



Town of Canton Planning Board Definitive Subdivision Plan Checklist

For residential subdivisions, any person MAY submit a Preliminary Plan to the Planning Board, Board of Health, and provide notice to the Town Clerk before submitting the Definitive Plan for Approval. For non-residential subdivisions, persons MUST submit a Preliminary Plan to the Planning Board, Board of Health, and give notice to the Town Clerk before submitting the Definitive Plan for Approval. Within 45 days after submission, the Planning Board will notify the Applicant and the Town Clerk that the preliminary plan has been approved, approved with modifications, or disapproved (with stated reasons). If no action is taken by the Planning Board within 45 days, the Applicant may submit a definitive plan.

In order for the Town of Canton Planning Board to accurately review your project in a timely manner, plan sets submitted with applications must be complete and thorough. Where waivers are requested, please provide a written request for a waiver and the reason why the information is not applicable or not available.

All submitted materials must be legible, organized and bound (where appropriate) in a matter that allows for distribution of all proposal materials as 1 package. Please utilize double-sided printing for submitted reports, studies, and statements when possible. A high-resolution .pdf version should also be submitted with the application to the Planning Board.

Planning Board forms can be found on the website: <http://www.town.canton.ma.us/334/Planning>.

Date: _____

Subdivision Name: _____

Applicant: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Engineer/Surveyor: _____ Company: _____

Address: _____

Phone: _____ Email: _____

- | | | |
|---|------------------------------|-----------------------------|
| 1. Form "C" to Planning Board (1 original, 1 copy, 1 PDF): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Form "D" to Planning Board (1 original, 1 copy, 1 PDF): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Form "E" to Planning Board (1 original, 1 copy, 1 PDF): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Engineer's Certificate and/or Land Surveyor's Certificate (2 copies) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Planning Board Fee Paid (\$2500, + \$200 per lot): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Copy of form "D" Filed with Town Clerk, along with copy of Form C: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date: _____

7. List all plans and supporting documents submitted with this definitive plan package to the Planning Board, including technical reports, calculations, traffic/environmental impacts, or other related documentation as required by the board. *(2 full-size copies – 24x 36", 1 PDF copy of all plans and documents; 2 copies of all other documents)*

LIST OF ALL PLANS AND SUPPORTING DOCUMENTS SUBMITTED (Use additional page if necessary)

Plan or Document Title

Date

Notes

- Classification and precision of surveys shall conform to Class A or better of the most recent Land Court Manual of Instructions; All features of the land established by an on-the-ground survey within 24 months prior to submission of the Definitive Plan
- The survey shall locate all features of the land and in addition shall include field location of proposed roadway cross sections at 50 foot intervals and elsewhere as warranted
- Cross-section data shall include the horizontal and vertical location of points located on the centerline, curb lines, back of sidewalk, and edge of right-of-way of all proposed roadways
- 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
- Costs incurred by the Planning Board for sending notices to abutters by certified mail shall be borne by the Applicant
- Every sheet should have the same scale, location, and orientation
- Each sheet should have a title block and signature block in the lower right hand corner of each sheet

8. Plans to include the following information (See Subdivision Rules and Regulations Section 7, B. Contents). Plans must be prepared by a Registered Professional Engineer or Registered Land Surveyor and drawn at a suitable scale, preferably forty (40) feet to the inch or such scale as the Board may accept.

8A: COVER SHEET

ITEM	Provided	Waiver Requested	Not Applicable
Title Block:			
Title, subdivision name, date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Northpoint, scale, boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner and Applicant names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer and survey of record and their addresses, signatures and seals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessor's map and parcel number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registry book and page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revision date block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street number and/or lot number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Table:			
Lot areas, dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coverage limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other zoning requirements (indicate required vs. provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locus Plan			
Signature block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8B: GENERAL NOTES, TYPICAL STREET SECTIONS, AND CONSTRUCTIONS DETAILS

ITEM	Provided	Waiver Requested	Not Applicable
Street Sections: one or more sheets, e.g. typical sections for each street, sidewalk, telephone, cable, electric, gas, water supply, traveled way, surface water drainage systems and open channel streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction detail depicting any special construction features, deviating from or not covered by the Standard Specifications or Town of Canton Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each sheet should have a title block and a signature block in the lower right hand corner of each sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8C: GENERAL CONTENT/ EXISTING CONDITIONS

ITEM	Provided	Waiver Requested	Not Applicable
Title Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The date, scale, legend, north point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property lines: lot boundaries, areas, dimensions, lot width, setbacks, coverage limits and lines of existing and proposed streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names of all abutters within 300 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streets and boundaries: location, direction, and length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning districts within 100 feet of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area of contiguous land of the Applicant not presently being subdivided, with a sketch plan of future development, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note all special permits, variances, exceptions, or other findings affecting the land or structures within the Subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all Land Court parcels, case numbers and other pertinent references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement (names, location, widths):			
Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks, walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bikeways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography:			
Contours at 2' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetland resource areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcroppings, ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water bodies and water resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Resources Conservation Service soil classifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEP Designated Zone I and Zone II areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8D: LOT LAYOUT AND/OR PLAN AND PROFILE

ITEM	Provided	Waiver Requested	Not Applicable
Title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed lot layout, streets, and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large-scale subdivision plan, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Different alternative development plans (one flexible development)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed easements, rights-of-way, and public areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed sidewalks, curbs, wheelchair ramps, bikeways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed buildings (if determined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8E: GRADING AND DRAINAGE

ITEM	Provided	Waiver Requested	Not Applicable
Title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contour plan (2 foot intervals), symbols with high water mark in the past 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Differentiating symbols the contour line 4 feet above said high water mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed system of drainage including size location of retention basins/ponds with adjacent existing natural waterways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8F: TREE PLANTING AND LIGHTING

ITEM	Provided	Waiver Requested	Not Applicable
Title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street lighting and its appurtenances and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contour plan (2' intervals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing trees, tree removal, and tree planting plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8G: CROSS-SECTIONS (TYPICAL SECTIONS)

ITEM	Provided	Waiver Requested	Not Applicable
Streets: sidewalks and traveled way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities: cable, gas, electric, water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage systems, surface water and open channel streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8I: STORMWATER MANAGEMENT REPORT

ITEM	Provided	Waiver Requested	Not Applicable
TR-20 base drainage calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans outlining drainage areas within and offsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catchment limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil types with HSG classifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Within 48 hours of Planning Board filing, copies of the application and full-size paper copies of the plans sent to the following, with signature or email from each acknowledging receipt:

- Town Planner (1 digital PDF copy only)
- Board of Health (1 paper copy)
- Conservation Commission (1 paper copy, 1 digital PDF copy)
- Department of Public Works (1 paper copy)
- Town Engineer (1 digital PDF copy only)
- Fire Department (1 paper copy, 1 digital PDF copy)
- Police Department (1 digital PDF copy only)
- Planning Board Engineering Consultant (1 full-size, 1 reduced, 1 PDF copy)

DELIVERY CONTACT	DATE RECEIVED	SIGNATURE
Town Planner		
Board of Health		
Conservation Commission		
Department of Public Works		
Town Engineer		
Police Department		
Fire Department		
Planning Board Engineer Consultant		