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SECTION I General

A. PURPOSE

The Subdivision Control Law has been enacted for the purpose of protecting the safety, convenience and welfare of the inhabitants of the cities and towns in which it is, or may hereafter be, put in effect by regulating the laying out and construction of ways in subdivisions providing access to the several lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions and in proper cases parks and open areas. The powers of a Planning Board and of a Board of Appeal under the Subdivision Control Law shall be exercised with due regard for the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel; for lessening congestion in such ways and in the adjacent public ways; for reducing danger to life and limb in the operation of motor vehicles; for securing safety in the case of fire, flood, panic and other emergencies; for ensuring compliance with the applicable zoning ordinances or bylaws; for securing adequate provision for water, sewerage, drainage, underground utility services, fire, police and other similar municipal equipment, and street lighting and other requirements where necessary in a subdivision; and for coordinating the ways in a subdivision with each other and with the public ways in the city or town in which it is located and with the ways in neighboring subdivisions. It is the intent of the Subdivision Control Law that any subdivision plan filed with the Planning Board shall receive the approval of such Board if said plan conforms to the recommendation of the Board of Health and to the reasonable Rules and Regulations of the Planning Board pertaining to subdivisions of land; provided, however, that such Board may, when appropriate, waive, as provided for in G.L. Chapter 41, Section 81-R, such portions of the Rules and Regulations as is deemed advisable.

The purpose of these Rules and Regulations is to prescribe the size, form, contents, style and number of copies of plans and the procedure for their submission and approval thereof, to enable the person submitting the plan to comply with the requirements of the register of deeds for the recording of the same, and to assure the Board of a copy for its files. To set forth the requirements of the Board with respect to the location, construction, width and grades of the proposed ways shown on a plan and the installation of municipal services therein. Said requirements are to enable the Planning Board to carry out the purpose of the Subdivision Control Law.

B. AUTHORITY

The Rules and Regulations are hereby adopted by virtue of and pursuant to the authority granted the Planning Board of the Town of Cohasset by Chapter 41, Section 81-K to 81-GG, of the General Laws of the Commonwealth of Massachusetts herein called the Subdivision Control Law, as now existing or hereafter amended.

C. APPLICABILITY

1. No person shall make a subdivision within the meaning of the Subdivision Control Law of any land within the Town, or proceed with the improvement or sale of lots in a subdivision or of the construction of ways, or the installation of municipal services therein, unless and until a Definitive Plan of such subdivision has been submitted and approved by the Board as hereinafter provided and recorded with the Norfolk County Registry of Deeds.

2. Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan of land and who believes that his plan does not require approval under the Subdivision Control Law may submit his plan to the Planning Board in accordance with Section II of these Rules and Regulations.
D. **ONE DWELLING PER LOT**

Not more than one building designed or available for use for dwelling purposes shall be erected or placed or converted to use as such on any lot in a subdivision or elsewhere in the Town without the consent of the Board, and such consent may be conditioned upon the provision of adequate access and egress to each site for such building in the same manner as otherwise required for lots within a subdivision.

E. **CORRECTNESS OF PLANS**

By submitting an application to the Board for approval and/or endorsement of a plan, the applicant certifies to the Board that the contents of the application, including without limitation the contents of such plan, are true and correct. The applicant has the burden of proving that such application and plan satisfy all applicable requirements of: these Rules and Regulations; the Subdivision Control Law; and, the Cohasset Zoning Bylaws. Failure by the applicant to present true and complete information to the Board shall constitute sufficient reason for the Board to disapprove or rescind approval of the application. The action of the Board to approve a subdivision does not effect any rights of others pertaining to the land to be subdivided, nor does it grant any rights to the applicant to perform work on land owned by others.

F. **SPECIAL CIRCUMSTANCES**

The Board may reasonably interpret these Rules and Regulations and the Cohasset Zoning Bylaws to address special, unforeseen or unique circumstances presented by an application and/or plan.

G. **DEFINITIONS**

For the purpose of these Rules and Regulations, unless a contrary intention clearly appears, the terms and words defined in the Subdivision Control Law shall have the meaning given therein. The following other terms and words shall have the following meaning:

1. **Agent**
   Person acting on behalf of or pursuant to the authority of another Person.

2. **Applicant**
   The owner of the land shown on plan submitted to the Board for approval and/or endorsement, or, the owner's agent, representative or assign.

3. **Board**
   The Planning Board of the Town of Cohasset, Massachusetts.

4. **Definitive Plan**
   A plan of a proposed subdivision or re-subdivision submitted in accordance with Section IV of these Rules and Regulations and Chapter 41, Section 81-T, of the General Laws. The Definitive Plan shall contain all the data required under Section IV-B.1.

