



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

FORM C

PROCEDURE FOR SUBMITTING APPLICATION FOR DEFINITIVE SUBDIVISION PLANS

A completed application consisting of each of the requirements of §2.5 of the Subdivision of Land Regulations will be filed as follows:

- ten (10) packets to be filed with the Town Clerk;
- a complete copy, including all plans and attachments, submitted to the Board of Health; AND
- a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at esturdy@truro-ma.gov.

Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the prior week.

The following information and requirements must be filed with all applications for Definitive Subdivision Plans consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

☐ **1 – Official Application Form – Original and Nine (9) Copies**

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

☐ **2 – Required Plan(s) and Other Information including Checklist (Ten (10) Copies)**

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Subdivision of Land Regulations. The application shall include each of the requirements of §2.5 as listed in the attached Checklist which is to be submitted as part of the official application.

☐ **3 – Certified Abutters List – Original and Nine (9) Copies**

A Certified Abutters List shall be obtained by the Applicant from the Truro Assessors Office and filed as part of the complete application. The Applicant shall give notice to the abutters by mailing a copy of the Public Hearing Notice as provided by the Planning Department Assistant. Notice shall be via certified mail and return receipt to the list of abutters as received from the Assessing Department. Said notice shall be mailed out no less than ten (10) days prior to the scheduled public hearing. A copy of the certified mail receipts and the original returned “green cards” must be filed with the Planning Board prior to the public hearing. A copy of the “Certified Abutters List Request Form” is included in this packet.

☐ **4 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro. Fee is **\$150.00** per lot, minimum **\$300.00**. The filing fee is non-refundable.

Note: *Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner's association.*

ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date.
- Either you or your agent/representative shall appear before the Board at the scheduled meeting. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit ten (10) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Planning Department Assistant at esturdy@truro-ma.gov.

Please do not include a copy of these instructions with the application



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

FORM C

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

To the Planning Board of the Town of Truro, MA

Date _____

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

by _____ dated _____ and described as follows:

Located: _____ Assessor's Map(s) and Parcel(s): _____

Number of Lots Proposed: _____ Total Acreage of Tract: _____

Said applicant hereby submits said plan as a *Definitive* subdivision plan in accordance with the Rules and Regulations of the Truro Planning Board and makes application to the Board for approval of said plan.

The undersigned's title to said land is derived under deed from _____, dated _____, and recorded in the Barnstable Registry of Deeds Book and Page _____ or Land Court Certificate of Title No. _____ registered in Barnstable County, and said land is free of encumbrances except for the following:

Said plan has/has not (*circle appropriate*) evolved from a preliminary plan submitted to the Board on _____ and approved/approved with modifications/disapproved (*circle appropriate*) on _____.

Applicant:

(Printed Name of Applicant)

(Signature of Applicant)

Applicant's Telephone Number(s) _____

Applicant's Legal Mailing Address _____

Owner's Signature if not the applicant
or applicant's authorization if not the owner:

(Printed Name)

(Signature)

Owner's Legal Mailing Address _____

Surveyor Name/Address _____
(or person responsible for preparation of the plan)

File ten (10) copies each of this form and applicable plan(s) with the Town Clerk; and a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at esturdy@truro-ma.gov

