



Special Permit Rules and Regulations Canton, Massachusetts



2019

planning board

Town of Canton, Massachusetts

PLANNING BOARD

Adopted 2019

Amended: 1998, 2019

Thomas C. Scully, Chairman ◦ Robert E. Panico, Vice Chairman

Patricia McDermott, Clerk ◦ Kathy McCormack, Member

David McCarthy, Member

Laura Smead, AICP, Town Planner

Special Permit Rules and Regulations

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Special Permit Rules and Regulations Canton, Massachusetts

SECTION 1. PLANNING BOARD SPECIAL PERMIT REGULATION OF USES

- A. Title
- B. Authority
- C. Effective Date
- D. Availability

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SECTION 1. PLANNING BOARD SPECIAL PERMIT REGULATION OF USES

A. TITLE

The “Special Permit Rules and Regulations” comprises the Town of Canton, Massachusetts, Planning Board, “Special Permit Rules and Regulations.”

B. AUTHORITY

The “Special Permit Rules and Regulations,” is adopted under authority of MGL Ch. 40A §9 and Section 10 of the Canton Zoning Bylaw (§10.3.3) and Sections 7 with respect to rules and regulations applicable to particular Special Permits (§7.4.4).

C. EFFECTIVE DATE

The “Special Permit Rules and Regulations,” having been adopted by majority vote of the Planning Board on May 08, 2019 following a duly noticed public hearing and a copy of these Special Permit Rules and Regulations were filed with the Town Clerk on May 16, 2019 and are effective as of that date.

D. AVAILABILITY

Copies of the “Land Subdivision Rules and Regulations,” the “Special Permit Rules and Regulations,” the “Site Inspection Rules and Regulations,” the “Canton Planning Board Technical Standards for Plan Submissions,” the “Canton Planning Board Fee Schedule,” and all related forms are on file with the Town Clerk and are available for inspection at the Planning Board office and are available online at <http://town.canton.ma.us/>.

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SECTION 2. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- A. Definitions
- B. Acronyms and Abbreviations

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A. DEFINITIONS

[Reference MGL Ch. 41 §81L] As used in these Land Subdivision Rules and Regulations, words and phrases shall have the meanings listed herein and in MGL Ch. 41 §81L.

Agent – An engineer or other person appointed by the Planning Board and acting as the agent for same.

Applicant – An owner or his agent or representative, or his assigns (MGL Ch. 41 §81L).

Base Flood Elevation - The computed elevation to which floodwater is anticipated to rise, having a one percent chance of being equaled or exceeded in any given year. This is the regulatory standard also referred to as the "100-year flood." *Base Flood Elevations* (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles.

Benchmark – A mark made in a durable non-growing object of known position and elevation as a reference point. All *Benchmarks* shall be referenced to the North American Vertical Datum of 1988 (NAVD 88).

Best Management Practice – A measure or combination of measures that are effective in reducing or preventing the discharge of pollutants to resource areas regulated under the Massachusetts Wetlands Protection Act or other sensitive locations.

Canton DPW Standard Construction Details – Town of Canton Department of Public Works Engineering Division Standard Construction Details; Streetscape Details, Roadway Details, Water Details, Sewer Details, Drain Details, and Erosion Control, current edition.

Certified by [or Endorsed by] the Planning Board – As applied to a plan or other instrument required or authorized by the Subdivision Control Law to be Recorded, shall mean, bearing a certification or endorsement signed by a majority of the members of a Planning Board, or by its chairman or clerk or any other person authorized by it to certify or endorse its approval or other action and named in a written statement to the Register of Deeds and recorder of the land court, signed by a majority of the board. (MGL Ch. 41 §81L).

Conservation Commission – The Canton, Massachusetts Conservation Commission.

Definitive Plan – A subdivision or resubdivision of land prepared in accordance with Section 7 of these Land Subdivision Rules and Regulations.

Designer – A (Civil) Engineer, Landscape Architect, or a Surveyor maintaining a current registration to practice in Massachusetts. All work defined as professional engineering shall be done by or under the direct supervision of an Engineer in responsible charge, all work defined as the direct supervision or an Engineer, all work defined as landscape architecture shall be done by or under the direct supervision of a registered Landscape Architect (LA) in responsible

charge, and all work defined as professional land surveying shall be done by or under the direct supervision of a Surveyor (PLS.) in responsible charge.

