



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## FORM F

### PROCEDURE FOR SUBMITTING CERTIFICATION OF COMPLETION AND RELEASE OF MUNICIPAL INTEREST IN SUBDIVISION PERFORMANCE SECURITY

The Board will review applications in accordance with §2.5.6 and §2.5.7 of the Town of Truro Rules and Regulations Governing the Subdivision of Land and MGL Chapter 41, §81-U, including but not limited to the timeframes referenced therein. An application shall be filed as follows:

- ten (10) packets to be filed 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](mailto: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 Certification of Completion and Release of Municipal Interest in Subdivision Performance Security 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 §2.5.7 as listed in the attached Checklist which is to be submitted as part of the official application.

☐ **3 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$100.00**. 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](mailto: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 F

### **CERTIFICATION OF COMPLETION AND RELEASE OF MUNICIPAL INTEREST IN SUBDIVISION PERFORMANCE SECURITY**

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

Subdivision Name: \_\_\_\_\_ Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Date of Subdivision Approval: \_\_\_\_\_

Barnstable County Registry of Deeds, Decision Book \_\_\_\_\_, Page \_\_\_\_\_

Barnstable County Registry of Deeds, Plan Book \_\_\_\_\_, Page \_\_\_\_\_

Barnstable County Land Registry, L.C.P. No. \_\_\_\_\_

Form D Covenant Doc. No. \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_

The undersigned, being a majority of the Planning Board of the Town of Truro, Massachusetts, hereby certify that the construction of ways and the installation of municipal services for the subdivision cited above have been fully and satisfactorily completed in accordance with the Planning Board Rules and Regulations to serve the following lots: \_\_\_\_\_

Pursuant to MGL c.41, §81-U and in consideration of said construction and installation, the Town of Truro, a Massachusetts municipal corporation, acting through its Planning Board, hereby release its interest in the performance security for the subdivision cited above.

Truro Planning Board Signatures:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **COMMONWEALTH OF MASSACHUSETTS**

#### **BARNSTABLE, SS**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, one of the above signed members of the Truro Planning Board, proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document in my presence.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## FORM E

### APPLICATION FOR MODIFICATION, AMENDMENT OR RESCISSION OF DEFINITIVE SUBDIVISION

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: \_\_\_\_\_

Hereby submits said plan for (*circle one*)      MODIFICATION      AMENDMENT      RESCISSION      in accordance with the Rules and Regulations of the Truro Planning Board for the following reason(s):

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:

The undersigned hereby applies for approval of said MODIFICATION, AMENDMENT OR RESCISSION plan by the Board, in belief that the plan conforms to the Board's Rules and Regulations.

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](mailto:esturdy@truro-ma.gov)**

## 2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

<b>Address:</b> _____		<b>Applicant Name:</b> _____		<b>Date:</b> _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
<b>2.5.7 Evidence of Satisfactory Performance</b>					
	Before the Board will release the interest of the town (Form F) in a performance bond or deposit or, in the case of approval with covenant, issue a release of covenant, the following must be submitted to and approved by the Board:				
a.	Five copies of an "As Built" drawing prepared and certified by an engineer or land surveyor.				
	Certification shall be by the engineer or land surveyor employed by the applicant at his or her own expense and shall indicate by a statement on the plan that "all streets, sidewalks, sewers, storm drains, and water mains, and their appurtenances shown have been constructed in accordance with the lines and grades of the approved plan or the approved revised plan and are accurately located as shown hereon."				
	The "As-Built" Plan shall accurately show the following and shall be drawn on twenty- four (24) by thirty-six (36) inch reproducible sheets at a scale of				
	one inch equals forty feet (1"= 40') horizontal and				
	one inch equals four feet (1"= 4') vertical:				
1	Final as-built centerline profile and the "as designed" centerline.				
2	Street lines, traveled ways, berms and sidewalks.				
3	Permanent monuments and boundary points.				
4	All roadway drainage including:				
	• basin and manhole rim and invert elevations				
	• structure type and size				
	• type and size of all other drainage such as underdrains, trenches, channels and detention/retention areas.				
5	Location of water mains, gate valves and hydrants.				
6	Location of above and underground utilities.				
7	Location of all easements including drainage and slope.				
8	Location of miscellaneous features installed within the street layout such as signs, lights, guardrail, or other similar appurtenances.				
9	Location of ancient ways, historic walls, foundations, or other similar structures.				

## 2.5 - DEFINITIVE SUBDIVISION PLANS REVIEW CHECKLIST - Applicant

<b>Address:</b> _____		<b>Applicant Name:</b> _____		<b>Date:</b> _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
<b><u>2.5.7 Evidence of Satisfactory Performance</u></b>					
b.	The Board shall obtain in writing from the Applicant's Engineer a statement that all work required by the Rules and Regulations and the approved Definitive Subdivision Plan has been inspected by him or her and completed in each street in the subdivision (or the street or streets serving the lots in question), including storm drains, bridges, and sidewalks, and that he or she has approved the methods of construction and materials used in the performance of such work. (Form E)				
c.	There shall be one-year growth for all grass and plantings.				