5. **Definitive Plan Submission**
   All the plans, computations, data and field work which are required under Section IV-B of these Rules and Regulations.

6. **Engineer**
   A person registered or legally permitted to practice professional engineering in the Commonwealth of Massachusetts, commonly referred to as a Massachusetts Registered Professional Engineer.
7. **Frontage**
   The length of the line dividing a lot from the right-of-way of the street on which it bounds. This is to be measured at the right-of-way boundary and not at the centerline of the street.

8. **General Laws**
   The General Laws of the Commonwealth of Massachusetts.

9. **Lot**
   An area or parcel of land in one ownership, defined by metes and bounds or boundary lines in a recorded deed or recorded plan. A parcel shall not be designated a lot unless it conforms with the Table of Area Regulations, Section 5.3.1 of the Cohasset Zoning Bylaws.

10. **MassDOT**
    Massachusetts Department of Transportation

11. **MassDOT Standard Details**
    The publication entitled "Massachusetts Department of Transportation - Construction Standard Details - Highway Division - Prepared by the Massachusetts Department of Transportation - Highway Division March 2012" or latest revision thereof as revised by the Massachusetts Department of Transportation or its successor.

12. **MHD Specifications**
    The publication entitled "The Commonwealth of Massachusetts - Massachusetts Highway Department - Standard Specifications for Highways and Bridges - Boston, Massachusetts - 1988" or the latest revision thereof as revised by The Massachusetts Department of Transportation or its successor.

13. **Municipal Services**
    Sewers, water pipes, storm drains, gas pipes, electrical lines, telephone and communication lines, fire alarm systems, cable TV systems and their respective appurtenances.

14. **Owner**
    The owner of record as shown by the records in the Norfolk County Registry of Deeds or the Land Court.

15. **Person**
    An individual, two or more individuals, a partnership, association, corporation or other legal entity.

16. **Preliminary Plan**
    A plan of a proposed subdivision or re-subdivision submitted in accordance with Section III of these Rules and Regulations and Chapter 41, Section 81-S, of the General Laws.

17. **Registered Mail**
    Registered or certified mail as defined by the United States Postal Service.
18. **Registry of Deeds**
The Registry of Deeds of Norfolk County, including when appropriate, the recorder of the Land Court.

19. **Roadway**
That portion of a street intended for vehicular use.

20. **Street**
A portion of land that is used as a thoroughfare between different lots including traveled way, curbing, grass strips, sidewalks, drainage and utilities.

21. **Subdivision**
A subdivision of land into two or more lots in such a manner as to constitute a "subdivision" as defined in Chapter 41, Section 81-L, General Laws.

22. **Surveyor**
A person registered or legally permitted to practice land surveying in the Commonwealth of Massachusetts, commonly referred to as a Massachusetts Registered Professional Land Surveyor.

23. **Town**
The Town of Cohasset, Massachusetts.

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**H. CONSULTANTS & FEES**

The fee schedule contained in the "FORMS" section of these Rules and Regulations has been adopted by the Planning Board to provide a schedule of fees that accurately reflects the costs of services rendered and the work performed by the Planning Board and its staff in review of applications, including without limitation, administration and technical and legal review of applications.

The Board may utilize as its agents, appropriate Town agencies and officials and may at its discretion employ consultants and other professionals to assist in reviewing plans, inspecting project sites and construction or rendering opinions on legal issues, all at the expense of the applicant. All required fees must be submitted with the application and shall be deposited in a special account in compliance with M.G.L. c.44, Section 53G. When such an account falls below 50 percent of the initial required amount, the applicant shall be notified in writing by the Planning Board to replenish the account within fourteen days of the date of the notice. Public hearings will be postponed, permits will not be issued and inspections will not be scheduled until requested funds are received by the Planning Board office.

Once a project is completed and approved and/or occupancy permits issued, any remaining balance in the special account plus accrued interest shall be returned to the applicant upon approval of the applicant's written request.

The Planning Board may review and revise its fee schedules as the Planning Board determines to be appropriate in its discretion. Any amendment to the fee schedule shall take effect upon amendment of these Rules and Regulations pursuant to G.L. c.41, Section 81Q.
I. SEVERABILITY

If any provision of these Rules and Regulations, or any portion thereof, shall be declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall not be affected thereby and shall remain in full force and effect.
SECTION II Plans Believed Not to Require Approval  
(Approval Not Required - ANR)

A. SUBMISSION PROCEDURES & FEES

1. Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court, a plan of land, and who believes that his plan does not require approval under the Subdivision Control Law may submit his plan to the Board as permitted by Section 81-P, Chapter 41 of the General Laws and in accordance with these Rules and Regulations.