Detention/Retention Basin – A Surface Basin or Subsurface Structure defined under Section 8, Subsection I, Number 6, letter b ‘Control Structures’ of these Land Subdivision Rules and Regulations and designed in accordance with the “Massachusetts Stormwater Handbook.”

Drainage – The control of surface water within the tract of land to be subdivided. (MGL Ch. 41 §81L).

Easement, Access – A right to pass and repass over the land of others, including rights to make minimal improvements to ensure possibility and safety.

Easement, Utility – A right to use land for any utility such as water, drain, stormwater management facilities, sewer, electrical, telephone, cable, or gas systems. Utility easements shall have a minimum width of twenty (20) feet.

Engineer – A Professional Engineer (PE) licensed to practice professional engineering in the Commonwealth of Massachusetts.

Landscape Architect – A Registered Landscape Architect (RLA) licensed to practice landscape architecture in the Commonwealth of Massachusetts.

Lane – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to a maximum of 4 dwelling units or that accommodates a maximum of 40 two way vehicle trips during 24 hours.

Lot – An area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings. (MGL Ch. 41 §81L).

Low Impact Development – Land development techniques that use stormwater management systems that model natural hydrologic features, manage rainfall at the source using uniformly distributed decentralized micro-scale controls, and use small cost-effective landscape features located at the lot level.

Mass State Plane Coordinate System – The Massachusetts State Plane Coordinate System horizontal survey control using the 2001 Lambert Conformal (conic) Projection, Mainland Zone within the North American Datum of 1983.

Municipal Service – Public utilities furnished by the Town such as water, sanitary sewer, stormwater drains, street lighting and all appurtenances (MGL Ch. 41 §81L).

Planning Board or Board – The Planning Board of the Town of Canton, Massachusetts as established under Massachusetts General Laws, Ch. 41, §81A. (MGL Ch. 41 §81L).

Planning Board Engineering Consultant – An individual or firm engaged by the Planning Board to provide professional services on its behalf.

Point of Beginning – For a Street, Road, Roadway, or Way; an extension of a Street, Road, Roadway, or Way; or a System of dead-end Streets, Roads, Roadways, or Ways; a point at the intersection of Roadway centerlines on a through way from whence there are two or more distinct vehicular access routes to the general Roadway network of the Town.

Preliminary Plan – A plan of a proposed Subdivision or resubdivision of land drawn on tracing paper, or a print thereof, showing (a) the Subdivision name, boundaries, north point, date, scale, legend and title Preliminary Plan; (b) the names of the record owner and the Applicant and the name of the Designer, Engineer or surveyor; (c) the names of all abutters, as determined from the most recent local tax list; (d) the existing and proposed lines of Streets, Ways, easements and any public areas within the Subdivision in a general manner; (e) the proposed system of Drainage, including adjacent existing natural waterways, in a general manner; (f) the approximate boundary lines of proposed Lots, with approximate areas and dimensions; (g) the names, approximate location and widths of adjacent Streets; (h) and the topography of the land in a general manner. (MGL Ch. 41 §81L).

Primary Access Route – A street or system of streets extending from the proposed subdivision roadway at the subdivision boundary to the Point of Beginning.

Recorded – Recorded in the Norfolk County Registry of Deeds, except that, as affecting registered land, it shall mean filed with the Recorder of the Land Court. (MGL Ch. 41 §81L).

Register of Deeds – The Register of Deeds of the Norfolk County and, when appropriate, shall include the recorder of the land court. (MGL Ch. 41 §81L).

Registered Mail – Registered or certified mail. (MGL Ch. 41 §81L).

Registry of Deeds – The Norfolk County Registry of Deeds and, when appropriate, shall include the land court. (MGL Ch. 41 §81L).

Road, Roadway, or Way – A Street as defined herein.

Rules and Regulations- Rules and Regulations of the Canton Planning Board governing the subdivision of land in the Town of Canton, Massachusetts adopted pursuant to the authority granted by Chapter 41, §§ 81-K to 81-GG, of the General Laws of the Commonwealth of Massachusetts designated as “the *Subdivision Control Law*.”

Scenic Layout – The land area within the right-of-way of a scenic road which is subject to the provisions of these regulations adopted under the authority of MGL Ch. 40, § 15C.