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
2.5.2 Submission Requirements for Definitive Plans					
a.	General - The following documentation shall be submitted along with a Definitive Plan; to the Planning Board:				
a.1	A properly executed application for Definitive Subdivision Plan Review. (Form C).				
a.2	A list of the names and addresses of all abutters, as defined in Section 1.6 and as certified by the Deputy Assessor.				
a.3	Twelve (12) paper prints of the plan.				
a.4	Twelve (12) copies of all plans, profiles and cross-sections, showing proposed design and location of streets, drainage and utilities.				
a.5	Two (2) copies of the subdivision plan prepared at a scale of 1 inch = 100' feet. The plan shall include the lot numbers and lot areas in acres and square footage. Distances and bearing need not be shown.				
a.6	Two (2) copies of drainage calculations based on a fifty (50) year storm, stamped and signed by an engineer, along with a topographic plan delineating contributing areas.				
a.7	A list of requested waivers from these Rules and Regulations consistent with §1.5, if applicable, and a narrative explanation detailing the reasons for such waivers and the bases for finding that such waivers are in the public interest.				
a.8	A digital copy of the subdivision application and accompanying plans in PDF format. This digital copy shall be sent to the Planning Department within 1 business day of the paper filing at the Town Clerk's Office. In addition, the Board and/or its consultants may require submission of the plans and other relevant documents in CAD or other formats.				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
a.9	A traffic impact and access study shall be required, for all developments that propose to create ten (10) or more buildable lots, at the developments access to existing roadway networks. The study shall be based on standards traffic engineering guidelines developed by the Massachusetts Environmental Protection Act (MEPA). The Planning Board may also require a traffic study if in their determination one is warranted because of public safety concerns.				
a.10	Three proposed road name(s) for each new street. The Board reserves the right to reject proposed street names.				
a.11	A written statement stating the time within which the applicant/subdivider agrees to complete the proposed ways and to install all utilities required by the Board. The Board may decline to approve any plan unless the applicant agrees to complete the way shown thereon and install the utilities aforesaid within an agreed upon period after the date of endorsement. In the event the work is not completed within the time set forth, or as extended, the Board may rescind its approval and require a new public hearing.				
b.	Contents of Plan - A Definitive Plan shall be prepared by a land surveyor, shall be clearly and legibly drawn in permanent ink upon a reproducible film, and shall comply with the recording requirements of the Registry of Deeds and/or Land Court, whichever is applicable. Final plans and profiles submitted for approval shall be the following sizes: 24 inches by 36 inches maximum, 11 inches by 17 inches minimum, with a ¼-inch border. If multiple sheets are used, they shall be accompanied by an index showing the entire subdivision. Cross-sections shall be provided for all streets.				
	The following information shall be shown:				
b.1	The subdivision name, date of the plan, scale, north arrow, assessor' s map and parcel numbers of all land shown on the plan, legend and the title "Definitive Plan".				
b.2	A locus plan containing sufficient information to locate the proposed subdivision, such as streets bounding or providing access to the property.				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
b.3	The boundaries, area, frontage, and dimensions of each lot and of any contiguous lot(s) in common ownership.				
b.4	The name(s) and address of the owner(s) of record and of the applicant, and the name, address, seal and signature of the land surveyor who prepared the plan.				
b.5	The existing and proposed methods of providing road drainage and utilities.				
b.6	The following information shall be noted on the plan:				
	• Gross area of the subdivision in square feet and acres.				
	• Gross area of roads and cul-de-sacs, in square feet and acres.				
	• Area(s) subject to the Wetlands Protection Act and approval and/or restriction(s) of the Conservation Commission or the Board.				
	• Gross area of wetlands, in square feet and acres, for the entire subdivision.				
	• Net area of wetlands within each lot or parcel, in square feet and percentage.				
	• Net area of contiguous upland of each lot or parcel, in square feet and percentage.				
b.7	Easements, covenants, rights-of-way, and/or restrictions applicable to the area shown on the plan.				
b.8	The existing and proposed lines of streets, ways, lots, easements and any public or common areas within the subdivision.				
b.9	The existing and proposed lines of any easements access or other purposes. The location, ownership and expiration date(s) of any conservation restrictions or easements.				
b.10	The topography of the land, using two (2) foot contours, derived from an actual survey or photogrammetry based on USGS Datum. This may be shown on a separate plan.				
b.11	Zoning classification (including overlay districts) and the location of any zoning district boundaries that lie within the subdivision boundaries.				
b.12	The location and setbacks of all existing buildings and other structures on the land to be subdivided.				
b.13	The location of any wetlands on the land to be subdivided or within one hundred (100) feet of its boundaries.				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
b.14	Base flood elevation data, as shown on the Flood Insurance Rate Map, as most recently revised, published by the U.S. Department of Housing and Urban Development. The Base Flood Elevation date shall be provided for all proposals where any portion of the subject property lies within the 100-year flood plain.				
b.15	Sufficient data to determine the location, direction and length of every way, lot lines and boundary lines including lengths and radii of all curves, to establish and reproduce these lines on the ground, and to comply with the requirements of the Registry of Deeds and/or Land Court.				
b.16	For all ways involved in access for the proposed subdivision, whether within, abutting or without the subdivision, the grade and width of road layout, the location of the roadway within the layout, sight distances at intersections, and the physical condition of the roadway including actual width, surface type, depth of surface materials and condition of the road surface.				
b.17	A notation on the plan indicating that permanent bounds shall be set at all points of curvature and changes in direction of street side lines and at all lot corners, as appropriate.				
b.18	A notation on the plan indicating any waiver to these Rules and Regulations being requested.				
b.19	Suitable space to record the action of the Board and the signatures of the Board members.				
b.20	Suitable space for noting the following dates shall be provided:				
	• Date of Preliminary Application				
	• Date of Preliminary Approval				
	• Date of Definitive Application				
	• Date of Definitive Approval				
	• Date of Definitive Endorsement				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
b.21	All plans shall have the following notation lettered adjacent to the record of Board's approval as a condition of approval: "No lots may be conveyed and no building permits shall be issued by the Town of Truro until all applicable requirements of the <i>Rules and Regulations Governing the Subdivision of Land</i> have been met."				
b.22	Two benchmarks taken from U.S.G.S. datum shall be established within the subdivision. Selection of the benchmark location shall be a point that will not be disturbed during construction operations.				
b.23	Names of all direct abutters as they appear in the most recent tax list and approximate location of intersecting boundary lines of the abutting land.				
b.24	All information required on a preliminary plan.				
b.25	All deed references and plan references of the subdivision area and abutting properties.				
b.26	A place on the plan shall be reserved for the noting of the approval and/or restrictions of the Board of Health.				
b.27	Lot numbers to be noted on the plan.				
b.28	Legend.				
b.29	Notes indicating that all "Utilities shall be underground".				
b.30	All trees with an outside bark diameter of ten (10) inches or greater measured four and one-half (4½) feet above existing grade on the uphill side of the tree and all specimen trees (including but not limited to holly trees, cedar trees, etc.), shall be shown on the plan, and the species of the tree shall be identified. This may be shown on a separate plan.				
b.31	Location of ancient ways, historic walls, foundations, or other similar structures.				
c.	Content of Plan and Profiles, and Cross-sections - The Construction Plan and Profile of proposed street(s), prepared by an engineer and with all elevations referred to the U.S.G.S. datum, shall include:				
c.1	Horizontal scale of one (1) inch to forty (40) feet.				
c.2	Vertical scale of one (1) inch to four (4) feet.				
c.3	Existing centerline elevations every fifty (50) feet.				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
c.4	Existing right side line.				
c.5	Existing left side line.				
c.6	Proposed centerline grades and elevations, with elevations at every fifty (50) foot station, except that in vertical curves elevations shall be shown at twenty-five (25) foot stations and at PVC and PVT (point of vertical curve and point of vertical tangent).				
c.7	Proposed right and left side lines.				
c.8	Gradient of traveled surface.				
c.9	Spot elevations at centerline of each intersecting street or driveway.				
c.10	All existing intersecting walks and driveways.				
c.11	The limits of clearing to accommodate the road layout, utilities and shoulders.				
c.12	Size and location of existing and proposed water mains and their appurtenances, if any, and surface drains and their appurtenances.				
c.13	Profiles shall show vertical locations of water lines, drainage lines and other utilities. Sizes of all pipes shall be shown as well as inverts of all pipes at each manhole or catch basin, together with invert elevation and rim elevation of each manhole or catch basin.				
c.14	Cross sections shall show cuts, fill, subgrade, finished surface, shoulders, curbs or berms, and slopes.				
c.15	A detailed landscape plan, which may be included on the plan and profile or as a separate plan, showing: a. Location, size and species of proposed streets trees, if any and other plantings associated with all areas to be disturb. b. Existing trees, as described in §2.5.2.b.30, which are proposed to be removed. c. Method of final slope stabilization.				
c.16	An erosion control plan, which may be included on the plan and profile or as a separate plan or in conjunction with the landscape plan described in item #15, shall include the following: a. Topographical contours at two-foot intervals.				

