 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 Wilbraham Zoning Bylaw 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 city or town in which the land lies into separate lots on each of which one of such buildings remains standing, shall not constitute a subdivision." (MGL c. 41 §81L)

**SUBDIVISION CONTROL LAW** - Refers to Massachusetts General Laws (MGL) Chapter 41, Sections 81K to 81GG, entitled "Subdivision Control" as last amended.

**SUBDIVISION TYPE I** - A subdivision for residential uses.

**SUBDIVISION TYPE II** - A subdivision for commercial uses.

**SUBDIVISION TYPE III** - A subdivision for industrial uses

**SURVEYOR** - A professional land surveyor registered in the Commonwealth of Massachusetts, whose chief professional discipline is land surveying.

**TREE BELT** - The area between the top of the curb/berm at the edge of the roadway to the boundary of the right of way.

## SECTION 3 GENERAL

### 3.1 Limitation of One Dwelling Unit per Lot

Not more than one building for use for dwelling purposes shall be erected or placed or converted to use as such on any lot in the Town of Wilbraham, except for an Accessory Dwelling Unit as defined and regulated the Wilbraham Zoning Bylaw and MGL c.40A or otherwise permitted under the Wilbraham Zoning By-Law.

### 3.2 Compliance with Other Permits Required

3.2.1 Zoning. Subdivisions shall meet the requirements pertaining to lot size, frontage, and all other requirements under existing Zoning Bylaws. No subdivision rules can dictate the size, shape, width, frontage or use of lots except that they shall be in compliance with all applicable zoning requirements.

3.2.2 Wetlands Protection. All projects shall conform to the Wetlands Protection Act (MGL c.131, §40), Wetlands Protection Act Regulations (310CMR 10.00), and the Town of Wilbraham Wetland Bylaw and Regulations.

3.2.3 Stormwater Management. All projects shall meet the requirements and design and performance standards of the Town of Wilbraham Stormwater Management Bylaw and Regulations.

3.2.4 Water. All projects using municipal water shall meet the requirements of the Town of Wilbraham Water Regulations. All projects using private wells shall meet the requirements of the Wilbraham Board of Health.

3.2.5 Wastewater. All projects using the municipal sewer system shall meet the requirements of the Town of Wilbraham Wastewater Regulations. Projects using private septic systems shall meet Title 5 requirements (MGL c. 21A, §13, and associated regulations at 310 CMR 15.000).

3.2.6 Complete Streets. Where feasible, all projects shall be consistent with Town of Wilbraham Complete Streets Policy in effect at the time of application.

3.2.7 Any other applicable municipal, state or federal required permits or approvals.

### 3.3 Plan Believed Not to Require Approval (Nonsub Plan)

#### 3.3.1 Filing Procedure

3.3.1.1 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 the plan does not require approval under the Subdivision Control Law may submit the plan and application to the Planning Board accompanied by the necessary evidence to show that the plan does not require approval.

3.3.1.2 Applicants are strongly encouraged to submit a PDF (portable document format) Adobe Acrobat file (or other digital format acceptable to the Town) copy of

proposed plans to the Planning Office for review prior to submittal of mylar and paper copies of plans.

3.3.1.3 The following items shall be submitted the Planning Board:

- a) Application Form A (See Appendix B)
- b) Filing Fee
- c) Plan submitted in accordance with the plan requirements of Section [3.3.2](#):
  - Two (2) mylar (polyester film) copies
  - Two (2) full-size paper copies
  - Digital copy in PDF format and digital format in accordance with the DPW approved CAD/GIS standard.

3.3.1.4 The Applicant shall file, by delivery or certified mail, a notice with the Town Clerk stating the date of submission to the Planning Board. Such notice shall describe the land to which the plan relates sufficiently for identification, and shall state the date when such plan was submitted and the name and address of the owner of such land. If the notice is given by delivery, the Town Clerk shall, if requested, give a written receipt therefor. (MGL c.41, §81T)

### **3.3.2 Plan Contents**

The plan shall be prepared by a surveyor and meet Registry recording standards. It shall also meet DPW-approved CAD/GIS standards. The physical plans shall be clearly and legibly printed with waterproof ink upon mylar at a scale not smaller than one (1) inch equals forty (40) feet or a scale appropriate to project proposed, printed solely in black and white, with the sheet size not exceeding thirty-six (36) inches by twenty-four (24) inches, and shall contain the following information:

- a) Date, north arrow, graphic scale, locus, and title block identifying plan by owner and location
- b) Name, address, official seal and original signature of surveyor who prepared the plan
- c) Names of Abutters
- d) A note indicating the specific purpose of the plan including a description of the proposed changes to the parcels or lots
- e) Frontage of all existing or proposed lots correctly dimensioned at the front property line
- f) Area of all existing or proposed lots
- g) Number or letter designations on all existing and proposed parcels
- h) Location of bounds, monuments and pins properly noted as to whether found, set or to be set
- i) Existing and proposed boundary lines with complete dimensions (bearings, distances, etc.)
- j) Location, name, present width and status of existing streets and ways
- k) Book and page reference from the Hampden County Registry of Deeds (or Land Court reference) of conveyance to owner(s) of record

- l) Zoning district designation and location of any zoning district boundaries within the locus of the plan
- m) Location of all existing and proposed easements
- n) Location and total area of wetlands with certification that proposed lots are in conformance with Section 4.4.3 of the Zoning Bylaw (Minimum Usable Land Area)
- o) Location of all existing structures with setback, side yard and rear yard distances
- p) Standard approval block inscription "Approval Under the Subdivision Control Law Not Required" with one signature line for plan endorsement
- q) A notation reading "Endorsement of this plan does not certify compliance with the zoning required for a building lot" or similar language to the same effect
- r) For parcels that are not building lots (such as when land is conveyed to an abutting parcel), the plan shall clearly indicate that such parcels are not building lots

### **3.3.3. Determination by the Planning Board**

- 3.3.3.1 The Planning Board shall review the plan to determine if the plan constitutes a subdivision. If, in the judgment of the Planning Board, consulting services are necessary or appropriate, the Applicant shall be responsible to cover the full cost of such services prior to the endorsement of the plan.

Where the physical condition or width of a way, from which the lots shown on the plan have their access, is considered by the Planning Board to be inadequate either to provide for emergency services or to carry the traffic which is expected, in the opinion of the Planning Board, to be generated by such lots, the Planning Board shall determine that the plan does require approval under the Subdivision Control Law.

Where the Planning Board determines that in its opinion adequate access [as contemplated by section 81M of the Subdivision Control Law (MGL c.41, §81M)] does not exist, then the Planning Board shall determine that the plan does require approval under the Subdivision Control Law.

- 3.3.3.2 If the Planning Board determines that the plan does not require approval, it shall without a public hearing and without unnecessary delay endorse on the plan the words "Approval under the Subdivision Control Law not required." Such determination shall be made by majority vote at a posted meeting of the Planning Board.

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 may notify the Town Clerk of its action.

After endorsement by the Planning Board the Applicant shall file the endorsed mylar with the Hampden County Registry of Deeds and notify the Planning Board of the Registry Book and Page reference of the recorded plan (or Land Court reference where applicable).

- 3.3.3.3 If the Planning Board determines that the plan does require approval under the Subdivision Control Law, it will so inform the Applicant and return the plan. The Planning Board shall provide written notice of its determination to the Town Clerk.
- 3.3.3.4 If the Planning Board fails to act upon a plan submitted under this section within twenty-one (21) days after its submission, it shall be deemed that approval under the Subdivision Control Law is not required.

### **3.4 Subdivision**

No person shall make a subdivision within the meaning of the Subdivision Control Law of any land within the Town or proceed with the improvement or sale of lots in a subdivision, or the construction of ways, or the installation of municipal services therein, unless and until a definitive plan of such subdivision has been submitted, approved and endorsed by the Planning Board as hereinafter provided.

### **3.5 Flexible Subdivision**

Flexible Subdivisions, as regulated under Section 4.6 of the Wilbraham Zoning Bylaw, shall require review and approval through these Regulations. Applicants shall submit both a conventional subdivision and flexible subdivision plan meeting the requirements for submittal of a Preliminary Plan to demonstrate compliance with Section 4.6 of the Zoning Bylaw. The subsequent definitive plan shall incorporate modifications required during the preliminary plan process. The public hearing for the Flexible Subdivision special permit shall be held concurrently with the hearing for the definitive plan.

## SECTION 4 PROCEDURE FOR SUBMISSION AND REVIEW OF PLANS

### 4.1 Coordination of Plan Reviews with Other Requirements

It is strongly advised, where projects require additional approvals from other permitting authorities, that such approvals be obtained either prior to submitting applications to the Planning Board or are submitted to the other permitting authorities at the same time that applications are submitted to the Planning Board. It is important to note that other permitting authority's processes may have time lines that are not coterminous with the Planning Board's Subdivision Approval process.

### 4.2 Pre-Submission Review

#### 4.2.1 Discussion with Board and Staff

Prior to investing in extensive professional design efforts for subdivision plans, it may be beneficial for prospective Applicants to discuss their ideas with Planning, Engineering, and/or other technical municipal staff. It may be useful in avoiding problems at a later stage of the subdivision review process.

#### 4.2.2 Voluntary Sketch Plan

Any person engaged in the process of pre-submission review is strongly recommended, but not required, to prepare a Voluntary Sketch Plan that will include the following:

- 4.2.2.1 Existing Resources / Site Analysis Map: A map which identifies, locates, and describes noteworthy features to be designed around through sensitive subdivision layouts, such as vegetation, wetlands, steep slopes, agricultural soils, historic or cultural features, threatened or endangered species, unusual geological formations, and scenic views or viewsheds.
- 4.2.2.2 Voluntary Sketch Plan: A simple and inexpensive drawing prepared by a professional landscape architect, architect, planner, site designer or engineer, which illustrate conceptual layouts of house lots, streets, stormwater management, conservation areas and other improvements, including water and sewer systems. Ideally, this is based on the Existing Resources/Site Analysis Map and reflects comments received from Town officials.

#### 4.2.3 Contact with the Planning Board

Contact between the Applicant and Planning Board outside of the formal plan submission process should be limited. Any meetings between Applicants and Planning Board members must be conducted at a posted public meeting. It should be noted that any comments or suggestions made by the Planning Board are purely advisory and they are not bound by them in their review and decisions on any subsequently submitted Preliminary or Definitive Plans

## 4.3 Preliminary Plan

### 4.3.1 Requirement for a Preliminary Plan

It is strongly recommended that submission and approval of a preliminary plan, as outlined below, should precede submission and approval of a definitive plan. In the case of nonresidential subdivisions (Types II and III), submission of a preliminary plan is required.

### 4.3.2 Filing Procedure

4.3.2.1 The following items shall be submitted to the Planning Board (8 paper copies except where noted):

- a) Application Form B (see Appendix B)
- b) A list of requested waivers from the Subdivision Regulations
- c) Filing Fee
- d) Plan submitted in accordance with the plan requirements of Section [4.3.3](#):
  - 2 full-size (no larger than 24" x 36")
  - 6 reduced-size (11" x 17" or 12" x 18")
  - Digital copy in PDF format and digital format in accordance with the DPW approved CAD/GIS standard.
- e) Digital copy in PDF format of all submitted application materials including the application form and list of waivers.

4.3.2.2 The Applicant shall also file a copy of the plan and Form B with the Board of Health.

4.3.2.3 The Applicant shall file, by delivery or certified mail, a notice with the Town Clerk stating the date of submission to the Planning Board and a copy of Form B. Such notice shall describe the land to which the plan relates sufficiently for identification, and shall state the date when such plan was submitted and the name and address of the owner of such land. If the notice is given by delivery, the Town Clerk shall, if requested, give a written receipt therefor (MGL c. 41, §81T).

### 4.3.3. Preliminary Plan Requirements and Contents

The Preliminary Plan shall be drawn at a scale as the Planning Board may accept to show details clearly and adequately, in accordance with DPW-approved CAD/GIS standards, printed on paper twenty-four by thirty-six (24"x36"). The Plan shall include the following:

- a) Subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan".
- b) Names of the record owner and the Applicant, and the name of the engineer or surveyor.
- c) Names of all abutters and address, as determined from the most recent local tax list.
- d) Existing and proposed lines of streets, ways, easements and public areas in the subdivision in a general manner.

- e) Existing and proposed natural or man-made drainage conveyance or watershed areas must be shown. Offsite impacted manmade or natural drainage conveyances or watershed areas must be shown on the plan and profile.
- f) with direction of flow in a general manner.
- g) Approximate boundary lines of proposed lots, with approximate areas and dimensions.
- h) Names, approximate location and widths of adjacent streets.
- i) Existing and proposed topography at 2 foot intervals.
- j) Proposed water and sewerage systems in a general manner.
- k) Proposed street grade. Where the terrain is sufficiently uneven, the Planning Board may require information on proposed street grades so that consideration may be given to them at the time of submission of the preliminary plan.
- l) All existing buildings on the property and abutters.
- m) Present wooded areas indicated by a "foliage line".
- n) Flood plain zone lines.
- o) Land subject to protection/permitting under the Wetlands Protection Act (CMR 140)
- p) Zoning district designation and location of any zoning district boundaries within the locus of the plan.
- q) Locus plan sufficient in scale and detail to show relationship of proposed lot(s) to surrounding ways and parcels.
- r) Each revision on the plan shall be dated and described in a subnote thereon.