Scenic Layout Cutting/Removal of Trees – The removal of one or more trees, trimming of major branches, and rimming of roots, sealing off, girdling, instruction of poison, or anything else sufficient in the Tree Warden’s opinion to cause eventual destruction of a tree, but not

including trimming or cutting of dead branches or dead trees, as determined by the Tree Warden. Trees are herein defined as woody perennial plants whose trunk has a diameter of three inches or more as measured one foot above the ground. Any affected tree shall be presumed to be within the public right-of-way until the Board determines otherwise.

Scenic Layout Repair, Maintenance Reconstruction, or Paving Work – Any work done within a scenic layout by any public or private person, agency or organization. Any affected stone wall shall be presumed to be within the public right-of-way until the Board determines otherwise.

Scenic Road, Roadway, or Way – A road so designated by the Town in accordance with MGL Ch. 40, § 15C, ARTICLE XVI Miscellaneous Section 21. Scenic Road By-Law and these regulations. Such road is defined as any way or right-of-way used and maintained as a public way including the vehicular traveled-way plus necessary appurtenances within the right-of-way such as bridge structures, Drainage systems, retaining walls, traffic control devices, and sidewalks, but not intersecting streets or driveways.

Site Plan – A plan for site improvements for which Site Plan Approval has been granted by the Board of Appeals in accordance with Section 10.5 Site Plan Review of the Zoning Bylaw and other applicable sections of the Zoning Bylaw.

Special Permit Site Plan – A plan for site improvements, including supporting calculations and documentation, submitted as part of an application for a Special Permit.

Standard Specifications – The Massachusetts Department of Transportation (MassDOT) Standard Specification for Highways and Bridges (English Edition)(1988), the Supplemental Specifications to the Standard Specifications for Highways and Bridges (2012), and the Interim Supplemental Specifications (2014) including all revisions and updates issued as of the date of plan submission.

Stormwater Authorities – An agency designated in a Bylaw or Regulation of the Town of Canton having jurisdiction over the operation and maintenance of stormwater management systems including without limitation any Stormwater Authority, Stormwater Utility, the Conservation Commission, and the Canton Department of Public Works

Street or Way– A Street, Road, Roadway, or Way open and dedicated to public use, including a public Way or a Way certified by the Town Clerk to have been used and maintained by public authorities as a public Way, a Way approved and constructed under the provisions of the Subdivision Control Law, or a private Way in existence prior to said Subdivision Control Law having become effective in the Town of Canton and having, in the opinion of the Board, adequate width, grades, and construction for vehicular traffic and the installation of Municipal Services to serve the land abutting on such Way and the buildings erected or to be erected.

Street; Collector – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to fifty or more dwelling units or that accommodates 500 or more two-way vehicle trips during 24 hours.

Street; Dead End – A Street, Road, Roadway, or Way providing only one vehicular access route to the general Roadway network of the Town.

Street; Non-Residential Street – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to land in a non-residential zoning district or accommodating trips by commercial vehicles.

Street; Residential – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to a minimum of 5 dwelling units and a maximum of 49 dwelling units or that accommodates a maximum of 500 two way vehicle trips during 24 hours.

Subdivision – The division of a tract of land into two or more Lots and shall include resubdivision, and, when appropriate to the context, shall relate to the process of Subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two or more Lots shall not be deemed to constitute a Subdivision within the meaning of the Subdivision Control Law if, at the time when it is made, every Lot within the tract so divided has frontage on (a) a public Way or a Way which the Town Clerk 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 Canton, having, in the opinion of the Canton 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 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 zoning or other ordinance or by-law, if any, of the Town for erection of a building on such lot, and if no distance is so required, such frontage shall be of at least twenty feet. Conveyances or other instruments adding to, taking away from, or changing the size and shape of, Lots in such a manner as not to leave any Lot so affected without the frontage above set forth, or the division of a tract of land on which two or more buildings were standing when the Subdivision Control Law went into effect in the Town of Canton into separate Lots on each of which one of such buildings remains standing, shall not constitute a Subdivision (ref MGL Ch. 41 §81L).

Subdivision Control – The power of regulating the Subdivision of land granted by the Subdivision Control Law (MGL Ch. 41 §81L).

Subdivision Control Law – Massachusetts General Laws, Chapter 41, Sections 81K to 81GG, inclusive (MGL Ch. 41 §81K).

