

SECTION V PROCEDURES FOR THE SUBMISSION AND APPROVAL OF PRELIMINARY SUBDIVISION PLANS

5.0 PRE-APPLICATION MEETING

Prior to the submission of a Preliminary Subdivision Plan it is recommended that a developer meet with the Town Planner to discuss the conceptual development proposal. This meeting is intended to review the process for subdivision approval. Information which would be helpful during discussion can include, among others: Assessor's maps showing property boundaries, local maps showing surrounding uses and streets, existing infrastructure, sketch plans of proposal, and generalized existing environmental conditions (topography, soil, hydrology).

5.1 PRELIMINARY PLAN

It is recommended that a Preliminary Plan be submitted by an applicant seeking subdivision approval by the Planning Board in accordance with this section. This submission will allow the Board of Health, Planning Board, and applicant to review various aspects of the proposal prior to submission of a Definitive Plan. At the time of filing of the application and plans with the Planning Board, the applicant shall, at the same time, file a copy of Form B with the Town Clerk's office. Said filing shall be done by certified mail return receipt or by hand delivery with receipt. It is recommended that at the time of filing a Preliminary Plan with the Planning Board, the applicant concurrently file a Request For Determination of Applicability with the West Springfield Conservation Commission.

5.2 FILING PROCEDURES

Any applicant who submits a Preliminary Subdivision Plan to the Planning Board for approval shall file with the Board the following:

- 5.21 Two (2) Mylar drawings and fifteen (15) contact prints thereof, dark line on white background, as described in Section 5.3 below. One reproducible print shall be returned to the applicant at the completion of the review process. It is strongly suggested that the

applicant submit a copy of the Preliminary Plan in digital format in accordance with the standards outlined in the Appendix;

- 5.22 One original and fifteen (15) copies of Application Form B;
- 5.23 A filing fee in accordance with the Fee Schedule (see Appendix C) shall be paid by the applicant to cover costs of handling and Town review;
- 5.24 One original and fifteen (15) copies of a Draft Development Impact Statement;
- 5.25 One original and two (2) copies of Form E - Designer's Certificate;
- 5.26 One original and two (2) copies of Form F - Statement of Interest;
- 5.27 Receipts of receipt of the application from Board of Health and Town Clerk's office.

Receipt by the Planning Board of all filing requirements as outlined above at one of its regularly scheduled meetings shall constitute the effective date of submission of the Preliminary Subdivision Plan.

5.3 CONTENTS

The Preliminary Plan shall be prepared by a Civil Engineer and/or Land Surveyor registered in the Commonwealth of Massachusetts and shall be clearly and legibly drawn in black waterproof ink on Mylar meeting all requirements of the Registry of Deeds. The plan shall be at a scale of one inch equals forty feet (1" = 40') unless otherwise specified by the Planning Board. The sheet size shall not exceed an outside dimension of twenty-four by thirty-six (24" X 36") inches.

If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision and listing all attached sheets.

The Preliminary Subdivision Plan shall contain the following:

- 5.31 The subdivision boundaries, true North arrow, date, scale, legend and title, "Preliminary Subdivision Plan";
- 5.32 The names and addresses of the owner(s) of record, and applicant (s), name(s), official seal(s) and signatures(s) of the designer, registered Civil Engineer and/or Land Surveyor;
- 5.33 A Locus Map;
- 5.34 Names of all abutters as shown on the most recent tax list;
- 5.35 Zoning districts of all areas shown on the plan including all overlay districts;
- 5.36 The approximate location of existing infrastructure adjacent to the development site including water, sanitary sewer, storm water and fire hydrants in a general manner.
- 5.37 Proposed infrastructure systems and drainage including adjacent existing natural waterways in a general manner;
- 5.38 The approximate boundary lines of proposed lots with approximate areas and dimensions;
- 5.39 The location, names, lines and widths of all public and private streets, ways and easements within and abutting the land in question;
- 5.40 The topography of the land in a general manner;
- 5.41 Major features on the site which includes wetlands, water bodies, stonewalls, fences, buildings, rock out crops, and trees greater than 8" Diameter Breast High in size in a general manner.
- 5.42 Provisions for adequate access to all the proposed lots.

5.5 SPATIAL REFERENCE

The Town of West Springfield maintains a set of Tax Maps, which are available free of charge online in the Adobe Acrobat™ format. In addition to a regular set of tax maps,

a special set with property boundary reference numbers is also available. Each property boundary intersection in town has a unique reference number. All plans submitted in accordance with the subdivision regulations, whether paper or CADD format, must include at least three of these points, along with the reference number as text annotation. If three of these points do not fall within the map area, it is acceptable to place points with a tie (distance & bearing reference) to the location of a boundary point.

Tax Maps and Property Boundary Reference Tax Maps are available online at the following location: www.west-springfield.ma.us/gis/maps.htm

5.6 BOARD REVIEW

- 5.61 Upon complete submission of the Preliminary Plan and supporting documents, the Board shall schedule a public meeting with the applicant. Within forty-five (45) days of submission, or an extension of time mutually agreed upon by the applicant and the Board which is filed with the Town Clerk's office, the Board shall notify the applicant and file with the Town Clerk's office a copy of their approval, approval with modification or disapproval with reasons for disapproval. Failure of the Board to act upon a Preliminary Plan within forty-five (45) days (or an agreed upon extension with the applicant) after the complete submission thereof, shall be deemed to constitute approval of such plan.
- 5.62 Approval of a Preliminary Plan does not constitute approval of a Definitive Plan. A Preliminary Plan shall not be recorded at the Registry of Deeds or the Land Registration Office of Hampden County.
- 5.63 A Definitive Subdivision Plan must be submitted to the Board within seven (7) months from the date of submission of a Preliminary Plan which was approved or approved with modifications or all previous actions of the Board are null and void. The Definitive Plans must substantially conform to the approved Preliminary Plans and all conditions of approval.