#### 4.3.4 Planning Board Review

- 4.3.4.1 The Planning Board shall provide a full-size paper copy and digital copy of the plan to the Department of Public Works and distribute a digital copy of the plan to the Board of Health, Conservation Commission, Building Inspector, Police Chief, and Fire Chief.
- 4.3.4.2 Within forty-five (45) days after submission of the preliminary plan, the Planning Board shall send notice by certified mail to the Applicant summarizing the findings of the Boards and Commissions. This notice shall approve the plan with or without modifications, or disapprove the plan. In the case of disapproval, reasons shall be given.
- 4.3.4.3 A copy of the above notice shall be sent to the Town Clerk.
- 4.3.4.4 Each preliminary plan and the definitive plan evolved therefrom shall be governed by the Subdivision Regulations governing subdivision control in effect at the time of the submission of the preliminary plan, provided that the definitive plan is duly submitted within seven (7) months from the date on which the preliminary plan was submitted.

If the definitive plan is not submitted within this seven (7) month period, Planning Board approval of the preliminary plan shall be deemed cancelled.

- 4.3.4.5 Preliminary plan approval does not constitute approval of a subdivision but does facilitate the procedure in securing approval of the Definitive Plan. Such approval does not in any way authorize the owner to proceed with construction of roadways and/or other work in the subdivision.

## 4.4 Definitive Plan

### 4.4.1 Filing Procedure

- 4.4.1.1 The following items shall be submitted to the Planning Board (8 paper copies except where noted):
- a) Application Form C (see Appendix B)
  - b) A list of requested waivers from the Subdivision Regulations.
  - c) Filing Fee
  - d) Certified abutters list (abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the Applicant) – 1 copy
  - e) For the mailing of Public Hearing Notices, 1 complete set of #10 Business envelopes with the Planning Board’s return address, one addressed for each Applicant, owner, engineer and abutters, and all with sufficient postage to assure delivery via the U.S. Postal Service.
  - f) Plan and documents submitted in accordance with the requirements of Section [4.4.2](#) and [4.4.3](#):
    - 2 full-size plans (no larger than 24” x 36”)
    - 6 reduced-size plans (11” x 17” or 12” x 18”)
    - 2 paper copies of the Engineer’s Report
  - g) Digital copy of the plans, form, waiver list, and all other required documents in PDF format and plans in digital format in accordance with the DPW approved CAD/GIS standard.
- 4.4.1.2 The Applicant shall also file a copy of the plan and Form C with the Board of Health.
- 4.4.1.3 The Applicant shall file, by delivery or certified mail, a notice with the Town Clerk stating the date of submission to the Planning Board and a copy of Form C. Such notice shall describe the land to which the plan relates sufficiently for identification, and shall state the date when such plan was submitted and the name and address of the owner of such land. If the notice is given by delivery, the Town Clerk shall, if requested, give a written receipt therefor (MGL c.41 §81T).

#### **4.4.2 Definitive Plan Requirements and Contents**

The Definitive Plan shall be drawn at a scale as the Planning Board may accept to show details clearly and adequately, in accordance with DPW-approved CAD/GIS standards and registry recording standards, printed on paper twenty-four by thirty-six (24"x36"). The Plan shall include the following:

##### **4.4.2.1 Plan Drawing Scales**

Drawing scales shall be as follows:

- Plot plan not smaller than 1"=80'.
- Topographic plan portion of plan-profile 1"=40' and two (2) foot contour intervals.
- Profile portion of plan-profile 1"=4'.

##### **4.4.2.2 Definitive Plot Plan**

All drawings shall be certified by a land surveyor with his/her official seal affixed thereto. The definitive plot plan shall show:

- a) Subdivision name, boundaries, north point, date, scale, legend and title. Approval box shall be standard, as shown in Appendix E.
- b) Names of the record owner and the Applicant and the name of the engineer or surveyor.
- c) Names and address of all abutters, as determined from the most recent local tax list.
- d) Location of existing buildings on the property and abutters.
- e) Lot numbers in sequence, with the area of each lot expressed in square feet.
- f) Lengths and locations of all lot lines, with angles or bearings to shown directions of all lines.
- g) Dimensions and locations of streets, ways, easements and public areas in the subdivision, with indicated purposes of easements.
- h) Existing buildings which must comply with setback or side yard requirements on proposed streets.
- i) Locations of stone bounds and iron pins.
  - Stone bounds are required at all intersections of street lines, angle points and changes in curvature of street lines.
  - Stone bounds shall be provided on the perimeter at all control points clearly defining all spaces which are to be used, or can be used in the future, for public ways or public usage and for all spaces under common ownership.
  - A stone bound shall also be provided at the center control point of all permanent cul-de-sacs.

- All lot lines shall be defined by iron pins and in addition all easements traversing any lot shall be defined by iron pins.
- j) Names of proposed streets. Names shall be permanently placed on plan only after approval by the Planning Board.
- k) Permanent open space, where appropriate.
- l) Flood plain zone lines.
- m) Each revision on the plan shall be dated and described in a subnote thereon.
- n) All plans shall comply with the current Hampden County Registry of Deeds and Land Court rules prescribing requirements for the recording of plans.
- o) Plan notations required for endorsement (see Section [4.4.6](#))
- p) Standard approval block on each plan sheet as shown below in Figure 1:

*Figure 1: Standard Approval Block*

DATE: _____	<b>WILBRAHAM PLANNING BOARD</b>		
I HEREBY CERTIFY THAT I RECORDED ON _____ THE APPROVAL OF THE PLANNING BOARD OF THIS PLAN AND THAT NO NOTICE OF APPEAL THEREFROM HAS BEEN RECEIVED BY ME		APPLICATION FILED:	
		HEARING DATE:	
		BD. OF HEALTH APPR:	
		PLAN APPROVED:	
		PLAN ENDORSED:	
TOWN CLERK OF WILBRAHAM, MA			

**4.4.2.3 Topographic Plan and Profile Drawing**

A topographic plan and profile drawing shall be submitted on plan-profile paper for each street on the definitive plan. All drawings shall be certified by a land surveyor and engineer with their official seals affixed thereto. Each plan and profile shall show:

- a) Subdivision name, boundaries, north point, date, scale, legend and title. Approval box shall be standard, as shown in Figure 1.
- b) Layout of streets in sections coordinated by stations with the profile. Center line stationing shall be taken at maximum intervals of fifty (50) feet.
- c) Street plan showing roadways, drainage and partial lot lines with numbers.
- d) Permanent or temporary bench marks.
- e) Profile of roadway showing existing and finished grades. Roadway profile will show all tangent grades and all vertical curve information. Elevations of proposed roadway will be shown every fifty (50) feet.

- f) Street line bearings, distances, curve data and intersections with existing street lines.
  - g) Construction details, including all pertinent dimensions, grades and elevations for all underground utilities, including cable or fiber, the Town water supply or well locations, sewer services or septic locations including, storm and sewer drainage, telephone, electric and gas services, also locations for present and future street lighting fixtures.
  - h) Profile shall show all structures, drainage and sewer lines between structures and elevations of inverts and tops of frames and grates. Drainage and sewer lines shall be identified by size, type, and percent of grade. All structures shall be numbered.
  - i) Existing and proposed natural or man-made drainage conveyance or watershed areas must be shown. Offsite impacted manmade or natural drainage conveyances or watershed areas must be shown on the plan and profile.
  - j) When more than one sheet is required, a key map of the entire subdivision shall be included on each sheet.
  - k) Existing and proposed contours at two (2) foot intervals.
  - l) Permanent open space, where appropriate.
  - m) Tests pit locations for septic systems and for stormwater management systems.
- 4.4.2.4 Scaled Locus plan sufficient detail to show relationship of proposed lot(s) to surrounding ways and parcels. (Preferred scale less than 1:500)
- 4.4.2.5 A grading plan as required herein. (See section [5.19](#); all reports and drawings shall be certified by an engineer with his/her official seal affixed thereto.)

#### **4.4.3 Engineer's Report**

All Definitive Subdivision applications shall include an Engineer's Report, to include the following:

- 4.4.3.1 Stormwater Report meeting the requirements of Wilbraham Stormwater Bylaw and Regulations
- 4.4.3.2 Individual Sanitary Sewage Disposal Report  
All drawings shall be certified by a land surveyor with his/her official seal affixed thereto.

All buildings are to have sanitary sewer connections except where sewers are not required.

Where individual sanitary sewer disposal systems are proposed, the definitive plan shall be accompanied by a Sanitary Report prepared by an Engineer. This report will demonstrate the feasibility of the proposed individual systems. Two (2) copies of the report must be submitted with the engineer's seal of certification. The report should deal with the area as a whole, discussing the following points:

- a) The general nature and development of surrounding area.
- b) Topography and natural drainage pattern.
- c) Sub-surface conditions as shown by sub-surface investigations including soil absorption characteristics, ground level conditions, ledge rock, and general nature of soil.
- d) Special precautions that may be necessary to provide proper functioning of the proposed disposal systems.
- e) Map of general area with locations (approximate) of all tests shown on proposed lot layouts.
- f) Flood heights of nearby streams, brooks, or rivers.

The report shall contain test results and engineering evaluations of test results based on an extensive sub-surface investigation. Since the principal purpose of the Sanitary Report is to demonstrate the feasibility of the ground for sub-surface disposal of septic tank wastes, emphasis must be placed on the analysis and interpretation of test results and other observations by the Engineer.

The report shall contain a statement by the Engineer that, in their professional opinion, the area is suitable for the installation of individual sanitary sewage disposal systems of the general type and size as required by Title 5.

#### 4.4.3.3 Water and Sewer Connection Application

All Applicants proposing a connection to existing Town Water and Sewer service must submit an approved Water and/or Sewer Connection Application.

#### 4.4.3.4 Traffic Analysis

The developer shall be required to provide a traffic analysis prepared by a registered traffic engineer. This report must bear the traffic engineer's stamp and detail the number of vehicle trips generated per day, and how traffic will affect the surrounding road network. This analysis must conform to the standards contained in the most recent version of the Massachusetts Department of Transportation Highway Division Traffic and Safety Engineering 25% Design Submission Guidelines. This plan should explain traffic impacts, types of streets, opportunities for public transit access, impacts on vehicle, pedestrian and bicycle circulation and include the following:

- a) Estimated daily and peak hour vehicle trips generated by the proposed use, traffic patterns for vehicles and pedestrians showing adequate access to and from the site, and adequate vehicular and pedestrian circulation within the site. Previous generated data may be used but may not be more than two years old.
- b) Traffic flow patterns at the site, including entrances and egresses and curb cuts on site and within 200 feet of the site

- c) An interior traffic and pedestrian circulation plan designed to minimize conflicts and safety problems.
- d) Adequate pedestrian access, including provisions for sidewalks to provide access to adjacent properties and between individual businesses within a development.
- e) Safe provision for school bus stops and public transit stops when appropriate.

#### **4.4.4. Public Hearing on Definitive Plan**

- 4.4.4.1 Notice of a public hearing shall be given by the Planning Board by advertisement in a newspaper of general circulation in the Town once (1) in each of two (2) successive weeks, the first publication being not less than fourteen (14) days before the day of such hearing. A copy of this advertisement shall be mailed to the Applicant, property owner, and to each abutter.
- 4.4.4.2 At the first session of the public hearing the Applicant shall present the plan and the public may comment on the plan.
- 4.4.4.3 The public hearing may be adjourned by the Planning Board to the site of the proposed subdivision.
  - a) The Developer shall stake out the center line of each proposed street and any other features that the Planning Board may require.
  - b) The stakes shall be maintained by the Developer until the Planning Board has reached a decision.
- 4.4.4.4 The Applicant and their engineer shall attend the public hearing.

#### **4.4.5 Approvals of Definitive Plan**

- 4.4.5.1 Board of Health

Within forty-five (45) days after submission of a definitive plan, the Board of Health shall send written notice to the Planning Board of its approval or disapproval of the plan. In the case of disapproval, the Board of Health shall specify which lots on the plan cannot be used as building sites without injury to the public health, shall state its reasons and where possible make recommendations for adjustment. Failure to send such notice within the forty-five (45) day period shall be deemed approval by the Board of Health.
- 4.4.5.2 Review by Other Departments

The Planning Board shall, upon submission of a Definitive Plan, provide a full-size paper copy and digital copy of the plan to the Department of Public Works and distribute a digital copy of the plan to the Board of Health, Conservation Commission, Building Inspector, Police Chief, Fire Chief and any consultants that may be selected by the Planning Board for their review. Comments and recommendations shall be made to the Planning Board within forty-five days following receipt of a copy of the plan.

4.4.5.3 Review of Revised Submittals

All revised submittals during the application process shall be submitted directly to the Planning Office. Contact the Planning Office regarding the number and format required as this may vary depending on the nature of the revisions. However, all revised submittals shall be submitted in both paper and digital (PDF) format, or other digital format acceptable to the Planning Board. Revised plan submittals must contain at least two (2) full-size copies. Revised plans shall be submitted at least two (2) weeks before a continued hearing date unless the changes are minimal. Additional time may be required for extensive or complicated revisions. Plan revisions shall be noted on the plans and described in a written narrative.

4.4.5.4 Planning Board

Within ninety (90) days after submission of a definitive plan which evolved from a preliminary plan, or one hundred and thirty-five (135) days after submission of a definitive plan which did not evolve from a preliminary plan, the Planning Board shall summarize the findings of the various municipal departments, boards, and agencies and shall certify by majority vote whether said application has been approved, approved with modifications, or disapproved. In the case of disapproval, reasons shall be given. The certificate of action including any conditions of approval, waivers granted, or specific reasons for disapproval shall be filed with the Town Clerk, and shall be sent by certified mail to the Applicant. Failure of the Planning Board to take action or to file a certificate of its action with the Town Clerk within the above referenced review period, or such further time as may be mutually agreed upon in writing by the Planning Board and the Applicant, shall be deemed approval of the definitive plan.