Subdivision; Minor Residential - A Subdivision of land containing, or capable of containing under applicable zoning, a minimum of two (2) residential Lots or dwelling units and a maximum of four (4) residential Lots or dwelling units.

Subdivision; Intermediate Residential - A Subdivision of land containing, or capable of containing under applicable zoning, a minimum of five (5) residential Lots or dwelling units and a maximum of forty-nine (49) residential Lots or dwelling units.

Subdivision; Major Residential - A Subdivision of land containing, or capable of containing under applicable zoning, fifty (50) or more residential Lots or dwelling units.

Subdivision; Non-Residential - A Subdivision of land containing any land in a non-residential zoning district or that would serve as access or would provide utility service to non-residential land upon future subdivision of contiguous land.

Surveyor – A Professional Land Surveyor (PLS) licensed to practice land surveying in the Commonwealth of Massachusetts.

System of Dead End Streets – A system of two or more intersecting Streets, Roads, Roadways, or Ways whose overall layout provides only one vehicular access route to the general Roadway network of the Town.

Total Maximum Daily Load – The maximum amount of a pollutant that a waterbody can accept and still meet the Massachusetts Water Quality Standards for public health and healthy ecosystems as determined by the Massachusetts Department of Environmental Protection.

Town – The Town of Canton, Massachusetts.

Town Engineer – The Town Engineer of Canton Massachusetts.

Town Planner – The Town Planner of Canton Massachusetts.

Utilities – Municipal utility systems, including sanitary sewers, storm drains, stormwater management facilities, water distribution, and street lighting and cable utility systems, including electric, telephone, gas, cable, telephone and internet.

Wetland Delineator – A Professional Wetland Scientist (PWS) certified by the Society of Wetland Scientists or a person with a bachelor's degree or master's degree from an accredited college or university majoring in biology, botany, ecology, or wetlands ecology that has a minimum of five years of professional experience in wetland delineation and wetland habitat evaluation. Under certain circumstances where vegetation alone is not adequate to establish the wetland boundary, a Soil Scientist or Groundwater Hydrologist shall provide hydric soils information relevant to the demarcation of wetland boundaries.

B. ACRONYMS AND ABBREVIATIONS

As used in these Rules and Regulations, acronyms and abbreviations shall have the meanings listed herein.

AASHTO – The American Association of State Highway and Transportation Officials.

AWWA – American Waterworks Association.

BFE – Base Flood Elevation.

BMP – Best Management Practice.

CATV – Cable television.

Ch. – Chapter.

CMR – Code of Massachusetts Regulations.

DEP or MassDEP – The Commonwealth of Massachusetts Department of Environmental Protection.

EIR – Environmental Impact Report.

EOEA – Executive Office of Environmental Affairs.

EPA – The United States Environmental Protection Agency.

FIRM – Flood Insurance Rate Map.

GIS – Geographic information system.

gpm – Gallons per minute.

HOD – Hotel Overlay District.

HMA – Hot Mix Asphalt.

HS20-44 – 20 ton semi-trailer truck loading (three-axle standard developed in 1944)

ISO – Insurance Service Office.

LED – Light emitting diode.

LID – Low impact development.

LOS – Level of service.

MassDOT – The Massachusetts Department of Transportation.

MGL – Massachusetts General Laws.

MUOD – Mixed Use Overlay District.

MS4 - Municipal Separate Storm Sewer Systems

NAVD 88 – The North American Vertical Datum of 1988.

NPDES – National Pollutant Discharge Elimination System.

O&M – Operation and Maintenance.

PE – Professional Engineer.

PLS – Professional Land Surveyor.

psi – pounds per square inch.

PVC – polyvinyl chloride.

RLA – Registered Landscape Architect.

SDR – Standard Dimension Ratio.

SHGWE – Seasonal high groundwater elevation.

SMP – Stormwater Management Plan.

SW – Stormwater.

SWPPP – Stormwater Pollution Prevention Plan.

Tc – Time of concentration.

TMDL – Total Maximum Daily Load.

TR-20 – Technical Release 20.

TR-55 – Technical Release 55.

TSS – Total suspended solids.