2. The Board may require an applicant to submit documentation satisfactory to the Board to prove the applicant's ownership of the subject property and/or prove the agency, representative or assignee relationship. The application shall include a municipal lien certificate showing that no outstanding taxes or assessments are due on the subject property.

3. The applicant shall file the following with the Planning Board:
   ☐ An original of Form 1
   ☐ 9 copies of Form 1
   ☐ A plan original Mylar
   ☐ 9 copies of the plan original
   ☐ Required application and engineering fees
   ☐ Municipal Lien Certificate
   ☐ Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
   ☐ PDF submission of all plans and documents

Such application shall be accompanied by evidence intended to show that said plan does not require approval under the Subdivision Control Law.
Nothing contained herein shall preclude the Planning Board from requiring additional copies of prints as required.

4. All Approval Not Required plan applications shall include a certification as to the application and plan's conformance, in every aspect, with these Rules and Regulations, the Subdivision Control Law and the Cohasset Zoning Bylaws and as to the accuracy of the application and plan, such certification to be executed by a person registered in the Commonwealth of Massachusetts as a Massachusetts Registered Professional Land Surveyor. If the application or plan fails to comply in any respect with these Rules and Regulations, the Subdivision Control Law and the Cohasset Zoning Bylaws, the application must be accompanied by a list, certified by such Massachusetts Registered Professional Land Surveyor setting forth each and every Rule and Regulation with which the application and/or plan does not comply, the nature of the noncompliance and the reason therefore.

5. The applicant, in accordance with Chapter 41, Section 81-T of the General Laws, shall give written notice to the Town Clerk by hand delivery or by certified mail. The notice shall state the date the submission was made to the Planning Board. If such notice is given by delivery, the Town Clerk shall, if requested, give written receipt thereof to the person who delivered such notice. The Applicant shall also provide the Town Clerk with a copy of the executed application form.
6. As outlined in Section I.H. CONSULTANTS AND FEES, all costs of the services rendered and the work performed by the Planning Board and its staff in review of the proposed ANR plan, including without limitation administration and technical and legal review of the proposed ANR plan, are the responsibility of the applicant.

7. A submission shall not be deemed complete and shall not be accepted until the applicant has submitted the required number of copies of the Form 1 application, plans and all other supporting documents, a municipal lien certificate, the signed Planning Board Statement of Litigation Policy together with the required application fee and engineering and legal fees deposit, unless the Board has waived the deposit requirements in writing.

**B. CONTENTS OF PLANS BELIEVED NOT TO REQUIRE APPROVALS**

All plans submitted under this section shall be of minimum dimensions of nine (9) inches by twelve (12) inches and of maximum dimensions of twenty four (24) inches by thirty six (36) inches or such other sizes as may be specified by the Registry of Deeds or by Land Court. All plans shall contain the following:

1. Title block, containing the following information:
   a. Name of owner of record
   b. Name of applicant
   c. Assessor's Map(s) and Plot(s) numbers
   d. Title, date of plan and scale
   e. Name, address, signature and seal of Massachusetts Registered Professional Land Surveyor.
   f. The statement "Approval Not Required Under the Subdivision Control Law," and sufficient space thereunder for the date and signatures of all members of the Board.
   g. The statement “Endorsement shall not be deemed to constitute a determination of compliance with the requirements of the Zoning Bylaw” under the signature lines in the Planning Board endorsement block.
   h. Date of survey and/or source of information.
   i. A space for dating and describing revisions.

2. North arrow.

3. Existing and proposed boundary lines, including dimensions and areas of all lots shown.

4. Existing and proposed streets, ways, common driveways and easements.

5. Location of all existing buildings, structures and bounds. In instances where a new lot line is being created, the Planning Board may require field verification of buildings setbacks from existing or new property lines.

6. Lot and/or house numbers.

7. Names of all abutters as they appear on the most recent tax list.

8. Zoning classification(s) and location of any zoning district boundaries that may lie within the locus of the plan.

9. Identify any area(s) within the locus which lie(s) within a Flood Plain and Watershed Protection District.

10. Notice of any decisions of the Zoning Board of Appeals including but not limited to variances and exceptions regarding the land or any building thereon.
11. A locus map at 800 feet to the inch.

12. Any other information necessary for the Board's determination.

C. APPROVAL PROCESS

The Planning Board may refer any plans so submitted to other Town agencies or their consultants.

If the Board determines that the plan does not require approval it shall forthwith, without a public hearing, endorse on the plan under the words "Approval Not Required Under the Subdivision Control Law," or words of similar import.

The Planning Board may add to such endorsement a statement as to the reason approval is not required or such other statement as may be deemed appropriate by the Planning Board.