4.4.5.5 Preparation of Legal Documents

Prior to plan endorsement, the Planning Board may require a subdivision agreement or contract between the Developer and the Planning Board which describes any conditions or restrictions of approval. Under normal circumstances, the Planning Board and its staff shall be responsible for the preparation of the Subdivision Agreement and related attachments to that Agreement including deeds, easements and special agreements. A copy of the standard forms used by the Planning Board may be obtained from the Planning Office. The Developer may be assessed a fee to cover the cost incurred for the preparation of legal documents as specified in Appendix A.

**4.4.6 Endorsement and Recording**

After the Planning Board approves the Definitive Plan, the Applicant shall meet the following requirements prior to plan endorsement:

- 4.4.6.1 The Applicant shall submit a plan for endorsement that includes necessary corrections if conditional approval was given or modification required by the Planning Board's approval and all required notations. The following shall be submitted:

- a) two (2) mylar (polyester film) copies for endorsement
- b) one (1) full-size paper copy
- c) Digital copy in PDF format and digital format in accordance with the DPW-approved CAD/GIS standards.

After endorsement, the Applicant shall provide the Planning Board two (2) paper copies of the endorsed plans.

4.4.6.2 Before endorsement of its approval of a Definitive Subdivision plan, the Planning Board shall require that the construction of ways and the installation of municipal services be secured by one, or in part by one and in part by another, of the four methods of performance guarantee described under MGL, c. 41, §81U:

- a) by a proper bond,
- b) by a deposit of money or negotiable securities,
- c) by a covenant, and
- d) by an agreement whereby a lender retains funds , as further regulated under [Section 4.5](#) of these regulations.

4.4.6.3 Any covenant and any condition required by the Board of Health shall be either inscribed on the plan or contained in a separate document, referred to on the plan (MGL c. 41 §81U)

4.4.6.4 The Planning Board’s written Definitive Subdivision Plan approval shall be referenced on the plan. The plan notation shall read as follows: Conditions of approval are contained in the written Decision of the Planning Board, entitled NOTICE OF DECISION DEFINITIVE SUBDIVISION PLAN APPLICATION, dated \_\_\_\_\_.

4.4.6.5 The deadline to commence and complete construction shall be referenced on the plan as described under [Section 4.4.8.2](#).

4.4.6.6 The plan must bear the certification of the Town Clerk that twenty days have elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed or that if such appeal has been filed, that it has been dismissed or denied.

4.4.6.7 All required legal documents shall be completed prior to endorsement.

4.4.6.8 The endorsed plan, the decision of the Planning Board, any Covenant, and any other supplementary documentation required by the Planning Board shall be recorded at the Registry of Deeds or the Land Court as applicable within six (6) months of endorsement.

#### **4.4.7. Commencement of Work**

No work in a subdivision shall be commenced prior to the endorsement of the definitive plan and the filing of this plan and the required legal documents in the Hampden County

Registry of Deeds or the Hampden County Land Registration Office in the proper manner.

#### **4.4.8 Rescinding Approval of the Plan**

- 4.4.8.1 Failure of the Applicant to record the Definitive Plan at the Hampden County Registry of Deeds within six (6) months of its endorsement or to comply with the construction schedule of the performance agreement shall constitute sufficient cause for the Planning Board to rescind such approval, in accordance with the requirements of MGL c.41, §81W as amended.
- 4.4.8.2 Approval of the Wilbraham Planning Board is for five (5) years or for such other time as is specifically authorized by vote of the Planning Board at the time of approval. Failure by the Applicant to complete the construction of ways and installation of services shown on the Definitive Plan within five (5) years from the date of endorsement, or such other time as authorized by the Planning Board, shall result in the automatic rescission of the approval. A notation indicating the deadline for construction, where applicable, shall be made on the Definitive Plan to be endorsed by the Planning Board. The notation shall read as follows:
- Approval of the Wilbraham Planning Board is for \_\_\_ years only. In the event the ways and services shown on this Plan are not constructed and installed within \_\_\_ years from the date of endorsement, the Planning Board’s approval is rescinded, and this Plan is and shall be null and void.
- 4.4.8.3 The time for such construction and/or installation may be extended upon the written request of the Applicant, for good cause shown, prior to the expiration of the approval period, and upon a vote of the majority of the Planning Board. In all cases, failure by the Applicant to commence construction of ways and services shown on the Definitive Plan within five (5) years from the date of endorsement shall result in the automatic rescission of the approval.

### **4.5 Performance Guarantees**

#### **4.5.1 Form of Performance Guarantee**

Performance guarantees shall be provided in accordance with MGL c. 41, §81U, as amended, by one, or in part by the other, of the following methods: 1) by a proper bond, 2) by a deposit of money or negotiable securities, 3) by a covenant, and 4) by an agreement whereby a lender retains funds, which may from time to time be varied with the Applicant and shall meet the requirements below.

##### **4.5.1.1 Covenants**

Performance may be secured by a Covenant, executed and duly recorded by the owner of record, running with the land, requiring that no lot in the subdivision shall be sold and no building erected thereon until such ways and services are constructed and installed in accordance with these regulations to adequately serve the lots.

If performance is guaranteed by means of a Covenant, the form and content of such Covenant shall be as required by the Planning Board in consultation with Town Counsel and shall be consistent with the requirements of MGL c. 41, §81U.

No lots shall be released from a Covenant unless construction in accordance with the approved subdivision plan has been completed or a financial performance guarantee has been submitted, sufficient to complete all work related to the subdivision.

No lots shall be released from Covenant until the base coat of pavement and drainage has been installed and inspected to the satisfaction of the Town of Wilbraham.

4.5.1.2 Financial Performance Guarantees (bonds, negotiable securities, deposit of money, or lenders agreement).

If performance is guaranteed by means other than a Covenant, the performance guarantee shall comply with the following requirements:

- a) The performance guarantee shall be approved as to form and manner of execution by the Planning Board in consultation with Town Counsel and shall be regulated by a Performance Security Agreement between the Planning Board and the developer.
- b) The performance guarantee shall define the developer's obligation as the construction of streets and ways, the installation of municipal services and the construction of certain other improvements for lots as shown on the approved Definitive Subdivision Plan as conditioned by the Planning Board's approval.
- c) The performance guarantee shall include a detailed scope of work to be completed under the performance guarantee and as applicable, a schedule of partial and final releases of the performance guarantee.
- d) The performance guarantee shall specify a scheduled completion date on which the construction of the approved subdivision streets and improvements shall be completed by the developer. The Planning Board may extend such time as it deems appropriate after receipt of a written request received by the Planning Board at least forty-five (45) days prior to the scheduled date of completion. Any such extension is subject to review and approval of a revised performance guarantee as applicable including review of the cost of remaining work.
- e) No expiration date may be allowed in the performance guarantee (it must be valid until the work is complete).
- f) The performance guarantee shall state that it applies in full to all successors of the Applicant/developer whose performance is guaranteed.
- g) The required amount of financial guarantees shall be based on a detailed construction cost estimate for all construction within the proposed roadway layout and/or public utility easement. Such construction cost estimate shall be

submitted to the Planning Board prior to the establishment of the performance guarantee and with each subsequent full or partial release. The sum of any such performance guarantee shall bear a direct and reasonable relationship to the expected cost necessary to complete the subject work plus a contingency amount to guard against unexpected costs and the effects of inflation. The estimate shall reflect the cost for the town to complete the work as a public works project, which may necessitate engineering, inspection, legal and administrative fees, additional staff time, public bidding procedures, and costs adjusted for municipal prevailing wage rates. The construction cost estimate will be reviewed by the Planning Board in consultation with appropriate Town departments and will be used to establish the required amount of the performance guarantee.

- h) The Town reserves the right to periodically review the amount of the performance guarantee to ensure that the amount accurately reflects the cost of project completion.
- i) The full amount of any financial performance guarantee shall be due immediately to the Town of Wilbraham in case of the default of the developer or his/her successor in constructing the Streets and ways, municipal services, and other improvements in accordance with the approved subdivision plan. Default of the developer or successor shall mean:
  - 1. failure to complete all improvements as shown on the approved subdivision plan by the scheduled completion date;
  - 2. bankruptcy of the developer or the foreclosure of any mortgage on all or part of the land of the approved subdivision before the scheduled completion date;
  - 3. notice to the Planning Board of the withdrawal or termination of any performance guarantee given hereunder, or of a request to substitute performance guarantee hereunder, prior to the scheduled completion date of the work, unless it is given 45 days prior to the anticipated date of such withdrawal, termination or substitution; or
  - 4. any other condition or circumstance that constitutes default, in the opinion of the Planning Board.

#### **4.5.2 Partial Releases**

Prior to final release of a performance guarantee, the Planning Board may grant partial releases from the required performance guarantee for partial completion of improvements provided that:

- 4.5.2.1 No lots shall be released from a Covenant unless construction of streets and ways, and installation of municipal services and other improvements in accordance with the approved subdivision plan for said lots has been completed or another form of performance guarantee has been substituted, sufficient to complete said streets and

ways, municipal services, and other improvements. No lots shall be released from a Covenant until the base coat of pavement and drainage has been installed and inspected to the satisfaction of the Town.

- 4.5.2.2 The amount of the performance agreement may be reduced from time to time by the Planning Board. The Applicant shall submit the following to the Planning Board for review: a) a list of all construction items performed and/or completed, b) a revised construction cost estimate, and c) certification from the project's engineer that all work has been completed in accordance with the approved plans and are functioning as designed. Items for which a partial release may be granted include structural items such as pavement, sidewalks, curbing, drainage, water, sewer infrastructure, etc. Estimates to be submitted in accordance with the provisions of Section [4.5.1.2.g](#).
- 4.5.2.3 No reduction in the amount of the performance guarantee shall reduce the performance guarantee to a value below the estimated cost of completing the unfinished portions of the improvements. The Planning Board shall withhold adequate funds to complete the project, but shall withhold no less than 20% of the original approved cost estimate.

#### **4.5.3 Final Release**

- 4.5.3.1 Upon the completion of the construction of streets and ways, and the installation of municipal services and other improvements in accordance with the approved subdivision plan and completion of record plans and street acceptance plans, the Applicant may request release of the bond, deposit of money or securities, or funds retained by lender by sending a written statement of completion and a request for release by hand-delivery or registered mail to the Town Clerk and the Planning Board. Such statement shall be accompanied by the following:
- a) As-Built Plans of the streets and ways in conformance with Section [4.6](#).
  - b) Where applicable, street acceptance/road conveyance plans in conformance with Section [4.7](#)
  - c) Written certification by a Land Surveyor indicating that such as-built plan accurately reflects the conditions in the completed subdivision in compliance with the approved Definitive Plan and that all permanent bounds and monuments on all street lines within the subdivision are in place and are accurately located in accordance with the approved Definitive Plan.
  - d) Written certification (i.e. engineer's affidavit) by the project engineer that upon observation and inspection the streets, drainage and utilities conform and were installed to the Planning Board's requirements and associated regulations in accordance with the approved Definitive Plan and that the streets and utility systems have functioned as designed and intended and have been in use through one full year. Items to be evaluated include, but are not limited to: site grading, installation and integrity of pavement, sidewalks and curbing/berm,

established grass on all specified areas; established vegetation on sloped areas; and functional integrity of all parts of the water, sewer and drainage system as applicable. Core samples and other associated testing of the roadway may be required, at the developer's cost, if the pavement wasn't inspected and approved by the Town during construction.

- e) Written confirmation that installation of street trees and other plantings required by these Regulations and the approved subdivision plan have been completed satisfactorily, that such plantings have been in place for one full year and that damaged plantings, if incurred, have been replaced to the satisfaction of the Town.
- f) Written statement from the Department of Public Works that all work and systems required by these regulations has been constructed in conformance with the approved construction plans.
- g) Electronic/digital copies of all required plans and information in a format acceptable to the Planning Board.

4.5.3.2 If the Planning Board determines that all improvements as shown on the endorsed definitive plan and all required plans and legal documents have been completed satisfactorily, it shall release all the interest of the Town in such performance guarantee and return the bond to the person who furnished the same, or release the covenant, by appropriate instrument, duly acknowledged, which may be recorded.

4.5.3.3 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 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. Upon failure to do so within forty-five days after the receipt by said clerk of the statement requesting release of the Town's interests, all obligations under the bond shall cease and terminate by operation of law, any deposit shall be returned and any such Covenant shall become void.

4.5.3.4 The Applicant shall have 30 days after receipt of such notice to correct all problems mentioned in the above. Failure of the Applicant to finish all the necessary work within said 30 days shall cause the Planning Board to draw upon the performance guarantee unless such deadline is extended by vote of the Planning Board.

4.5.3.5 The performance guarantee may be applied by the Planning Board for the benefit of the Town of Wilbraham, as provided in MGL c. 41, §81U, upon failure of the performance for which any bond or deposit was given to the extent of the reasonable cost to the Town of completing such construction and installation.

4.5.3.6 The Applicant shall maintain the completed road, drainage systems, berms, trees and other installations required in the same good condition as initially required for one (1) year after certification of completion of work. At the time of release of the

construction performance guarantee, the Applicant shall provide a performance guarantee for maintenance of asphalt and street trees in an amount sufficient to guarantee maintenance for one year.