USGS – United States Geological Survey

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SECTION 3. ADMINISTRATION

- A. Planning Board as Special Permit Granting Authority
- B. General Procedure
- C. Application
- D. Notice of Submission
- E. Requirements for Decision

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A. PLANNING BOARD AS SPECIAL PERMIT GRANTING AUTHORITY

The Planning Board serves as Special Permit Granting Authority in accordance with sections of the Canton Zoning Bylaw as follows:

1. Section 7.4 Earth Removal within Subdivisions only.
2. Section 8.6 Flexible Development.

B. PROCEDURE

The presence of three members of the Planning Board shall constitute a quorum for the conduct of all business under these Rules and Regulations. The affirmative votes of four members shall be required for approval of a Special Permit under these Rules and Regulations.

C. APPLICATION

Any persons wishing to obtain a Special Permit for which the Planning Board is designated as Special Permit Granting Authority shall submit an application and accompanying plans, calculations, documentation and other requirements in compliance with the Canton Zoning Bylaw and this SPECIAL PERMIT RULES AND REGULATIONS.

D. NOTICE OF SUBMISSION

Any person submitting an application for a Special Permit to the Planning Board shall give written notice to the Town Clerk by delivery or by Registered Mail, postage prepaid, that such plan has been submitted. If the notice is given by delivery the Town Clerk shall, if requested, give a written receipt.

E. REQUIREMENTS FOR DECISION

1. Criteria for all Special Permits

Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this By-law (§10.4.2). The determination shall include consideration of each of the following:

- Social, economic, or community needs which are served by the proposal;
- Traffic flow and safety, including parking and loading;
- Adequacy of Utilities and other public services;

- Neighborhood character and social structures;
- Impacts on the natural environment; and
- Potential fiscal impact, including impact on Town services, tax base, and employment.

2. Criteria for Special Permits for Earth Removal (within subdivisions)

Special Permits as authorized by Section 7.4 Earth Removal (within Subdivisions) shall be granted by the Planning Board as Special Permit Granting Authority only upon its written determination that the application complies with the criteria of Section “10.4.2 Criteria” and Section “7.4.4 Special Permit Required” of the Zoning Bylaw. (§7.4.4).

3. Criteria for Special Permits for Flexible Development

Special Permits as authorized by Section 8.6 Flexible Development shall be granted by the Planning Board as Special Permit Granting Authority only upon its written determination that the application complies with the criteria of Section “10.4.2 Criteria” and of Section “8.6.11 Decision” of the Zoning Bylaw.

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SECTION 4. PROCEDURE

- A. Submission
- B. Fees
- C. Special Permit Plan
- D. As-Built Special Permit Plans

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A. SUBMISSION

1. Compliance

Submission of Special Permit Site Plans and As-Built Special Permit Site Plans projects shall comply with the requirements of the Special Permit Rules and Regulations.

2. Completeness

No plan shall be deemed to have been submitted to the Board until the submission materials, including the plan, together with all required accompanying applications, forms, fees, lists, and authorizations, and complying with the minimum submission and content requirements of Section 4, Subsection C, Number 2 "Contents". Submissions found to be incomplete in any respect shall be deemed not to have been submitted.

B. FEES

1. Basis

The Canton Planning Board fees consist of the following: (1) Town Fees, (2) Consultant Fees, and (3) Late Fees

The basis of fees and the time for payment of fees are set forth in the current "Canton Planning Board Fee Schedule" which is on-file in the Planning Board office and sets forth. The "Canton Planning Board Fee Schedule" is updated from time to time by majority vote of the Planning Board. The current fee schedule can be found on the Town website.

The Town Fee is required to compensate the Town for the cost of Town personnel engaged in processing the application. The Consultant Fee is required to compensate the Town for payment of fees charged by professional consultants engaged by the Town. The amount of the Consultant Fee is based on the actual cost incurred by the Town in payment of the fees of the Planning Board's professional consultant based upon the Town's Agreement with the professional consultant.

Fees are due and payable in full as set forth in the Canton Planning Board Fee Schedule. Consultant Fees incurred during the course of plan review, construction, and occupancy prior to acceptance of Subdivisions plus an additional sum required to maintain a minimum escrow balance are due and payable either within thirty days of notice that expenses have been incurred by the Town or prior to (1) endorsement of any plan, (2) establishing the cost to complete Subdivision improvements, or (3) acceptance of an As-Built Plan by the Board, whichever occurs earlier.

Checks for payment of fees shall be payable to "Town of Canton."

A Late Fee of 1½ percent per month simple interest shall be charged for fees not paid within 30 days of notice.