Such endorsement shall not be deemed to constitute any determination of compliance with the requirements of the Zoning Bylaw. Following endorsement, said plan shall be returned to the applicant and the Planning Board shall notify the Town Clerk in writing of its action.

If the Board determines that the plan does require approval under the Subdivision Control Law, it shall, within twenty-one (21) days of the submission of the plan, given written notice of its determination to the Town Clerk and the applicant, and return the plan without endorsement. The applicant may submit the plan for approval as provided by law and by these Rules and Regulations, or may appeal from the determination of the Board in the manner provided in Section 81-BB of Chapter 41 of the General Laws.

If the Planning Board fails to act upon a plan submitted under this section or fails to notify the Town Clerk and the person submitting the plan of its action within twenty-one (21) days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and the Board shall forthwith make such endorsement on said plan, or, on the failure of the Board to do so forthwith, the Town Clerk shall issue a certificate to the same effect.
SECTION III Plans Requiring Approval Under the Subdivision Control Law - Preliminary Plan

A. SUBMISSION PROCEDURES & FEES

1. An applicant may, in the case of residential subdivision and shall, in the case of a commercial subdivision, submit a Preliminary Plan of a subdivision in accordance with Chapter 41, Section 81-S of the General Laws. The submission of such a Preliminary Plan will enable the Applicant, the Board, the Board of Health, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of the proposed subdivision before a Definitive Plan is prepared. Therefore, it is strongly recommended in every instance that a Preliminary Plan be filed.

2. The Board may require an applicant to submit documentation satisfactory to the Board to prove the applicant’s ownership of the subject property and/or prove the agency, representative or assignee relationship. The application shall include a municipal lien certificate showing that no outstanding taxes or assessments are due on the subject property.

3. The application for approval of a Preliminary Plan shall be made on Form 2, attached to these Regulations. The application shall be accompanied by:

- An original of Form 2
- 19 copies of Form 2
- 20 sets of plans
- 20 sets of all supplementary documents
- A certified abutters list and two sets of mailing labels matching the certified abutters list which can be obtained from the Assessor’s Office (Assessor’s Office requires 10 business days to produce)
- Required application fee, engineering and legal deposits
- Municipal Lien Certificate
- Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
- A copy of Form 3 (submitted to the Town Clerk’s Office) with the Town Clerk’s stamp
- PDF submission of all plans and documents

Nothing contained herein shall preclude the Planning Board from requiring additional copies of prints as required.

4. The applicant, in accordance with Chapter 41, Section 81-S of the General Laws, shall give written notice to the Town Clerk by hand delivery or by certified mail, utilizing Form 3 attached to these Regulations. The notice shall state the date the submission was made to the Planning Board. If such notice is given by delivery, the Town Clerk shall, if requested, give written receipt thereof to the person who delivered such notice. The Applicant shall also provide the Town Clerk with a copy of the executed application form.

5. As outlined in Section I.H. CONSULTANTS AND FEES, all costs of the services rendered and the work performed by the Planning Board and its staff in review of the proposed Preliminary Subdivision plan, including without limitation administration and technical and legal review of the proposed Preliminary Subdivision Plan, are the responsibility of the applicant.
6. A submission shall not be deemed complete and shall not be accepted until the applicant has submitted the required number of copies of the Form 2 application, plans and all other supporting documents, a municipal lien certificate, the signed Planning Board Statement of Litigation Policy, a certified abutters list and two sets of mailing labels and has provided the required application fee, and deposit fee for engineering, legal and Board expenses unless the Board has waived the deposit requirement in writing.

B. REQUIRED PRELIMINARY PLAN CONTENTS

The Preliminary Plan shall be provided at a scale of 1.0 inch = 40.0 feet. No other scale shall be acceptable to the Board without the Board’s prior written approval.

The Preliminary Plan shall be prepared so as to form a clear basis for a discussion, the results of which should form a firm basis for design of the Definitive Plan.

The information indicated on the Preliminary Plan shall include:

1. Subdivision name, boundaries, north arrow, date, scale, legend, and title "Preliminary Plan."

2. Names and addresses of record owner, and applicant and the name of the designer, Massachusetts Registered Professional Engineer, or Massachusetts Registered Professional Land Surveyor.

3. Names of all abutters, as determined from the most recent tax lists; and the names, approximate location, and width of all adjacent streets.

4. The existing and proposed lines of streets, ways, easements, and any public areas within the subdivision in a general manner.

5. The boundary lines of proposed lots showing approximate areas and dimensions.

6. The topography of the land in general manner; proposed alterations in topography, if significant.

7. The proposed drainage system, including adjacent existing natural waterways, in a general manner.

8. The zoning classification of the land shown on the plan and the location of any zoning district boundaries that may lie within the locus of the plan.