## **4.6 As-Built Plans**

- 4.6.1 After final approval of all street construction and before final release of the performance security, one (1) reproducible original and two (2) copies of the definitive plan revised into an accurate as-built plan and profile shall be furnished to the Planning Board. Said plan shall also be submitted in an electronic format acceptable to the Planning Board.
- 4.6.2 The as-built plan and profile shall show all bounds and iron pins (see section [5.5](#)), road grades, the center line elevation of all roads at fifty (50) foot intervals, drainage lines, sewers, water mains and all other utilities and appurtenances, as actually installed with inverts and sufficient ties including depths shown as profiles for proper and accurate identification and location.
- 4.6.3 The as-built plan must be stamped by the engineer and surveyor, and a certificate of compliance stating that all features were built according to the specifications of the definitive plan.

## **4.7 Road Acceptance, Easement and Utility Acceptance**

### **4.7.1 Road Acceptance**

The endorsement of approval on a plan by the Planning Board does not make any street shown thereon an "accepted street" or a "public way". Laws of the Commonwealth (MGL c.82 and MGL c. 41, §81G and §81I) and the Town of Wilbraham must be complied with before a street becomes an "accepted street" or a "public way". When a road or way in a subdivision has been completed in a manner fulfilling the requirements of the Planning Board, the Applicant may request the Planning Board or their designee to inspect the road or way in order to give a recommendation to Town Meeting on whether the road or way should be accepted. All work shall be completed at least one year prior to the applicable Town Meeting date.

### **4.7.2 Submittal Requirements**

The Planning Board shall require the following information before making a recommendation to the Town Meeting:

- a) As-built plans as described in Section 4.6.
- b) Two (2) copies of the description by metes and bounds of each road and easement considered for acceptance by the Town. After acceptance by the Town Meeting of a road or way in an approved subdivision, the as-built plan referred to above, the vote of the Town Meeting and the description of the road or way shall be recorded with the Hampden Registry of Deeds or Land Court by the Town.
- c) A Roadway Conveyance Plan showing the overall boundary of the proposed roadway to be conveyed to the Town. This plan must include the bearing and distance descriptions

of the roadway right-of-way. If no changes to the road layout have been made since the Definitive Subdivision Plan was approved and endorsed by the Planning Board, the Definitive Subdivision Plan may be used in lieu of a new plan.

- d) A Recommended Maintenance Schedule.
- e) A Roadway Conveyance Instrument prepared by an attorney and in a form suitable for execution by the Select Board after acceptance of the roadway at Town Meeting. This instrument must include a legal description of the right-of-way and include reference to any easement documents.
- f) An Easement Conveyance Plan showing the overall boundary of any proposed easements to be conveyed to the Town. This plan must include the bearing and distance description of the easement, along with all infrastructure, tied to the roadway right-of-way.
- g) An Easement Conveyance Instrument prepared by an attorney and in a form suitable for execution by the Select Board after acceptance of the easement at Town Meeting. This instrument must include a legal description of the easement as well as a description of the Town's rights within the easement.

## SECTION 5 DESIGN SPECIFICATIONS

### 5.1 Streets

#### 5.1.1 Location and Alignment

- 5.1.1.1 All streets in the subdivision shall be designed so that, in the opinion of the Planning Board, they will provide safe and convenient access for all users of all ages and abilities, by all modes of transportation including pedestrians, bicyclists, motorists, public transportation users, and delivery and emergency vehicle operators. Due consideration shall also be given by the Developer to the attractiveness of the street layout; in order to obtain the maximum livability and amenity of the subdivision as well as connections to existing and planned public ways, vehicular, pedestrian and bicycle facilities, and connections to adjacent ways and properties. Where minimum standards are not herein specified, MassDOT Project Development and Design Guide, Chapter 3 Basic Design Controls and Chapter 4 Horizontal and Vertical Alignment (most recent editions), shall apply.
- 5.1.1.2 Straight lengths of a street in a subdivision shall not be longer than one thousand (1,000) feet unless waived by the Planning Board
- 5.1.1.3 The proposed streets shall conform, so far as practicable, to the Master Plan as adopted in whole or in part by the Planning Board.
- 5.1.1.4 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.
- 5.1.1.5 Reserve strips prohibiting access to streets or adjoining property shall not be permitted except where, in the opinion of the Planning Board, such strips are in the public interest.
- 5.1.1.6 Street jogs with center line offsets of less than one hundred and twenty-five (125) feet should be avoided.

#### 5.1.2 Road Design Standards

Road design standards shall conform to the requirements shown in Tables 5-1 & 5-2 on the following page.

Table 5-1: Location & Alignment

Requirement	Type I Subdivision and Minor/Secondary Streets	Type II & III Subdivisions and Major/Collector Streets
Minimum Right-of-Way width	50 ft.	60 ft. minimum
Minimum Traveled Way width (in feet)	24 ft.	30 ft.
Maximum Grade	8%	6%
Minimum Grade	0.5%	0.5%
Intersections		
Intersection angle	90 deg. preferred, not less than 60 deg.	90 deg.
Minimum straight line distance centerline of all intersecting roads at the point of intersection of said centerline	115 ft.	115 ft.
Maximum grade for 35 ft. approaching an intersection	3%	3%
Minimum radius at edge of roadway pavement	25 ft.	55 ft.
Minimum Radius at edge of right-of-way	25 ft.	55 ft.

Table 5-2: Roadway Construction

Bituminous Concrete	Type I Subdivision	Type II Subdivision	Type III Subdivision
Top Course*	2"	2"	2"
Binder Course*	2.5"	3"	2"
Base Course*	-	-	3"
<b>Gravel Sub-Base (all Subdivision Types)</b>	<b>Subgrade Soil Type</b> (as defined by the USDA/NRCS Soil Survey and determined by soil borings)		
	<b>Severe/Poor</b>	<b>Moderate/Medium</b>	<b>Good/Excellent</b>
MassDOT Dense Grade 1-1/2"	top 6" minimum	top 6"	top 4"
Gravel base*	12"	10"	8"
Geotextile Road Fabric shall be placed under the gravel sub-base when the subgrade soil contains clay or deemed necessary by the Town			
* shall comply with MassDOT Standard Specifications For Highways and Bridges (latest revision)			

### **5.1.3 Dead-end Streets**

- 5.1.3.1 Dead-end streets shall not be longer than seven hundred and fifty (750) feet, measured by the centerline, unless, in the opinion of the Planning Board, a greater length is necessitated by topography or other local conditions.
- 5.1.3.2 Dead-end streets shall be provided at the closed end with a turn-around having a central island of fifty-two (52) foot diameter and having an outside roadway diameter of at least one hundred (100) feet, and a property line diameter of at least one hundred thirty (130) feet or other approved terminus.
- 5.1.3.3 Such central island shall be planted with low-maintenance, native vegetation as approved by the Planning Board in consultation with the Town's Tree Warden.

### **5.1.4 Access to Adjacent Communities**

No subdivision plan shall be approved where the roads are designed so as to provide the exclusive legal access to building lots in an adjacent city or town. Subdivision roads shall not be designed to provide access to adjoining property in another community unless said road will connect with a subdivision road in the adjacent community which has adequate through access to principal streets of that community.

Conversely, no subdivision plan shall be approved where the exclusive access to the subdivision is from an adjacent community.

### **5.1.5 Subgrade**

- 5.1.5.1 All materials and installation shall conform to MassDOT Specifications.
- 5.1.5.2 The subgrade shall consist of that material directly under and supporting the subbase.
- 5.1.5.3 The subgrade shall be in accordance with MassDOT Specifications. The subgrade material shall contain no loam, soft yielding material, clay, rock, or any other unsuitable material. All unsuitable material shall be removed and replaced with gravel to a depth approved by the Planning Board. The Planning Board may require geotechnical design depending on soil conditions (See [Table 5-2](#), Roadway Construction)
- 5.1.5.4 Prior written approval of the source of gravel for the subgrade is required. The Planning Board if requested will furnish a list of approved gravel pits, or will approve any gravel pit with a suitable grade of gravel upon request.
- 5.1.5.5 The gravel shall be installed in accordance with MassDOT specifications.
- 5.1.5.6 The grading of the subgrade for the area on which the subbase is to be laid shall be finished at the required depth below and parallel to the proposed pavement surface extending 12" wider on each side of the sub-base, thus grading the subgrade with the same crown as the finished paving.
- 5.1.5.7 The side slopes shall be as approved by the Planning Board.

- 5.1.5.8 Inspection: No work shall be performed on the subgrade without the presence or approval of a duly appointed representative of the Planning Board and the developer's qualified representative.

#### **5.1.6 Subbase Course**

- 5.1.6.1 All materials and installation shall conform to MassDOT Specifications.
- 5.1.6.2 Description Subbase- The layer of material placed on the subgrade as a foundation for roadway or sidewalk. The subbase shall be constructed in accordance with Table 2, Roadway Construction.
- 5.1.6.3 The grading of the subbase for the area on which the bituminous concrete courses is to be laid shall be finished at the required depth below and parallel to the proposed pavement surface extending 12" wider on each side of the bituminous concrete courses, thus grading the subbase with the same crown as the finished paving.
- 5.1.6.4 Inspections -No work shall be performed on the subbase course without the presence or approval of a duly appointed representative of the Planning Board and the Developer's qualified representative.

#### **5.1.7 Bituminous Concrete Courses**

- 5.1.7.1 No installation of the bituminous concrete courses shall occur without the presence or approval of a duly appointed representative of the Planning Board and the Developer's qualified representative.
- 5.1.7.2 All materials and installation shall be in accordance with MassDOT Specifications at depths shown in Table 2. Neither the binder nor top courses shall be laid until the surface upon which it is to be laid has been inspected and approved a duly appointed representative of the Planning Board and the developer's engineer.
- 5.1.7.4 The installation of the bituminous concrete shall be permitted during the period from April 1 to November 15 unless a waiver is granted by the Planning Board.
- 5.1.7.5 The top course shall not be applied until at least one (1) winter season has passed since the installation of the binder course unless a waiver is granted by the Planning Board. The top course shall be applied on top of a tack coat to insure proper adhesion to the binder course. The top course shall be laid hot to a minimum depth in accordance with [Table 5-2](#). If three or more seasons have passed since the binder course was paved, the Town may require additional paving preservation techniques such as crack sealing, fog sealing, cape seal, etc. as deemed necessary. Abnormal deterioration of the top or binder course may warrant removal and replacement or repair as deemed necessary by the Planning Board.
- 5.1.7.6 No pavement cuts shall be allowed in the top course without prior written approval of the Town Engineer.

### **5.1.8 Shoulders (Tree Belts)**

- 5.1.8.1 All shoulders shall be graded with a minimum of eight (8) inches of loam. Tree belts shall be seeded with native seed grass.
- 5.1.8.2 The depth of the loam shall be measured down from the top of the berm.

## **5.2 Deeds and Easements**

- 5.2.1 Easements for public access, utilities or storm drainage across lots or along rear or side lot lines shall be provided where necessary and shall be a minimum of twenty (20) feet wide or as necessary for adequate access.
- 5.2.2 A written easement for each street right-of-way shall be submitted and approved by the Planning Board or its designee before final endorsement of a definitive plan by the Planning Board.
- 5.2.3 Where a subdivision is traversed by a watercourse, drainage way, channel or stream, or a wetland exists, space shall be reserved of a width sufficient to carry a flow equal to a one hundred (100) year storm at such levels to prevent the hazard of flooding habitable structures. The Planning Board shall require that there be provided a storm water easement or drainage right-of-way of adequate width to conform substantially to the lines of such watercourse, drainage way, channel, or stream, and to provide for construction of any safety devices or structures required in the interest of public safety. Any changes in the existing streams shall be subject to the approval of the Planning Board and the Conservation Commission.
- 5.2.4 Any such land that is included in the reserved space shall not be built upon in a manner so as to restrict a one hundred (100) year storm level flowage nor shall any habitable structure be built therein.

## **5.3 Open Space**

- 5.3.1 Before approving a Definitive Plan for a subdivision, the Planning Board may require that a section of that land be set aside for possible use as a park or a playground consistent with MGL c. 41, §81U and §81Q. The Planning Board may require that no building be erected upon such area until the land is either purchased by the Town or is deeded in gift to the Town or to a neighborhood civic association. This land may be held in said status for a period of 3 years, at which time if the land is not deeded or purchased it may be included in a new subdivision proposal. Such parks and/or playgrounds may be required to have maintenance provided for by covenants and agreements acceptable to the Planning Board until public acquisition is accomplished.
- 5.3.2 Open Space, as defined under Section 1.3 of the Wilbraham Zoning Bylaws, may be required under the provisions of Sections 4.6 (Flexible Subdivision) and 4.7 (Flexible Non-Subdivision) of the Wilbraham Zoning Bylaws.

## 5.4 Protection of Natural Features

Natural features, including significant trees, watercourses, ledge rock, ridge tops, and scenic and historic sites shall be preserved. Any demolition, destruction, or significant modifications of such natural features will be permitted only where there is no reasonable alternative, and then only on written approval of the Planning Board. Suitable performance bonding may be required.

## 5.5 Stone Bounds and Iron Pins

- 5.5.1 Stone bounds shall be set at points shown on the definitive subdivision plan and the street plan and profile. Bounds are required at all intersection of streets, angle points, and changing curvatures of street lines.
- 5.5.2 Bounds shall be set level with finished grade.
- 5.5.3 Bounds shall not be less than four (4) feet in length and not less than four (4) inches in width and breadth, and shall have a drill hole in the center. Wrought iron rods may be used where points fall on exposed ledge.
- 5.5.4 When all the stone bounds or iron pins are installed, the surveyor will certify by letter to the Planning Board that all the stone bounds or iron pins have been installed according to the approved plans.