2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
	b. Drainage patterns and watershed boundaries, if any.				
	c. Existing vegetation.				
	d. Proposed limit of clearing.				
	e. The location, identification and narrative description with detailed drawings of all temporary and permanent erosion and sediment control Best management Practices.				
	f. Temporary driveway apron to serve during all phases of site preparation and construction that shall consist of ¾" crushed stone 3" thick or bituminous binder 2-1/2" thick.				
	g. Narrative description of the construction schedule and the concurrent sequencing and timing of erosion control measures as shown on the plan.				
<u>2.5.3 Staking of Proposed Subdivision</u>					
	In order to facilitate on-site review by the various reviewing boards, the applicant shall, at the time of filing of a Definitive Plan, stake and brush cut to a minimum of three (3) feet wide the centerline of all proposed ways in the subdivision and shall stake all points where lot lines intersect rights-of-way.				



TOWN OF TRURO

Assessors Office Certified Abutters List Request Form

DATE: _____

NAME OF APPLICANT: _____

NAME OF AGENT (if any): _____

MAILING ADDRESS: _____

CONTACT: HOME/CELL _____ EMAIL _____

PROPERTY LOCATION: _____
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____ EXT. _____
(if condominium)

ABUTTERS LIST NEEDED FOR:

FEE: \$15.00 per checked item

(please check all applicable)

(Fee must accompany the application unless other arrangements are made)

___ Board of Health ⁵	Planning Board (PB)	Zoning Board of Appeals (ZBA)
___ Cape Cod Commission	___ Special Permit ¹	___ Special Permit ¹
___ Conservation Commission ⁴	___ Site Plan ²	___ Variance ¹
___ Licensing	___ Preliminary Subdivision ³	
Type: _____	___ Definitive Subdivision ³	
___ Other _____		

(Fee: Inquire with Assessors)

(Please Specify)

Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: _____ Date completed: _____

List completed by: _____ Date paid: _____ Cash/Check _____

¹Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

²Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

³Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. Note: For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

⁴All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. Note: Responsibility of applicant to notify abutters and produce evidence as required.

⁵Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. Note: Responsibility of applicant to notify abutters and produce evidence as required.