9. The location of all major features of the land such as existing walls, fences, monuments, buildings, large trees or wooded areas, large boulders, rock edges or ledge outcroppings, swamps, water bodies, and natural water courses including drainage ditches.

10. Identify any area(s) within the locus which lie(s) within a Flood Plain and Watershed Protection District.

11. The existing and proposed municipal services within the subdivision in a general manner.
C. SUPPLEMENTAL PRELIMINARY PLAN INFORMATION

The Board strongly recommends, but does not require, that the following information be contained in the Preliminary Plan:

1. A locus plan at a scale of one (1) inch = eight hundred (800) feet showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision.

2. The location of the General Soils Classifications identified by the Soil Conservation Service, United States Department of Agriculture, as depicted on available maps.

3. Topography of the land at contour intervals for gentle slopes and five (5) foot intervals for steep slopes. Elevations shown shall be developed on National Geodetic Vertical Datum (NGVD) base datum. Such datum shall be stated on the plan.

4. Proposed systems of storm drainage, water and sewage disposal including adjacent existing natural waterways intended to receive sewage and/or drainage effluent.

5. Profiles of existing grades and approximate finished grades of proposed roadways, and drain and sewer systems at a scale of 1.0 inch = 40.0 feet horizontally and 1.0 inch = 4.0 feet vertically.

6. A report on soil testing performed prepared by a Massachusetts Registered Professional Engineer. The purpose of the report shall be to supply soil data to the Planning Board and assist in evaluating the design of the subdivision. The report shall include the location of observation pits. Logs of such observation pits shall be taken in accordance with the Regulations concerning pits as required in 310 CMR 15.00 of the State Environmental Code, Subsection 15.03 (3), Deep Observation Holes, prior to submission of the Definitive Plan. The minimum depths of such pits shall be as follows:
   a. Cut Sections: Five (5) feet below proposed finished grade or to bedrock, whichever is less.
   b. Fill Sections: Eight (8) feet below existing grade or to bedrock, whichever is less, except in unstable soils (i.e., peat, muck, etc.) where the minimum depth shall be five (5) feet below hard bottom.

7. A preliminary environmental impact report addressing the following:
   a. An analysis of the site, including wetlands, slopes, soil conditions, areas within the 100 year flood, trees over 12.0 inches diameter and such other natural features as the Planning Board may request.
   b. A summary of the environmental concerns relating to the proposed plan.
   c. A description of the neighborhood in which the tract lies, including utilities and other public facilities, and the impact of the proposed plan upon them.
   d. Review of traffic impacts of the development and potential mitigation.

8. It is strongly advised that the roadway centerline be staked at appropriate intervals to facilitate review of the Preliminary Plan.
D. APPROVAL PROCESS

The Board and the Board of Health shall act upon the Preliminary Plan and its accompanying materials in accordance with Chapter 41 of the General Laws. Approval, if given, does not constitute approval of a subdivision.

Any plan submitted by the applicant to the Board in advance of the Definitive Plan which does not conform to the requirements hereof pertaining to a Preliminary Plan shall not be considered to be a Preliminary Plan, nor shall such a plan be accepted by the Board.

1. Review of Plan

The Preliminary Plan will be transmitted to the Board of Health, and such other Boards or committees as the Planning Board may deem advisable. A Preliminary Plan public discussion will be held by the Planning Board. During discussion of the Preliminary Plan, information required for the Definitive Plan will be developed. The Planning Board office staff shall mail a copy of the initial meeting agenda to abutters as notification of the public discussion.

2. Preliminary Plan Approval

As soon as is practicable, and in no case more than forty five (45) days after the submission of the Preliminary Plans, the Board shall notify the applicant and the Town Clerk whether such submission has been approved, approved with modifications, or disapproved. If the Preliminary Plan was disapproved the Board shall give specific reasons for disapproval. Approval in no case constitutes approval of the proposed subdivision.
SECTION IV Plans Requiring Approval Under the Subdivision Control Law - Definitive Plan

A. SUBMISSION PROCEDURES & FEES

1. The Board may require an applicant to submit documentation satisfactory to the Board to prove the applicant's ownership of the subject property and/or prove the agency, representative or assignee relationship. The application shall include a municipal lien certificate showing that no outstanding taxes or assessments are due on the subject property.