## 5.6 Utility Trenches

- 5.6.1 All electrical, cable, and telephone distribution wires shall be installed underground, unless in the opinion of the Planning Board such installation is not in the best interests of the Town or is impractical.
- 5.6.2 All utility entrances and trenches in the subdivision shall be completed prior to the application of the top course.
- 5.6.3 A connection for each underground utility shall be installed to the edge of the street right-of-way for each house lot before the top course of the street is installed. Conduit for future utilities (e.g. cable, gas, electric, telephone) shall be installed as deemed necessary by the Department of Public Works.

## 5.7 Tree and Planting Specifications

- 5.7.1 Preserving Existing Trees

Existing trees in tree belts shall be preserved whenever feasible and so designated on the definitive plot plan.
- 5.7.2 Clearing
  - 5.7.2.1 No clearing shall be started on any part of the street until the Planning Board has designated in writing, those trees which are to remain in the tree belt.

5.7.2.2 The Developer shall notify the Planning Board when the street has been staked out and is ready for the Planning Board to designate those trees which are to remain.

#### 5.7.3 Tree Planting Requirements

If there are not enough existing trees in tree belts to meet the below requirements, additional trees shall be planted at the expense of the Developer until these requirements are met.

##### 5.7.3.1 Size of Trees

The diameter of the trunk, measured at the base, shall not be less than two (2) inches.

##### 5.7.3.2 Species

The trees shall be of a variety of native species as approved by the Planning Board.

##### 5.7.3.3 Placement

Trees shall be placed so that there shall not be less than one (1) tree every seventy-five (75) feet of frontage, or fraction thereof.

#### 5.7.4 Guarantee

Each new tree shall be guaranteed by a security deposit by the Developer for a period of one (1) year. Any tree deemed by the Planning Board to be unsatisfactory within one (1) year shall be removed at the direction of the Tree Warden and replaced at the expense of the Developer. The one (1) year warranty will remain in affect even if the subdivision is transferred to the Town.

#### 5.7.5 Damaged Trees

Any tree which the Planning Board designates to remain and which is subsequently damaged during construction of the subdivision shall be removed and replaced as directed by the Tree Warden and at the expense of the Developer.

### 5.8 Curbs, Berms and Gutters

5.8.1 Bituminous concrete berms shall be installed along all street edges unless otherwise approved by the Planning Board. Berm locations and lengths shall be shown on street plans and profiles. Bituminous concrete berm "Type A" shall be constructed in accordance with MassDOT Specifications.

5.8.2 The road surface on which the berm is placed shall be free from loose material.

5.8.3 Specially constructed gutters or curbs may be required under special conditions as specified by the Planning Board.

5.8.4 Granite curb type VB (5" x 16") shall be installed at all intersections and radii as specified in MassDOT Specifications.

## 5.9 Water

- 5.9.1 Water mains, services, fittings, gates, hydrants and other associated infrastructure shall be installed in accordance with Wilbraham Water Regulations and MassDEP Regulations.
- 5.9.2 A water line connection with shutoff valve shall be installed to the edge of the street right-of-way for each house lot before the top course of the street is installed.
- 5.9.3 No pavement cuts shall be allowed in the top course without prior written approval of the Town Engineer.
- 5.9.4 The Developer shall connect all proposed subdivisions to the public water supply system if available unless a connection waiver is granted. Projects shall also connect to the public water supply system when water is not available but the Board of Water Commissioners in its sole judgement determines that it is economically feasible and advisable for the Developer to make water available and it can be done without unreasonable delay to construction of buildings in the subdivision.
- 5.9.5 Private on-lot water systems (wells) shall be constructed in accordance with MassDEP Private Well Guidelines and shall be subject to the approval of the Planning Board and Board of Health.
- 5.9.6 All connections to the public water supply shall be built in accordance with the Town of Wilbraham Water Regulations and MassDEP Regulations.

## 5.10 Sewer

- 5.10.1 Sewer mains, manholes and other associated infrastructure shall be designed and installed in accordance with Wilbraham Wastewater Regulations and MassDEP Regulations.
- 5.10.2 A sanitary sewer house connection and end cap shall be installed to the edge of the street right-of-way for each house lot before the top course of the street is installed.
- 5.10.3 No pavement cuts shall be allowed in the top course without prior written approval of the Town Engineer.
- 5.10.4 The Town may require connection to the Town sanitary sewer system where this system is available and allowable. The Planning Board may require subdivision capped mains for future use.
- 5.10.5 The Developer shall connect all proposed subdivisions to the public sewer system if available unless a connection waiver is granted. Projects shall also connect to the public sewer system when sewer is not available but the Sewer Commission, in its sole judgement, determines that it is economically feasible and advisable for the Developer to make sewer available and it can be done without unreasonable delay to construction of buildings in the subdivision.
- 5.10.6 Where a public sewerage system connection is not available or allowable (according to the above rules), a private, on-site sewerage system shall be designed and constructed

in conformity with the Title 5 requirements and subject to the approval of the Board of Health.

- 5.10.7 All connections to the public sewer system shall be built in accordance with the Town of Wilbraham Sewer Regulations and MassDEP regulations

## **5.11 Storm Drainage**

- 5.11.1 All stormwater designs and infrastructure must comply with the Wilbraham Stormwater Bylaw and Regulations, and applicable state and federal policy and regulations. Low-Impact Development design features are encouraged where appropriate to local conditions and where such features do not result in excessive Town maintenance costs. The stormwater management system shall be designed to incorporate the anticipated buildout of the individual lots to include a full land and tree clearing for the entire development.
- 5.11.2 All stormwater management systems must have an Operation and Maintenance (O&M) Plan to ensure that systems function as designed.
- 5.11.3 No pavement cuts shall be allowed in the top course without prior written approval of the Town Engineer.
- 5.11.4 All tributary areas shall be assumed to be fully developed in accordance with the Wilbraham Zoning Bylaw unless publicly owned or deed restricted.
- 5.11.5 Apart from the area for roads and the storm water system, there shall be no exposed and unstable soil, unless specifically authorized by the Planning Board upon recommendation from the Conservation Commission and Department of Public Works Director (or designee).
- 5.11.6 Catch basins shall be placed on both sides of the street, at intersections, and within cul-de-sacs at the most practicable location to intercept stormwater.
- 5.11.7 The maximum distance between drainage manholes shall be 300 feet. Maximum distance between catch basins shall be 250 feet.
- 5.11.8 The minimum diameter of storm drainage pipes shall be 12 inches.
- 5.11.9 The method of construction and the materials used in construction shall conform to MassDOT Specifications.
- 5.11.10 The Town reserves the right to require a Homeowners' Association for maintenance of stormwater systems. If so required, all permanent stormwater control structures (including but not limited to detention/retention ponds, oil/water separators, weirs, etc.) should be located on separate parcels placed under the ownership, control, responsibility and liability of a Homeowner's Association comprised of the property owners of this subdivision, or another entity that the Planning Board deems acceptable. An easement shall be granted to the entity owning the street (including its successors and assigns) authorizing the discharge of storm water into said stormwater retention area. Sufficient draft legal documentation creating said Association, and its

regulations, including the aforementioned and following responsibilities, shall be submitted to and approved by the Planning Board prior to their endorsing the approved definitive plan. Final legal documents must be submitted to and approved by the Planning Board prior to recording and prior to the sale of any lots. Said Association shall be responsible for:

- a) the maintenance, repair, and improvement of the storm water drainage structure ensuring its continued functioning capability as designed and constructed
- b) maintaining a bank account at all times, with a balance of no less than an amount determined by the Department of Public Works Director as being sufficient, for the purpose of paying for said maintenance and improvements
- c) maintaining an insurance policy in an amount of at least one million dollars (\$1,000,000.00)
- d) having said structure inspected, and maintained, repaired and improved as needed, at least once a year by a qualified person/firm (i.e. engineer, landscaper as appropriate)
- e) having said qualified person/firm forward a written report, at least once each calendar year, certifying said inspection and any maintenance, repairs, and improvements that were required and undertaken to the Planning Board and Department of Public Works Director
- f) maintaining any planted cul-de-sac islands or boulevards

The Homeowner's Association documents shall also include wording providing that, should said association fail in any of its aforementioned responsibilities as listed above, granting the town the right to intercede and conduct any of the maintenance, repairs and improvements that it feels are necessary to ensure the proper functioning of the structure, and assess the association and/or the association's individual members, the cost of said maintenance, repairs and improvements, plus a 20% administrative fee. In addition, an easement permitting such access and activities by the town shall be included on the definitive subdivision plan and the deeds to the Homeowner's Association's properties and its individual member's properties which are part of the development.

## **5.12 Sidewalks & Crosswalks**

5.12.1 Sidewalks shall be required on one side of each street intersecting streets named in Appendix C that have existing sidewalks and along other subdivision streets as deemed necessary by the Planning Board.

5.12.2 Sidewalks shall be five (5.0) feet in width, and shall be located between the roadway and the right-of-way line, as close to the latter as practicable, and generally parallel with the roadway.

- 5.12.3 Sidewalks shall be constructed with concrete in accordance with MassDOT Specifications, ADA Standards for Accessible Design and Massachusetts Architectural Access Board requirements.
- 5.12.4 Sidewalks shall be properly sloped to meet the adjacent pavement courses for bicycles and handicapped accessibility.
- 5.12.5 Crosswalks and associated signage shall be installed as deemed necessary by the Town.

### **5.13 Lot Layout**

Lots for residential use shall have frontages and areas conforming with existing Zoning Bylaws of the Town of Wilbraham. Side lot lines should be substantially at right angles or radial to street lines. Corner lots must provide frontage and building setback conformity on both streets. Each lot under construction shall have a temporary lot number sign located at the front of the lot clearly visible at all times. This expense shall be borne by the Developer.

### **5.14 Engineering & Surveying Standards**

All final subdivision plans shall be consistent with the current Hampden County Registry of Deeds and Land Court rules prescribing requirements for the recording of plans and 250 CMR 6.00 Land Surveying Procedures and Standards. Upon request, the surveyor shall submit documentation sufficient to demonstrate conformance with 250 CMR 6.00.

### **5.15 Standard Cross Section of Roadway**

All road construction shall conform to the Wilbraham Planning Board Standards (see Appendix E). It shall be the option of the Town Engineer to require the use of granite curb inlets with cast iron tops listed in the MassDOT Specifications, in lieu of concrete catch basin tops, as shown on the Wilbraham Planning Board Standards (see Appendix E).

### **5.16 Street Signs**

- 5.16.1** Street signs shall be supplied and installed at the expense of the Developer at all street intersections. Street signs will conform to the standards defined in the Manual on Uniform Traffic Control Devices (MUTCD) as published by the US DOT Federal Highway Administration. These street signs shall be set in concrete and erected prior to the construction of the first dwelling on the street in a location and according to the standards as approved by the Town of Wilbraham Department of Public Works.
- 5.16.2** In the event that it is not possible or feasible to erect permanent street signs because of conflicting construction activities, temporary street signs shall then be erected prior to said construction at the expense of the Developer. However, any temporary street signs so erected shall be replaced by permanent signs in accordance with Section [5.16.1](#).

## 5.17 Retaining Walls

Retaining walls shall be designed by an engineer, and be installed where deemed necessary by the Planning Board and shall conform to acceptable engineering standards which shall include detailed plans and calculations approved by the Town Engineer.

## 5.18 Street Lights

To enhance safety, there shall be one street light installed at each intersection with existing streets. The Planning Board may, on a case-by-case basis dependent on the volume of traffic, topography, roadway geometry, and other site characteristics require additional lights at intersections or other locations within the subdivision to enhance safety. Street lights shall be cut-off fixtures and shall not cause glare or excessive lighting onto private property

## 5.19 Soil Erosion and Sedimentation Control

- 5.19.1 For the purpose of controlling soil erosion sediment damage and related environmental damage during subdivision construction, adequate provision shall be made for surface water retention and drainage and for the protection of soil surfaces exposed during construction.
- 5.19.2 Earth removal shall be subject to Section 5.10 of the Wilbraham Zoning Bylaw (Earth Removal Regulations) and shall be limited to that necessary for construction of the subdivision roadway and infrastructure unless approved by special permit in accordance with Section 10.4 of the Zoning Bylaw.
- 5.19.3 The top of a fill or bottom of a cut shall not be closer than ten (10) feet from an adjoining property line.
- 5.19.4 The Developer shall submit to the Planning Board for approval a Site Grading Plan for Erosion and Sediment Control as an integral part of the definitive plan (see Section [4.4.2](#)).
- 5.19.5 Such Site Grading Plan shall be prepared by an engineer and shall contain all of the data required by the Planning Board and the Town Engineer and shall comply with any standards and requirements of the Planning Board and the and Town of Wilbraham Stormwater Management Bylaw and Regulations.
- 5.19.6 Said Grading Plan shall include a description of construction and waste materials expected to be stored on site, and a description of controls to reduce pollutants from these materials including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response.
- 5.19.7 A Site Grading Plan conforming to these requirements and to the Town Engineer's recommendations may be approved by the Planning Board only after a performance bond covering the provisions required by this Section 5.19 has been executed.
- 5.19.8 All necessary soil erosion and sedimentation control measures installed under this regulation shall be adequately maintained for one (1) year after completion of the

approved subdivision, or until such measures are permanently stabilized, as determined by the Town Engineer or by the Planning Board. The Town Engineer or the Planning Board shall give the Applicant, upon request, a certificate indicating the date on which the measures called for in the approved plans were completed.