2. Failure to Pay Required Fee

Failure to pay initial fees due at the time of application shall result in the Board determining that the application is incomplete. For Plans Believed Not to Require Approval Failure to pay Consultant Fees incurred during plan review within 30 days of notice or prior to plan endorsement shall result in denial of the application. Failure to pay Consultant Fees or Department of Public Works Fees during construction will result in the Board rescinding approval of the Subdivision and revocation of any Special Permit. Failure to pay Canton Department of Public Works Fees prior to Subdivision acceptance by Town Meeting will result in the Planning Board taking and utilizing any surety for payment of said fees.

3. Eligible Consultants

In hiring outside consultants, the Board may engage engineers, surveyors, planners, attorneys, title experts, urban designers, or other appropriate professionals who can assist the Board in analyzing a project to ensure compliance with all relevant laws, bylaws and regulations. Any person wishing to appeal the selection of outside consultants may appeal to the Board of Selectmen prior to the rendering of any services, in accordance with MGL Ch. 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.

4. Fund Administration

Funds received by the Board pursuant to this section shall be deposited with the Town Finance Director who shall establish an account for this purpose. Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been or will be collected from the Applicant. Failure of an Applicant to pay a review fee shall be grounds for denial of the application. If an Applicant wishes to receive interest on the balance remaining in his review fee special account, required information must be submitted to the Town Finance Director.

5. Fund Expenditures

Fees may only be expended for services rendered in connection with the specific project from which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Board's review of a Site Plan project or upon acceptance of a Subdivision by Town Meeting, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the Applicant or the Applicant's successor in interest. For the purpose of the regulation, any person or entity claiming to be an Applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

C. SPECIAL PERMIT PLAN

1. Submission

Any Person who submits a Special Permit Site Plan to the Board for approval shall file with the Board all items required in this section and the minimum filing fee for a Special Permit Application.

Such plans shall be accepted following a Decision by the Board that the submitted plans are administratively complete in accordance with the requirements of this Section.

The Applicant shall also file by delivery or Registered Mail a notice with the Town Clerk stating the date of submission to the Board.

Original reproducible plan sheets comprising the Special Permit Site Plan and an electronic high-resolution PDF version of the Plan conforming to the Planning Board Technical Standards for Plan Submissions and six (6) contact prints thereof, dark line on white background. A completed form shall be submitted demonstrating that other reviewing Town officials have received the submittal.

Where wetlands are involved on a Special Permit Site Plan, the Applicant must file the Special Permit Site Plans with the Conservation Commission within 24 hours of the filing with the Planning Board. If wetlands exist on or within 100 feet of the property, the Planning Board will not close the public hearing and will not issue a Decision on the Special Permit prior unless the wetland resource areas shown on the plans are based upon a field survey of resource area boundaries confirmed by the Conservation Commission through issuance of an Order of Resource Area Delineation (ORAD) or an Order of Conditions, if applicable.

The Special Permit Site Plans shall be prepared by a Project Team which shall include a Civil Engineer and a Surveyor and professional personnel in other disciplines as specified in applicable sections of these Rules and Regulations. All Professional Personnel shall maintain current registration or certification if available for that discipline in Massachusetts or in lieu thereof shall have a Bachelor's Degree from an accredited university and a minimum of five years of responsible professional experience in the specific discipline. It shall contain the following:

The classification and precision of surveys shall conform to Class A or better of the most recent Land Court Manual of Instructions, Commonwealth of Massachusetts. It is recommended that all other survey and Special Permit Site Plan preparation, where not herein specified, be guided by the Manual of Instructions. All features of the land shall be established by an on-the-ground survey. All field survey and mapping, including fieldwork, shall be performed within twenty-four one year prior to submission of the Special Permit Site Plan. The survey shall locate all features of the land. Horizontal locations shall be based on the Mass State Plane Coordinates and elevations shall be based on the North American Vertical Datum of 1988 (NAVD 88) in feet.

In addition to all other plans, the entire property which is the subject of the Special Permit shall be shown at as large a scale as possible in a single plan view on a sheet not exceeding forty-two by sixty (42 by 60) inches showing Lot layout, zoning compliance information, grading, and Drainage.