2. Any person who submits a Definitive Plan of a Subdivision to the Planning Board for approval shall file with the Board:
   - An original of Form 4
   - 19 copies of Form 4
   - 20 sets of plans
   - 20 sets of all supplementary documents required under Section IV.B.2
   - A certified abutters list and two sets of mailing labels matching the certified abutters list which can be obtained from the Assessor's Office (Assessor's Office requires 10 business days to produce)
   - Required application fee, engineering and legal deposits
   - Municipal Lien Certificate
   - Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
   - Form 7 – Street Name Review Form
   - A copy of Form 3 (submitted to the Town Clerk's Office) with the Town Clerk's stamp
   - PDF submission of all plans and documents

   Nothing contained herein shall preclude the Planning Board from requiring additional copies of prints as required.

3. All Definitive Subdivision Plan applications shall include a certification as to the application and plan's conformance, in every aspect, with these Rules and Regulations, the Subdivision Control Law and the Cohasset Zoning Bylaws and as to the accuracy of the application and plan, such certification to be executed by a person registered in the Commonwealth of Massachusetts as a Massachusetts Registered Professional Land Surveyor or Massachusetts Registered Professional Engineer. If the application or plan fails to comply in any respect with these Rules and Regulations, the Subdivision Control Law and the Cohasset Zoning Bylaws, the application must be accompanied by a list, certified by such Massachusetts Registered Professional Land Surveyor or Massachusetts Registered Professional Engineer, setting forth each and every Rule and Regulation with which the application and/or plan does not comply, the nature of the noncompliance and the reason therefore.

4. The applicant, in accordance with Chapter 41, Section 81-T of the General Laws, shall give written notice to the Town Clerk by hand delivery or by certified mail, utilizing Form 3 attached to these Regulations. The notice shall state the date the submission was made to the Planning Board. If such notice is given by hand delivery, the Town Clerk shall, if requested, give written
receipt thereof to the person who delivered such notice. The applicant shall also provide the Town Clerk with a copy of the executed application form.

5. As outlined in Section I.H. CONSULTANTS AND FEES, all costs of the services rendered and the work performed by the Planning Board and its staff in review of the proposed Definitive Subdivision Plan, including without limitation administration and technical and legal review of the proposed Definitive Subdivision Plan, are the responsibility of the applicant.

6. A submission shall not be deemed complete and shall not be accepted until the applicant has submit the required number of copies of the Form 4 application, plans and other supporting documents, a municipal lien certificate, the signed Planning Board Statement of Litigation Policy, a certified abutters list and two sets of mailing labels and has provided the required application fee and deposit fee for engineering, legal and Board expenses unless the Board has waived the deposit requirement in writing.

7. Review by the Board of Health as to suitability of the land:
   When a Definitive Plan of a subdivision is submitted to the Planning Board, as provided in Chapter 41, Section 81-0, of the General Laws, a copy thereof shall also be filed with the Board of Health which shall review the plan in accordance with the Subdivision Control Law.

**B. DEFINITIVE PLAN SUBMISSION CONTENTS**

The Definitive Plan submission shall consist of the Definitive Plan and required supplemental information as follows:

1. Definitive Plan
   a. The Definitive Plan shall be prepared by a Massachusetts Registered Professional Engineer and Massachusetts Registered Professional Land Surveyor and shall be clearly and legibly drawn at a scale of 1 inch = 40 feet in black permanent ink upon sheets of tracing cloth or plan original 24 inches by 36 inches, with 3/4 inch borders except the left border which shall be 1-1/2 inches.
   b. The Definitive Plan shall consist of at least 5 separate sheets as follows:
      1. A cover sheet,
      2. A subdivision plan,
      3. A topographic, utilities, drainage and grading plan,
      4. A layout plan and profile,
      5. A detail sheet.
   c. All sheets making up the Definitive Plan shall contain the following:
      1. Title (Subdivision Name), date of preparation and scale.
      2. Name of owner of record and of applicant if other than owner of record.
      3. Name and address of the Massachusetts Registered Professional Land Surveyor and Massachusetts Registered Professional Engineer.
      4. Certificate and seals of the Massachusetts Registered Professional Engineer and Massachusetts Registered Professional Land Surveyor who prepared the sheet (including topographic information).
      5. Certificate by the Massachusetts Registered Professional Land Surveyor that all surveying conforms to the requirements of the Massachusetts Land Court. (Not required on Index Sheet or Detail Sheet.)

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6. Certificate by the Massachusetts Registered Professional Land Surveyor that all surveying conforms to the current requirements of the Massachusetts Board of Registration of Professional Engineers and Land Surveyors as described in 250 CMR 6.00 "Procedural and Technical Standards for the Practice of Land Surveying." (Not required on Index Sheet or Detail Sheet or sheets without survey information.)

7. Suitable space to record the action of the Board and the signatures of the members of the Board on each sheet of the Definitive Plan.