- 5.19.9 The requirements of this section shall be enforced by the Planning Board or its agent and/or the Conservation Commission, if they exercise jurisdiction. Failure to comply with any of the specified requirements for soil erosion control subsequent to the receipt of a building permit shall be construed to be a violation of this subdivision regulation and shall be subject to the penalties provided by law.
- 5.19.10 No building permit for individual lots shall be issued until a site grading plan has been submitted for review by the Director of Public Works and approved by the Planning Board. Each such plan shall clearly show (1) the location of the proposed driveway, dwelling and accessory structures, if applicable; (2) the location of the proposed clearing envelope—the area within which trees and vegetation may be removed and which shall include the septic system, buildings, lawn area and all other land to be cleared; (3) proposed site grading showing existing and finished land contours; and (4) proposed erosion, sedimentation and stormwater runoff control measures, if any. The Subdivider shall mandate this requirement by means of a deed restriction.
- 5.19.11 In any subdivision in which construction ceases, that is, no new foundations begun for a period of one (1) year, all piles of excess soil shall be levelled, graded and seeded or removed. All organic material and other stock piles materials shall be removed from the site, and the remaining area levelled, graded and seeded.

## 5.20 Wetlands

Strict adherence to "The Wetlands Protection Act" (MGL c. 131, §40, as amended) shall be maintained at all times.

## 5.21 Fire Protection

Provision shall be made for fire protection in the subdivision. The Applicant shall review plans for fire protection with the Wilbraham Fire Chief as to the method of providing adequate fire protection. A subdivision plan shall be approved only upon presentation of evidence to the Planning Board that adequate provisions for fire protection have been made.

## SECTION 6 ADMINISTRATION

### 6.1 Inspection

#### 6.1.1 Requirements

- 6.1.1.1 Inspections shall be performed where required in these regulations, and in other cases as required by the Planning Board. The Planning Board may designate Town officials or consultants as its inspection agent(s).
- 6.1.1.2 The Planning Board will not approve a plan of a subdivision after construction of the streets unless all inspections have been performed as specified in these regulations.
- 6.1.1.3 The Developer shall request all inspections in the proper sequence and with sufficient time to allow for the scheduling of the inspection.

#### 6.1.3 Cost of Inspection

- 6.1.3.1 The Developer shall assume all costs incurred for all inspections.
- 6.1.3.2 If the Planning Board requires that inspections be made by the Town Engineer or designee, the Developer shall pay to the Town of Wilbraham an inspection fee as specified in Appendix A. The total inspection fee shall be paid to the Town prior to the endorsement of the definitive plan.
- 6.1.3.4 The Planning Board may require use of an outside consultant for inspection, at the Developer's expense, per the requirements of Section [6.5](#)
- 6.1.3.5 Separate fees may also be assessed by the Board of Water Commissioners and the Wastewater Commission.

#### 6.1.4 Obligations of Developer

- 6.1.4.1 Project construction shall be overseen by the developer's engineer. Inspection of the work does not relieve the Developer of any of its obligations to fulfill the requirements of the Planning Board Subdivision Regulations as herein specified.
- 6.1.4.2 Failure by the inspection agent to reject any defective work or materials shall not in any way prevent later rejection if any defect is discovered, or obligate the Planning Board to make final acceptance.
- 6.1.4.3 The Developer shall at all times comply with the directions of the inspection agent.

#### 6.1.5 Stop Work Order

- 6.1.5.1 All orders of the inspection agent requiring correction of work under these regulations shall be promptly carried out. Failure to comply promptly with such orders will be cause for the inspection agent to issue a stop work order.
- 6.1.5.2 After a stop work order has been issued, no further work shall be done until the inspection agent issues a written order to continue.

## 6.2 Waiver of Regulations

Strict compliance with the requirements of these regulations may be waived when, in the sole uncontested judgement of the Planning Board, such action is in the public interest, consistent with the intent of the Subdivision Control Law, and provided that the Applicant demonstrates to the reasonable satisfaction of the Planning Board that a sufficiently equivalent level of protection can be achieved.

## 6.3 Expenses and Fees

All expenses incurred for plans, surveys, advertisements for hearings and inspections shall be paid by the Applicant. The Planning Board shall adopt reasonable fees to cover all administrative and review costs. The fee schedule may be amended from time to time by majority vote of the Planning Board, without a public hearing, when deemed necessary by the Planning Board. See Appendix A for current fee schedule.

## 6.4 Other Requirements

- 6.4.1 The Developer shall comply with all rules and regulations and orders of conditions of the Board of Health, the Board of Water Commissioners, the Wastewater Commission, the Conservation Commission and all other agencies having jurisdiction.
- 6.4.2 No building permit shall be issued until after installation and approval of drainage and binder course.

## 6.5 Rules for Hiring Outside Consultants

### 6.5.1 Applicability

As provided by MGL c. 44, §53G, the Wilbraham Planning Board may impose reasonable project review fees for the employment of outside consultants, engaged by the Planning Board, for those applications which, in the judgement of the Planning Board, require the services of outside consultants for the review process due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Planning Board may engage engineers, planners, lawyers, designers or other appropriate professionals who can assist the Planning Board in analyzing a project to ensure compliance with all relevant laws, ordinances, bylaws and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Planning Board's decisions or regulations, or inspecting a project during construction or implementation.

### 6.5.2 Procedures

- 6.5.2.1 Funds received by the Planning Board pursuant to these rules shall be deposited with the Wilbraham Treasurer, who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the

- Planning Board without further appropriation as provided in MGL c. 44, §53G. Expenditures from this account shall be made only in connection with the review of a specific project or projects for which a consultant fee has been collected from the Applicant.
- 6.5.2.2 The Planning Board shall give written notice to the Applicant of the selection of an outside consultant, which notice shall state the identity of the consultant, the amount of the fee to be charged to the Applicant, and a request for payment of said fee in its entirety. Such notice shall be deemed to have been given on the date it is mailed or delivered. No such costs or expenses shall be incurred by the Applicant if the application or request is withdrawn within five (5) days of the date notice is given.
- 6.5.2.3 The fee must be received in its entirety prior to the initiation of consulting services. The Planning Board may request additional consultant fees if necessary review requires a larger expenditure than originally anticipated or new information requires additional consultant services. Failure by the Applicant to pay the consultant fee specified by the Planning Board within ten (10) business days of the request for payment shall be cause for the Planning Board to determine that the application is administratively incomplete (except in the case of an appeal). No additional review or action shall be taken on the application until the Applicant has paid the requested fee. Failure of an Applicant to pay a review fee shall be grounds for denial of the application.

### **6.5.3 Appeals of the Selection of Consultant**

The Applicant may appeal the selection of an outside consultant to the Planning Board in accordance with MGL c. 44, §53G. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications of an educational degree in or related to the field at issue, or three or more years of practice in the field at issue or a related field. The Applicant must specify the specific grounds which the Applicant claims constitute a conflict of interest or a failure to meet minimum professional requirements. The required time limits for action upon an application by the Planning Board shall be extended by duration of the administration appeal.

### **6.5.4 Excess Fees**

Any excess amount attributable to a particular project, including accrued interest, will be repaid to the Applicant, or the Applicants successor in interest, upon final action on an application as specified below. For the purpose of this regulation, any person or entity claiming to be an Applicant 's successor in interest shall provide the Planning Board with documentation establishing such succession in interest. Excess fees in the 53G Account including accumulated interest, shall be returned to the Applicant at the conclusion of the review process as defined herein:

- a.) With the approval or disapproval (final action) of a Nonsub Plan or Preliminary Subdivision Plan.

- b.) With the disapproval (final action) of a Definitive Subdivision Plan.
- c.) With the release of the performance bond at the end of construction of an approved Definitive Subdivision Plan.

## **6.6 Enforcement**

The enforcement of the provisions of these Subdivision Regulations, or any approval or condition of approval granted by the Planning Board under the provisions of these Regulations, may be enforced by the Planning Board or its designated agent, by non-criminal complaint pursuant to the provisions of MGL c. 40, §21D, as amended. The fine for any violation disposed of through this procedure shall be three hundred dollars (\$300.00) for each offense. Each day such violation continues shall be deemed a separate offense and each provision of the Regulations or subdivision approval that is violated shall constitute a separate offense.

## **6.7 Administrative Forms**

Attached, as part of these regulations, are certain administrative forms, applications, and other documents associated with subdivisions. These forms may be changed from time to time by the Planning Board, without a public hearing, to reflect changes in procedures or laws.

## **6.8 Appeals**

Appeals may be taken to the Superior Court or Land Court in accordance with MGL c.41, §81BB.

# APPENDICES

- A. FEE SCHEDULE
- B. FORMS
  - Form A: Application for Endorsement of Plan Believed Not to Require Approval
  - Form B: Application for Approval of Preliminary Plan
  - Form C: Application for Approval of Definitive Plan
- C. LIST OF PRINCIPAL STREETS
- D. INSPECTION SCHEDULE FORM
- E. STANDARD CONSTRUCTION DETAILS
  - Exhibit 1: Typical Roadway Section
  - Exhibit 2: Cape Cod Berm
  - Exhibit 3: MassDOT Precast Concrete Catch Basin
  - Exhibit 4: Standard Precast Sewer Manhole
  - Exhibit 5: Rainfall Chart

## APPENDIX A - FEE SCHEDULE

### APPLICATION AND REVIEW FILING FEES:

	Description	Fee
1.	Nonsub (Approval Not Required) Plan	\$110.00
2.	Preliminary Subdivision Plan	\$1,000
3.	Conventional Definitive Subdivision Plan (if a Preliminary Plan was filed)	\$2,150, plus \$215 for each lot over 10*
4.	Conventional Definitive Subdivision Plan (if a Preliminary Plan was filed)	\$3,225, plus \$215 for each lot over 10*
5.	Flexible Definitive Subdivision Plan	\$2,150, plus \$215 for each lot over 10*
6.	Amendment to an Approved Definitive Plan	\$1,000
7.	Project Review fees (for outside consultants)	Cost of consultant

\* plus cost to publish public hearing notice

### ADMINISTRATION FEES - APPROVED DEFINITIVE PLAN:

	Description	Fee
1.	Engineering Inspection	\$4.50 per linear foot
2.	Legal Document Preparation	\$645
3.	Transfer from Covenant to Bond/Bankbook	\$215
4.	Performance Security Substitution	\$215
5.	Performance Security Reduction (Partial Release)	\$100
6.	Performance Security Final Release	\$100

*Note: Fees may be updated from time to time by the Planning Board. Please refer to the Town website for the most current fee schedule.*

## APPENDIX B – FORMS

**Form A:** Application for Endorsement of Plan Believed Not to Require Approval

**Form B:** Application for Approval of Preliminary Plan

**Form C:** Application for Approval of Definitive Plan

**Note:** *Consistent with Section 6.7 of the Subdivision Regulations, forms may be changed from time to time by the Planning Board. Please check the Planning Board's page on the Town of Wilbraham website ([www.wilbraham-ma.gov](http://www.wilbraham-ma.gov)) for the most current application forms.*

**FORM A**  
**WILBRAHAM PLANNING BOARD**  
**Application for Endorsement of Plan Believed not to Require Approval**

<b>Name of Applicant:</b>	
Address:	
Phone:	
Email:	

<b>Name of Property Owner:</b>	
Address:	
Phone:	
Email:	

<b>Name of Surveyor/Plan Preparer:</b>	
Company Name:	
Address:	
Phone:	
Email:	

<b>Property Information</b>	
Property Address:	
Deed Reference:	
Assessor's Parcel #(s):	
Zoning District:	

<b>Purpose/Description of Plan:</b>
-------------------------------------

The undersigned, believing that the accompanying plan of his/her property in the Town of Wilbraham does not constitute a subdivision within the meaning of the Subdivision Control Law, requests determination and endorsement that Planning Board approval under the Subdivision Control Law is not required for the reasons listed on page 2.

**Signatures:**

Owner:			
Printed Name		Date:	
Signature of Applicant (if other than Owner)			
Printed Name:		Date:	

**Check the appropriate response or explain fully on a separate sheet:**

- The accompanying plan is not subdivision because the plan does not show a division of land.
- 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 distances as is presently required by the Wilbraham Zoning By-Law 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 in which the Town Clerk certifies is maintained and used as a public way namely \_\_\_\_\_ or
  - b. a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law, namely \_\_\_\_\_
  - c. a private way in existence prior to 1954, the date when the Subdivision Control Law become effective in the Town of Wilbraham, 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 installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely \_\_\_\_\_.
- 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 \_\_\_\_\_ which adds to/takes away from/changes the size and shape of lots in such a manner that no lot affected is left without frontage as required by the Wilbraham Zoning By-Law.
- The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings were standing on the plan prior to 1954, the date when the Subdivision Control Law went into effect in the Town of Wilbraham, and one of such buildings remains standing on each of the proposed lots shown on the accompanying plan. *Evidence of the existence of such buildings prior to the effective date of the subdivision control law is attached.*

**Application Checklist:**

- Application Form A
- Filing Fee (Please refer to the Fee Schedule. Checks must be made out to the Town of Wilbraham)
- Two (2) reproducible mylar (polyester film) plans suitable for recording
- Two (2) paper copies of the plan
- Electronic copy in PDF format or other digital format acceptable to the Town of Wilbraham. (submit on USB drive with paper copies or email to Planning Office staff at [planning@wilbraham-ma.gov](mailto:planning@wilbraham-ma.gov) PRIOR to submittal)

**See Plan Requirements on following page**

### **NonSub/ANR Plan Requirements (§3.3)**

**Note:** Applicants are strongly encouraged to submit a PDF (portable document format) Adobe Acrobat file (or other digital format acceptable to the Town) copy of proposed plans to the Planning Office for review prior to submittal of mylar and paper copies of plans.