The submission shall include an Engineering/GIS Compatible computer file of the Special Permit Site Plans. A revised computer file shall be submitted simultaneously with each plan submission. Prior to Decision on the Special Permit, an updated computer file shall be submitted. For each submission, the computer file content shall be identical to the submitted plan content. The computer file shall fully comply with the "Canton Planning Board Technical Standards for Plan Submissions." Horizontal Layout shall utilize Mass State Plane Coordinates and elevations shall be based on the North American Vertical Datum of 1988 (NAVD 88) in feet. Full size and half size copies of all plans shall be provided.

2. Contents

The plan shall be legibly drawn at a suitable scale, preferably forty (40) feet to the inch or such other scale as the Board may accept. The plan sheets shall be submitted on four (4) mil mylar and shall measure twenty-four inches by thirty-six inches (24" x 36") inches with a three-quarter inch (3/4") border. The contents shall include the following:

- The name and address of the owner of record and the person for whom the plan is prepared
- The project name, boundaries, date, bar scale, legend and title "Special Permit Site Plan."
- North point and coordinates based upon the Mass Plane Coordinate System.
- The names of the record owner and the Applicant and the names of the Engineer and Surveyor of record and their addresses, signatures and seals.
- The names of all abutters within 300 feet of the project boundary based upon the Certified List of Abutters.
- The location, layout, dimensions, and setbacks of all buildings, parking facilities, pedestrian walkways, and other site improvements.
- Site elements including materials, colors, and textures.
- Existing and proposed site grading including spot grades and contours.
- The stormwater management system including all drainlines, structures, swales, rain gardens, lawn depressions, roofwater recharge systems, sediment forebays, stormwater retention and detention basins.
- The water distribution system including watermains, valves, fittings, and appurtenances, building services, building fire protection lines, and hydrant assemblies. Any water pump station. Any on-site wells. The sanitary sewer collection and treatment system including all sanitary sewer mains, fittings, and appurtenances, building sewer services, and any on-site wastewater treatment and disposal facilities. Any sanitary sewer pump station.

- Planting plans showing turf areas, planting beds, natural areas, shrubs, ground covers, ornamental grasses, flowering trees, and shade trees. A planting schedule listing quantities, common and scientific names of plants, size height, and caliper. Planting details. Walls. Fencing, and landscape lighting. Entrance, monument, pylon, and way finding signs.
- Lighting including the location and height of lighting poles, pole and lighting fixture models, colors, and styles, and lamping. A separate photometric plan should be provided.
- The existing and proposed lines of Streets within or abutting the site, easements and rights-of-way (including their purposes and beneficiaries), and any common areas within the site.
- Lot boundaries, areas, dimensions, frontage, lot width, shape factor, setbacks, coverage limits and Lines of existing and proposed Streets, and Lot numbers for each in numerical sequence.
- Sufficient data to determine the location, direction and length of every street line, boundary line and lot line, and to establish these lines on the ground. This shall include the lengths and bearings of boundary lines and lot lines, points of intersection, and curve data (radius, length, central angle, tangent) for all boundary lines, lot lines, and street lines.
- Zoning districts and zoning district boundaries within and within 100 feet of the site boundary and a zoning table providing required and provided information for each zoning requirement for the site or each portion thereof including lot areas, dimensions, frontage, lot width, shape factor, setbacks, coverage limits, and other zoning requirements.
- The names, location, and widths of adjacent Streets;
- The proposed system of Drainage including the size and location of retention/detention basins and adjacent existing natural waterways.
- Existing topographic features within and within 150 feet of the site boundary based upon an on-the-ground field survey performed within 24 months of the date of submission of the Special Permit application using a two (2) foot contour interval based on the North American Vertical Datum of 1988 (NAVD 88), walls, fences, monuments, buildings, wooded areas, outcroppings, ditches, water bodies and water courses.
- For plans requiring multiple sheets, a plan showing the entire site at as large a scale as possible on a single plan sheet not exceeding thirty-six by forty-two (36 x 42) in.
- A locus plan.
- A Title Block in the lower right hand corner of each sheet.
- Wetland resource areas and boundaries and all buffer zones and setback distances as well as the location of upland areas.
- Proposed methods of sewage collection and disposal and the proposed water supply and distribution.
- The names, location, pavement width, right-of-way width, sidewalks of public and private Ways within, adjacent to, or located within 150 feet of the site boundary.