8. Revision block suitable to record and describe revisions made to the plan.

d. The Subdivision Plan shall contain the following:

1. North arrow.

2. Existing and proposed lines of streets, house numbers of existing houses, rights-of-way, easements, and any public or common areas within the subdivision. (The proposed names of proposed streets will be shown in pencil until they have been approved by the Board.)

3. Location, names and present widths of adjacent streets or of streets approaching or within reasonable proximity of the proposed subdivision.

4. A locus plan at a scale of one inch (1 inch) = eight hundred feet (800 feet) showing the relationship between the subdivision and adjoining property within a radius of - one quarter-mile of the proposed subdivision.

5. Names of all owners of abutting land as determined from the most recent local tax list, including owners of land separated from the subdivision only by a street.

6. All lots with lot numbers designated numerically and in sequence. The applicable minimum front, side and rear yard depth of each lot as required by the Zoning Bylaw shall be shown by a dashed line.

7. Sufficient data including lengths, bearings, radii and central angles to determine the exact location, direction and length of every street line, lot line and boundary line and sufficient survey data referred to existing permanent monuments such that these lines may be readily established on the ground.

8. The Board, where it deems necessary, may require a permanent elevation bench mark.

9. Location of natural waterways and water bodies within and adjacent to the subdivision.

10. Location of existing or proposed paths, sidewalks, roads, rights of way over and across the subdivision.

11. The limit of previous approval by the Planning Board and the date of such approval. If the subdivision adjoins a public way it shall be so designated.

12. Zoning classification of the land shown on the Plan and the location of any zoning district boundaries that may lie within the locus of the Plan.

13. Location of all proposed survey monuments for the subdivision.

14. If the property that comprises the subdivision or any part thereof has been examined, approved and confirmed by the Massachusetts Land Court, such information shall be noted on the plan with case numbers and other pertinent references, and the same requirement shall apply to any abutting parcels of the applicant.

15. Identify any area(s) within the locus which lie(s) within a Flood Plain and Watershed Protection District or any other zoning overlay district.

16. Items contained in IV.B.1.c above.
e. The Topographic, Utilities, Grading & Drainage Plan shall contain the following:

1. Location of all permanent monuments, identified as to whether existing or proposed, natural objects such as waterways, wetlands, detention ponds, trees over 12 inches in diameter, drainage courses, large boulders or ledge outcroppings, stone walls, fences, buildings, retaining walls, existing on-site disposal systems on the property or within 50 feet of any proposed drains, 100 year flood plain and the like.

2. Locations of all proposed streets, lot lines and easements.

3. Existing and proposed contours, developed on NGVD base, at two (2) foot intervals. Existing contours and detail shall meet National Map Accuracy Standards for 1 inch = 40 feet maps. Where aerial photogrammetry is used, check sections shall be taken and provided to demonstrate map accuracy. Existing topographic information shall be based on recent on the ground survey under the supervision of the registered professional whose stamp is on the plan.

4. Location of all drainage structures with existing and proposed spot grades where drainage meets existing conditions.

5. There shall also be shown any alteration of the pattern and disposition of drainage without regard for its source. Direction and size of all drainage culverts, open ditches and the like must be indicated.

6. Location of surface and subsurface explorations on the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions, depth of groundwater and the probable area of disposal systems shall be indicated.

7. Location of existing or proposed municipal services.

8. Location of all proposed haul roads to be used during subdivision construction.

9. Items contained in IV.B.1.c above.

d. The Layout Plan and Profile shall contain the following:

1. A separate plan for each proposed street and easement, including bridges, in the subdivision, at a horizontal scale of 1 inch = 40 feet, showing for each such proposed street or easement; side lines, center line, points of tangency, length of tangents, length of curves, intersection angles, radii of curves, and the location of proposed and existing permanent monuments and bench marks, together with all lot lines, buildings and other major features within forty (40) feet of the exterior lines of such street or easement. The layout plan shall also show the size, material and location of all proposed drains, proposed water mains, other existing and proposed municipal services and proposed sewers within the street, together with their appurtenances.

2. The items above shall be supplemented where necessary by lines on the plan showing the width and location of proposed roadways, planting strips, gutters, light fixtures, hydrants, sidewalks, guardrails and similar physical features. Directly above or below the plan of each proposed street or easement, a profile shall be drawn at a horizontal scale of 1 inch = 40 feet and a vertical scale of 1 inch = 4 feet showing for such street or easement existing centerline grades in fine black solid line, existing exterior left side line in fine black short dash line, existing exterior right side line in fine black long dash line, and proposed finished centerline grades in heavy solid line. Proposed and existing grade elevations shall be shown by figures at beginning and end of the street or easement at fifty (50) feet station intervals and at the beginning and end of all vertical curves. Proposed stations and station equations shall be shown by figures at the beginning and end of the street or easement. Rates of gradient in percentage shall also be shown. All elevations shall refer to National Geodetic Vertical Datum (NGVD). Profiles shall also indicate the location of any intersecting public or private ways, and the location of existing and proposed storm drains including water mains, sewers, or other municipal services and their
appurtenances, invert locations of all manholes, pipe ends, catch basins and changes in slope. Existing septic systems within 50 feet of the edge of the roadway layout shall also be shown.