- Date, north arrow, graphic scale, locus, and title block identifying plan by owner and location
- Name, address, official seal and original signature of Surveyor who prepared the plan
- Names of Abutters
- A note indicating the specific purpose of the plan including a description of the proposed changes to the parcels or lots
- Frontage of all existing or proposed lots correctly dimensioned at the front property line
- Area of all existing or proposed lots
- Number or letter designations on all existing and proposed parcels
- Location of bounds, monuments and pins properly noted as to whether found, set or to be set
- Existing and proposed boundary lines with complete dimensions (bearings, distances, etc.)
- Location, name, present width and status of existing streets and ways
- Book and page reference from the Hampden County Registry of Deeds (or Land Court reference) of conveyance to owner(s) of record
- Zoning district designation and location of any zoning district boundaries within the locus of the plan
- Location of all existing and proposed easements
- Location and total area of wetlands with certification that proposed lots are in conformance with section 4.4.3 of the Zoning By-Law (Minimum Usable Land Area) - **see following page**
- Location of all existing structures with setback, side yard and rear yard distances
- Standard approval block inscription "Approval Under the Subdivision Control Law Not Required" with one signature line for plan endorsement
- A notation reading "Endorsement of this plan does not certify compliance with the zoning required for a building lot" or similar language to the same effect
- For parcels that are not building lots (such as when land is conveyed to an abutting parcel), the plan shall clearly indicate that such parcels are not building lots.

**Note:** In exceptional circumstances, the Planning Board may require that the applicant provide additional information

**4.4.3 Minimum Usable Lot Area**

A specified percentage of the area required for zoning compliance, whether by special permit or otherwise, for any lot in a residence district shall consist of contiguous usable land area as defined in Section 1.3. Said percentage shall equal seventy-five (75) percent of said minimum requirement if it equals or exceeds 34,000 square feet and ninety (90) percent of said minimum requirement if it is less than 34,000 square feet.

**1.3 Usable Land Area**

That portion of a lot which is not classified as a "wetland" as defined in Chapter 131, Section 40 of the Massachusetts General Laws and the regulations promulgated thereunder in 310 C.M.R. 10.00 and/or the Wilbraham Wetlands Bylaw and the regulations promulgated thereunder, and which does not consist of slopes having a grade of fifteen percent (15%) or greater.

	ZONING DISTRICT				
	R-15	R-26	R-34	R-40	R-60
<b>MINIMUM LOT AREA</b> (square feet)	15,000	26,000	34,000	40,000	60,000
<b>MINIMUM USABLE LOT AREA</b> (square feet)	13,500	23,400	25,500	30,000	45,000

**FORM B**  
**WILBRAHAM PLANNING BOARD**  
**Application for Approval of Preliminary Plan**

<b>Applicant:</b>				
Name:				
Address:				
Phone:		Email:		
<b>Property Owner:</b>				
Name:				
Address:				
Phone:		Email:		
<b>Surveyor/Plan Preparer:</b>				
Name:				
Company Name:				
Address:				
Phone:		Email:		
<b>Property &amp; Plan Information</b>				
Property Address:				
Deed Reference: (Book/Page)				
Assessor's Parcel #(s):				
Zoning District:				
Plan Title:				
Plan Date:				
Proposed Street Name(s):				
Number of Lots:		Total Acres:		
Number/Type of Housing Units:				
Source of Water/Sewer:	<input type="checkbox"/> Private Well	<input type="checkbox"/> Town water	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Town sewer

*The undersigned submits the accompanying Preliminary Plan for approval as a subdivision under the Subdivision Control and the Town of Wilbraham Subdivision Regulations.*

<b>Signatures:</b>				
Owner:				
Printed Name		Date:		
Signature of Applicant (if other than Owner)				
Printed Name:		Date:		

*See Application Checklist on Following Page*

**Application Checklist**

Use this checklist to ensure you have provided all required information. See Town of Wilbraham Subdivision Regulations for details (§4.3). 8 paper copies are required except where noted.

- Application Form B
- Written list of waiver requests
- Fees (Please refer to the Fee Schedule. Checks must be made out to the Town of Wilbraham)
- Plans (8 copies: 2-full-size & 6- 11"x17" or 12" x 18")
- .pdf copy of **all required submittals** except checks (submit on USB drive with paper copies or email to Planning Office staff at [planning@wilbraham-ma.gov](mailto:planning@wilbraham-ma.gov) PRIOR to submittal)

**FORM C**  
**WILBRAHAM PLANNING BOARD**  
**Application for Approval of Definitive Plan**

<b>Applicant:</b>				
Name:				
Address:				
Phone:		Email:		
<b>Property Owner:</b>				
Name:				
Address:				
Phone:		Email:		
<b>Surveyor/Plan Preparer:</b>				
Name:				
Company Name:				
Address:				
Phone:		Email:		
<b>Property &amp; Plan Information</b>				
Property Address:				
Deed Reference: (Book/Page)				
Assessor's Parcel #(s):				
Zoning District:				
Plan Title:				
Plan Date:				
Proposed Street Name(s):				
Number of Lots:		Total Acres:		
Number/Type of Housing Units:				
Source of Water/Sewer:	<input type="checkbox"/> Private Well	<input type="checkbox"/> Town water	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Town sewer

**Check one of the following (and fill in where appropriate):**

- A preliminary plan of the proposed subdivision has not been submitted to the Board.
- A preliminary plan of the proposed subdivision, to which the accompanying plan conforms, was approved by the Board on \_\_\_\_\_.
- A preliminary plan of the proposed subdivision was approved by the Board on \_\_\_\_\_, with modifications, which modifications have been incorporated in the accompanying plan.
- A preliminary plan of the proposed subdivision was disapproved by the Board on \_\_\_\_\_.

The undersigned submits the accompanying Definitive Plan for approval as a subdivision under the Subdivision Control and the Town of Wilbraham Subdivision Regulations.

Signatures:			
Owner:			
Printed Name		Date:	
Signature of Applicant (if other than Owner)			
Printed Name:		Date:	

**Application Checklist**

Use this checklist to ensure you have provided all required information. See Town of Wilbraham Subdivision Regulations for details (§4.4.1 & §4.4.2). 8 paper copies are required except where noted.

- Application Form C
- Written list of waiver requests
- Fees (Please refer to the Fee Schedule. Checks must be made out to the Town of Wilbraham)
- Certified Abutters List (abutters within 300 feet) – **1 copy**
- Stamped envelopes for abutters, applicant, owner, and engineer
- Plans (**8 copies**: 2-full-size & 6- 11"x17" or 12" x 18") – see §4.4.2 (Plan Requirements and Contents)
- Engineer’s Report (**2 paper copies**)
- .pdf copy of **all required submittals** except checks (submit on USB drive with paper copies or email to Planning Office staff at [planning@wilbraham-ma.gov](mailto:planning@wilbraham-ma.gov) PRIOR to submittal)

## APPENDIX C - LIST OF PRINCIPAL STREETS

Boston Road  
Brainard Road  
Chilson Road  
Crane Hill Road  
Dipping Hole Road  
East Longmeadow Road  
Faculty Street  
Glendale Road  
Main Street  
Maple Street  
Maynard Road  
Monson Road  
Mountain Road  
Oakland Street  
Ridge Road  
Soule Road  
Springfield Street  
Stony Hill Road  
Three Rivers Road  
Tinkham Road

## APPENDIX D – INSPECTION SCHEDULE FORM

Name of Subdivision: \_\_\_\_\_

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

Subject of Inspection	Initials of Inspector	Date of Inspection
Clearing of Right of Way		
Subgrade Preparation		
Roadway Construction Material Types		
Below Grade Drainage		
Sanitary Sewer Installation		
Water Installation		
Fire Alarm Installation		
Gravel Base		
Curb Installation		
Binder Course		
Surface Drainage		
Berm Installation		
Sidewalk Construction		
Street Trees		