- Natural Resources Conservation Service soil classifications.
- Area of contiguous land of the Applicant not included in the Special Permit application, with a sketch plan of future development, if applicable.
- Flood hazard risk zones
- DEP designated Zone I and Zone II areas
- Location of all permanent Monuments properly identified as to whether existing or proposed.
- Note all special permits, variances, exceptions, or other findings affecting the land or structures within the site boundary.
- For all Land Court parcels, case numbers and other pertinent references to Land Court Procedure.
- Suitable space to record the action of the Board and the signatures of all members of the Board.

3. Sheet Layout

Each submission shall include a Cover sheet, and one or more sheets showing “General Notes,” and “Construction Details.” In addition, each submission shall include “Layout,” sheets, “Materials” sheets, “Grading” sheets, “Stormwater and Utility” sheets, “Planting and Lighting Plan” sheets, “Photometric” sheets.

Each of the above described plan sheets shall have the same scale, location, and orientation as other plan sheets in the plan set. Each sheet shall bear title block and signature block.

4. Stormwater Management Report

A Stormwater Management Report shall be submitted in a suitable format along with TR-20 based drainage calculations, with plans outlining drainage areas within and offsite areas regardless of extent which are located upgradient of the site showing catchment limits, flow paths, and soil types, and HSG classifications. To facilitate review, submission of drainage calculations using the software listed in the Canton Planning Board Technical Standards for Plan Submissions is recommended.

D. AS-BUILT SPECIAL PERMIT PLANS

Throughout the construction of the site improvements, the Applicant’s Engineer or the Surveyor shall perform as-built surveys recording the location, inverts, depth, materials and class, diameter of all subsurface Utilities.

Prior to installation of the top course of pavement on parking areas and access drives, the Applicant’s Engineer or the Surveyor shall perform as-built survey and submit an Interim As-Built Plan showing all completed subsurface Utilities and the location and elevations of the

binder course of pavement and curbing and shall certify compliance with the grades and locations indicated on the approved Special Permit Site Plan.

Immediately upon completion of the site improvements, the Applicant's Engineer or the Surveyor shall prepare and submit a Final As-Built Acceptance Plan of all completed site improvements.

1. Contents

The Interim As-Built Plan shall show the Site Plan sheets corrected to show as-built conditions within parking areas and access drives. Said plans shall be prepared and submitted for approval by the Board prior to placing the top course of pavement and shall show the following:

- Location of parking facilities, access drives, and curbs.
- Elevation of finished grade.
- Location of all watermains, valves, hydrants, services and curb stops.
- Location of all gas mains and valves and curb stops.
- Location of underground telephone, copper/fiber optic internet and communications systems, CATV and electrical lines if within the limits of pavement.
- Location of all Drainage structures and drainlines.

The Final As-Built Plan shall show all plans and profiles corrected by the Engineer or Surveyor to depict actual as-built locations and elevations of all site improvements. Said plans shall include the following:

- The location, layout, dimensions, and setbacks of all buildings, parking facilities, pedestrian walkways, and other site improvements.
- Site elements labels for materials, colors, and textures.
- Site grading including spot grades and contours of finished grade.
- The location, materials, class, diameter, dimensions, and inverts of all components of the stormwater management system including all drainlines, structures, swales, rain gardens, lawn depressions, roofwater recharge systems, sediment forebays, stormwater retention and detention basins.
- The location, materials, class, diameter, dimensions, and inverts of all components of the water distribution system including watermains, valves, fittings, and appurtenances, building services, building fire protection lines, and hydrant assemblies. Any water pump station. Any on-site wells. The sanitary sewer collection and treatment system including all sanitary sewer mains, fittings, and appurtenances, building sewer services, and any on-site wastewater treatment and disposal facilities, or sewer pump station.
- The location of all turf areas, planting beds, natural areas, and the location, and species of shrubs, ground covers, ornamental grasses, flowering trees, and shade trees. Caliper of deciduous trees and height of coniferous trees shall be provided. The location of all walls, fences, and landscape lighting. The location and dimensions of all entrance, monument, pylon, and way finding signs.
- The location and height of lighting poles.

- Location of traveled-ways, curbs, Sidewalks, cul-de-sacs, and street trees within, adjacent to and within 150 feet of the site boundary.
- Location of underground telephone, copper/fiber optic internet and communications systems, CATV and electrical lines.
- Location of all above ground boxes for cable TV, electricity and telephone.
Location of survey Monuments.