## **APPENDIX E – STANDARD CONSTRUCTION DETAILS**

**Exhibit 1:** Typical Roadway Section

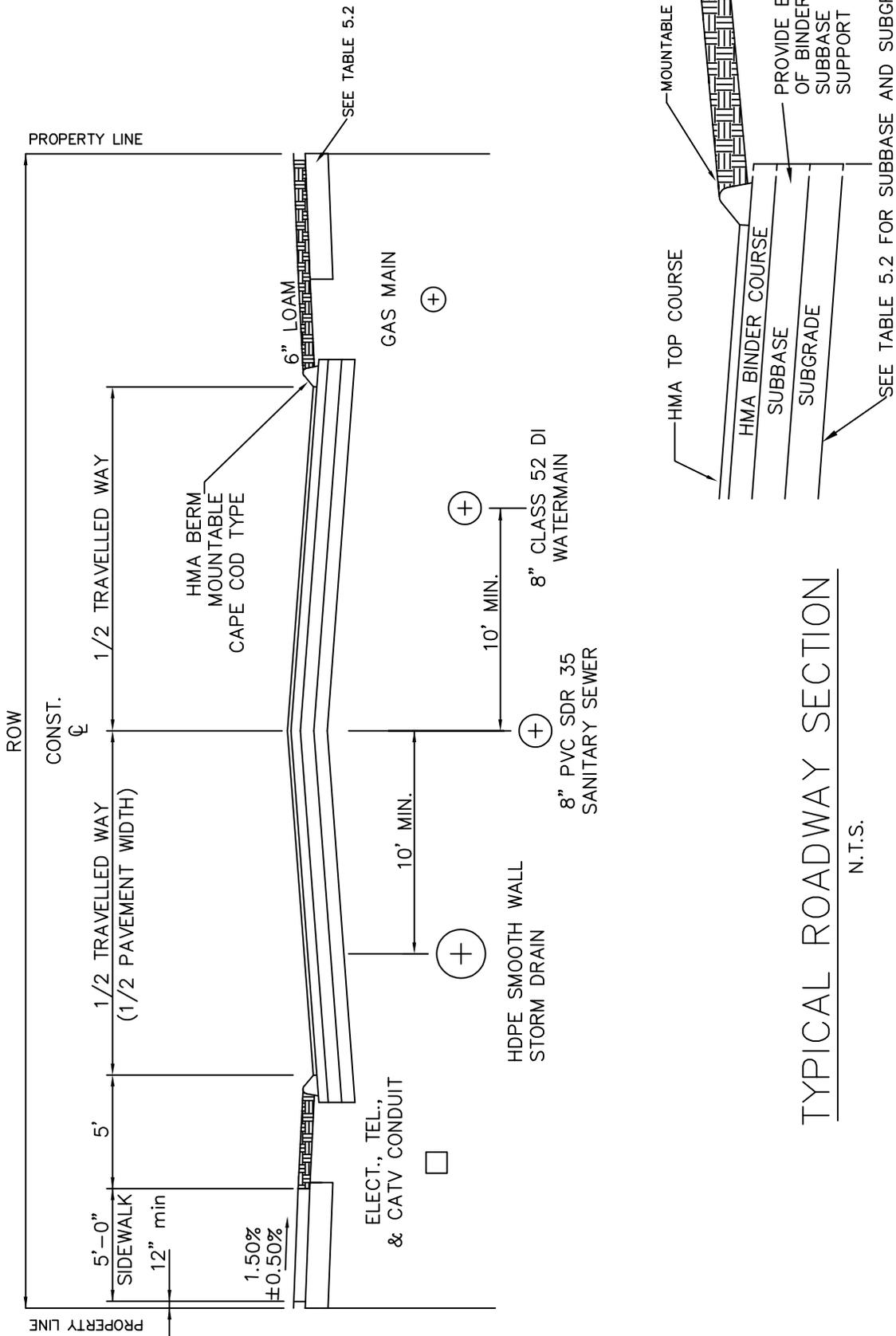
**Exhibit 2:** Cape Cod Berm

**Exhibit 3:** MassDOT Precast Concrete Catch Basin

**Exhibit 4:** Standard Precast Sewer Manhole

**Exhibit 5:** Rainfall Chart

**EXHIBIT 1: TYPICAL ROADWAY SECTION**

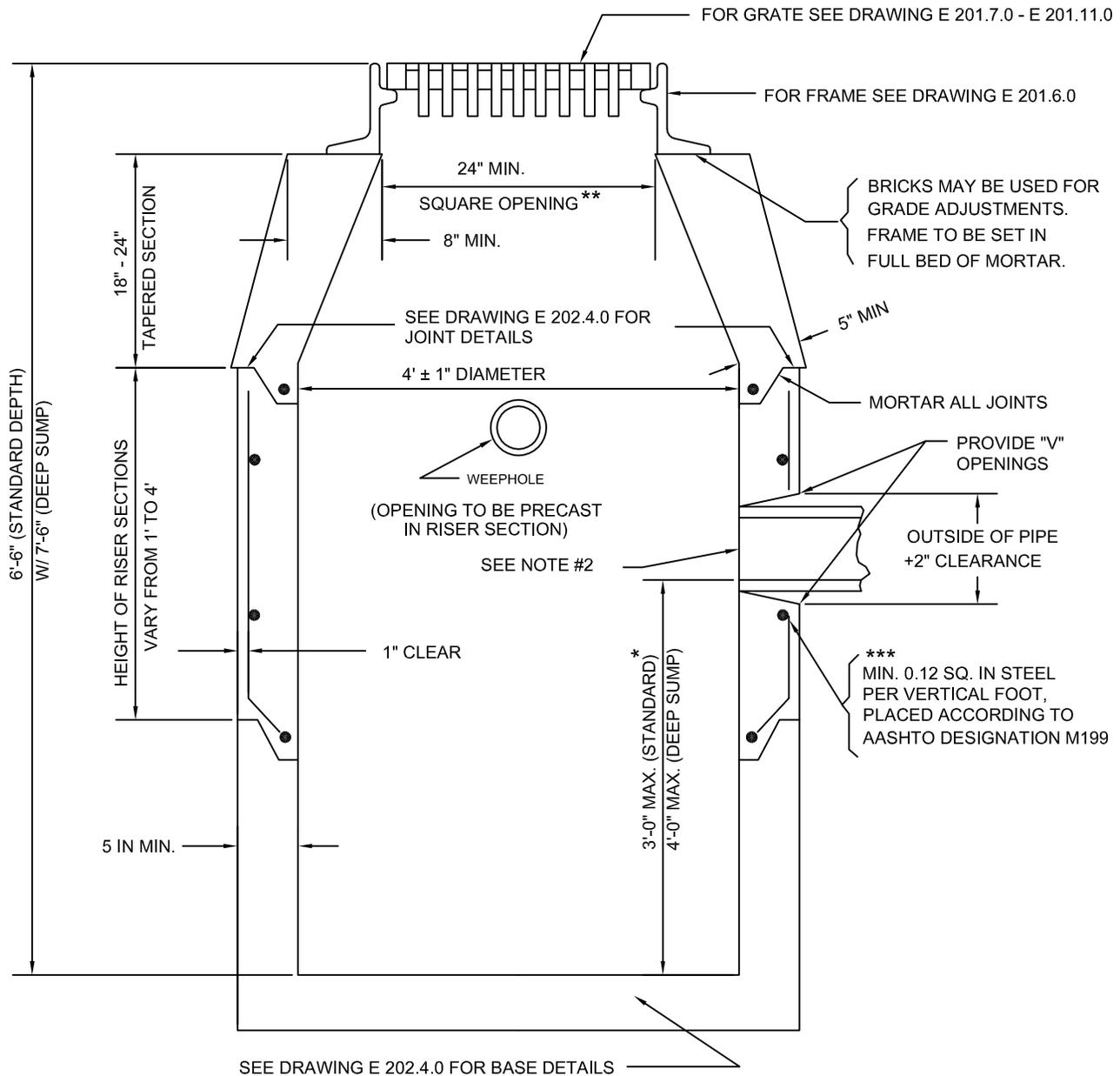


**TYPICAL ROADWAY SECTION**

N.T.S.

<p>DRAWN BY:</p> <p>DATE:</p> <p>DWG. NO.:</p>	<p>REVISIONS</p>	<p>PROJECT</p> <p>TOWN OF WILBRAHAM CONSTRUCTION STANDARDS</p>	<p>SHT. NAME</p> <p>TYPICAL ROADWAY SECTION</p>	<p>SHT. NO.</p>
--	------------------	--	---	-----------------

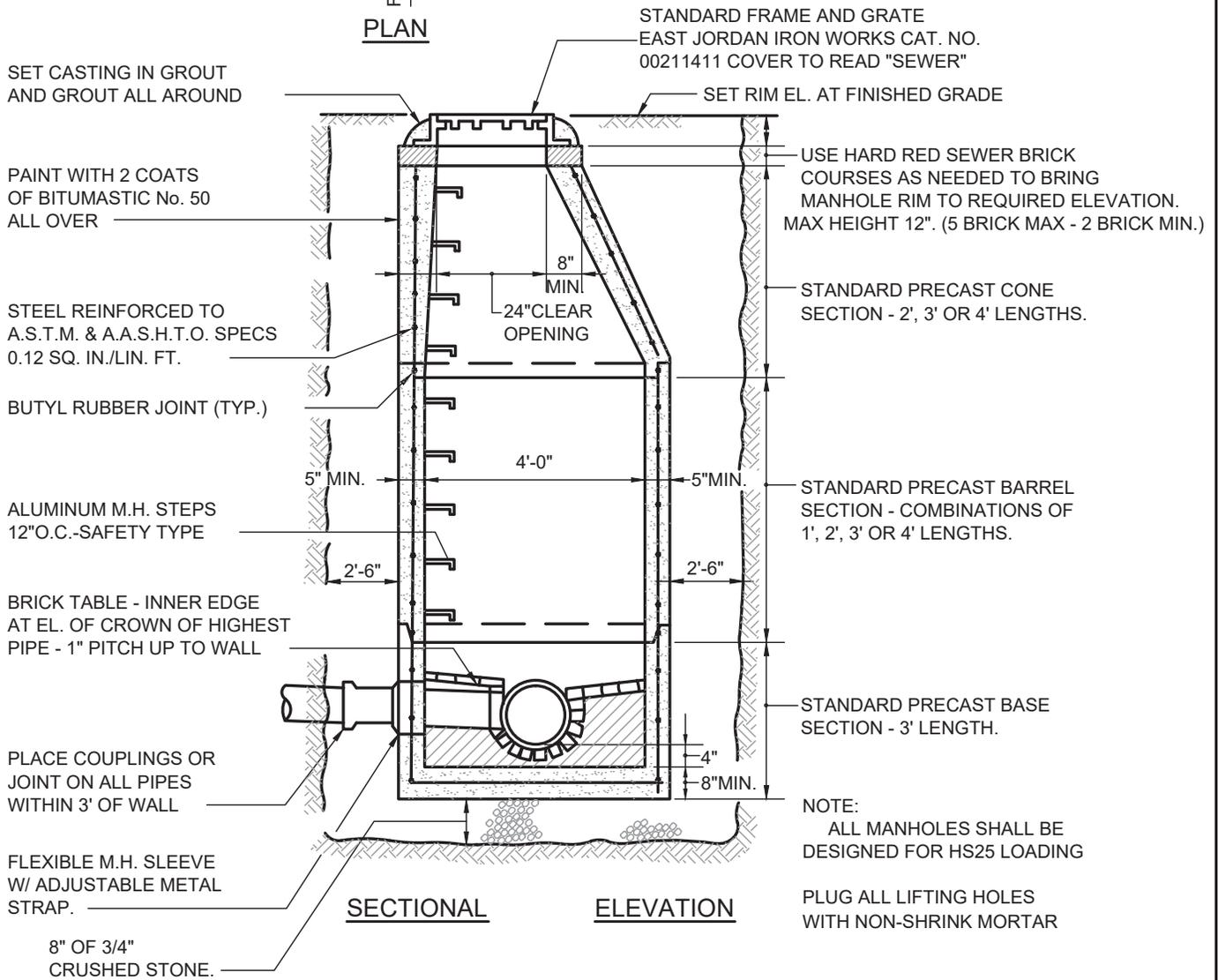
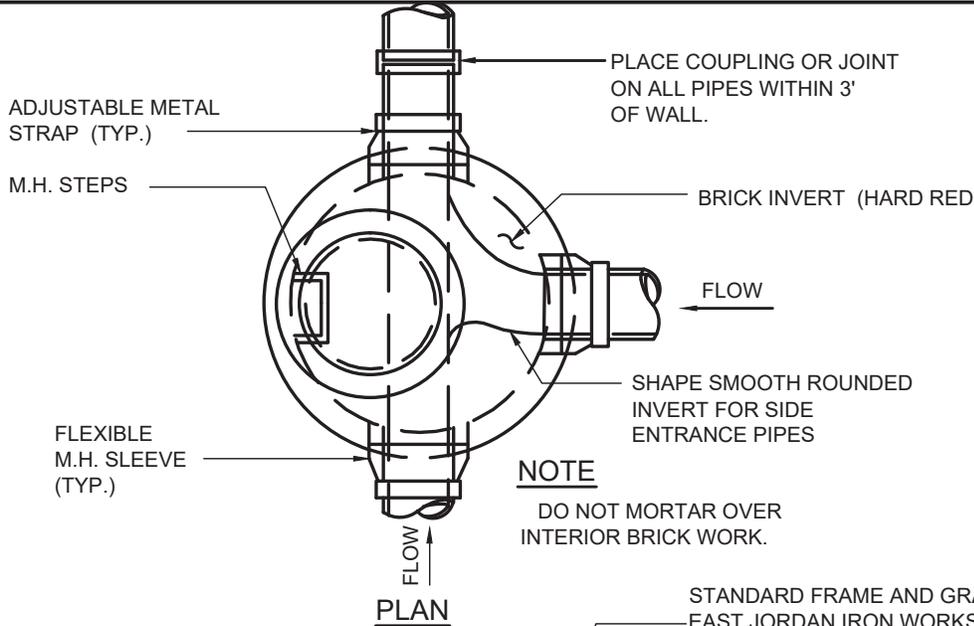




- \* MINIMUM DEPTH OF SUMP TO BE 2 FT
- \*\* WHEN A CURB INLET IS INSTALLED, THE OPENING IS TO BE 24"±1" X 27"±1"
- \*\*\* REINFORCING STEEL BASED ON A WALL THICKNESS OF 5".

**NOTES:**

1. DETAILS NOT INDICATED ABOVE ARE TO BE SIMILAR TO THOSE SHOWN ON E 201.3.0
2. FACE OF PIPE FLUSH OR NOT TO PROJECT MORE THAN 4" FROM FACE OF WALL ALONG CENTERLINE OF PIPE.
3. FOR DESCRIPTION, MATERIALS AND CONSTRUCTION METHOD, SEE STANDARD SPECIFICATIONS.
4. ALL CONCRETE TO BE AIR ENTRAINED



TOWN OF WILBRAHAM  
CONSTRUCTION DETAILS  
SEWER MANHOLE

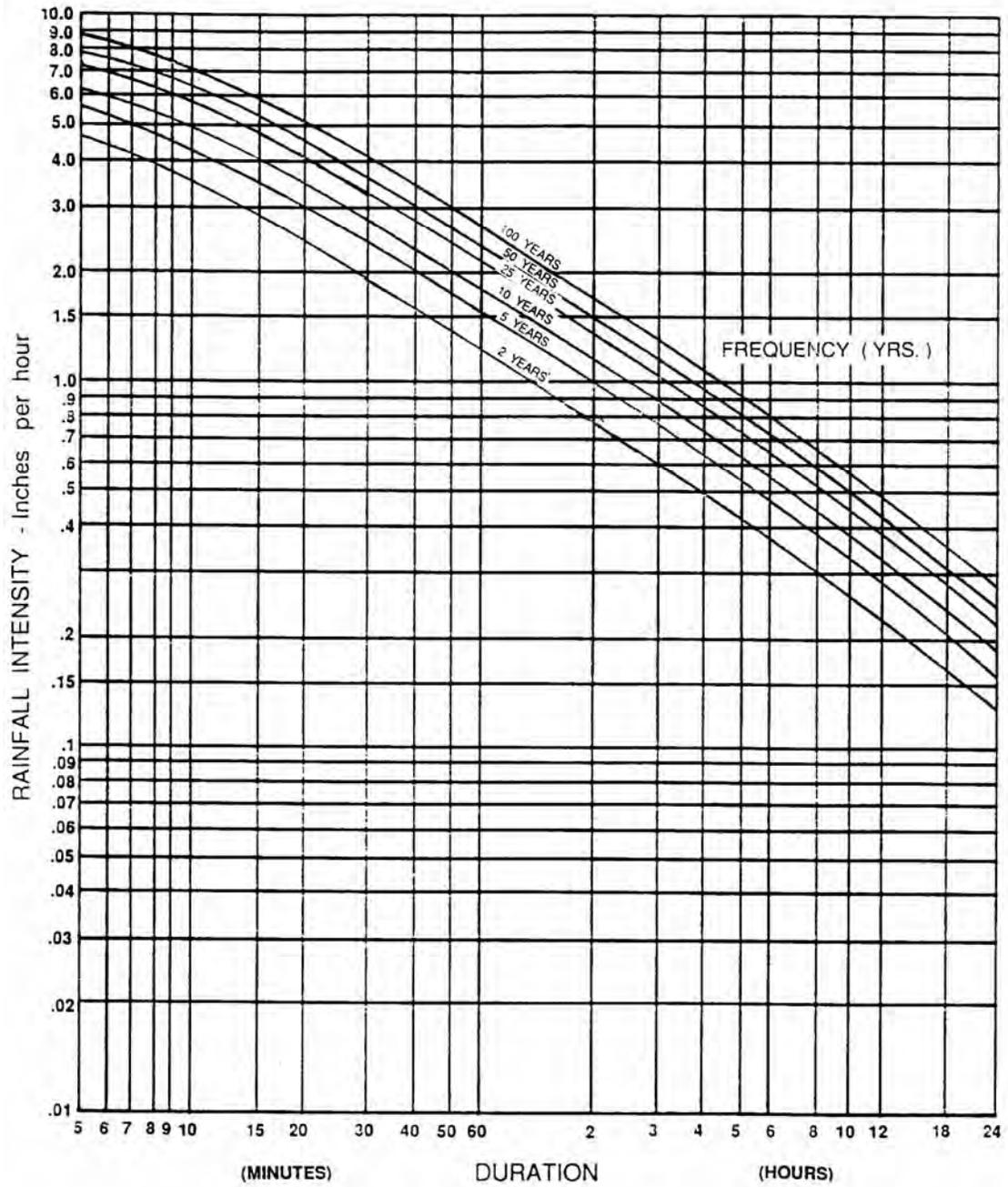
DATE OF ISSUE:

DETAIL NUMBER:

**S-1**

EXHIBIT 5: RAINFALL CHART

Intensity - Duration - Frequency Curve for Springfield, MA



Source: MassDOT Project Development & Design Guide, Chapter 8 Drainage and Erosion Control, 2006 Edition