3. On the same sheet or on a separate sheet, there shall be drawn cross-sections of the proposed street, properly located and identified by station number, at such intervals along the street as will indicate adequately any variations in its section.

4. Items contained in IV.B.1.c above.

g. The cover sheet shall consist of:

1. A locus plan at a scale of 1 inch = 800 feet showing the relationship of the subdivision to adjoining property within a radius of one-quarter mile of the proposed subdivision.

2. An index of other sheets in the plan.

3. A space reserved for revision dates on the sheet.

4. A statement under the space for revision dates as follows: "The latest revised date contained in this set of plans is (Date)."

5. If the entire site cannot be shown on one sheet, an index plan shall be drawn on the cover sheet (or on a separate sheet) at a scale agreed to by the Board. The index plan shall show lots, streets and street stationing conforming to the layout plan and profile. The identity of lots by house number should also be shown if available.

h. The detail sheet shall contain details indicating the proposed construction of all catch basins, manholes, channels, swales, headwalls, endwalls, flared ends, hydrants, roadways, sidewalks, bikeways and all other improvements required by these Regulations and by the Planning Board.

2. Required Supplemental Information for a Definitive Plan Submission

a. Environmental Impact and Evaluation Statement

The applicant shall also submit with the Definitive Plan twenty (20) copies of an environmental impact statement, the purpose of which is to enable the Board to determine the methods which are to be used by the applicant to promote the environmental health of the community and to minimize adverse effects on the natural resources of the Town.

In preparing the statement, the applicant should refer to the Soil Survey Maps and Manual, by the Soils Conservation Service, U.S. Department of Agriculture, for this town. The statement should include specific references to the appropriate plans and maps. The statement should be a technical document with references for all comments whenever possible.

In reviewing the statement, the Board strongly encourages the applicant to consider the health and safety of the inhabitants of the area; the degree to which water is recycled back into the ground; the effect on flow and quality of surface and ground waters; the effect of drainage upon adjacent properties; the preservation or promotion of wildlife refuges, historic sites, unique geological, botanical and archaeological features; existing or potential trails and accesses to open space areas; the extent to which the design utilizes natural features and orientation to foster energy conscious design.

The Planning Board may waive any section, or sections, of the statement which it deems inapplicable to the proposed project. The developer should discuss the requirements with the Board prior to the submission of a Definitive Plan.

The statement shall include the following:

1. Physical Environment

   a. Describe the general physical conditions of the site, including amounts and varieties of vegetation,
general topography, unusual geologic, scenic and historical features, trails and open space links, and indigenous wildlife.

b. Describe how the subdivision will affect these features.

c. Provide a complete physical description of the subdivision and its relationship to surrounding area.

2. Surface Water and Soils

a. Describe location, extent and type of existing watercourses, ponds, vernal pools and wetlands, including existing surface drainage characteristics, both within and adjacent to the subdivision noting any current problems in the area.

b. Describe the methods to be used during construction to control erosion and sedimentation; i.e., use of sediment basins and type of mulching, matting, or temporary vegetation; describe approximate size and location of land to be cleared at any given time and length of time of exposure; covering of soil stockpiles; and other control methods used. Evaluate effectiveness of proposed methods on the site and on the surrounding areas.

c. Describe the permanent methods to be used to control erosion and sedimentation, including a description of:
   i. Any areas subject to flooding or ponding;
   ii. Proposed surface drainage system;
   iii. Proposed land grading and permanent vegetative cover;
   iv. Methods to be used to protect existing vegetation;
   v. The relationship of the development to the topography;
   vi. Any proposed alterations of shore lines, marshes or seasonal wet areas;
   vii. Any existing or proposed flood control or wetland easements; and
   viii. Estimated increase of peak run-off caused by altered surface conditions, and methods to reduce run-off by allowing surface water to seep into the ground.

d. Describe sewage disposal methods. Evaluate impact of disposal methods on surface water, soils, and vegetation.

e. Provide complete drainage calculations for the proposed subdivision and off-site drainage improvements, if any calculations to include:
   i. Topographic map showing all watershed areas referred to in the drainage calculations, the subdivision perimeter, the subdivision streets, drainage structures;

   ii. Drainage calculations for development;

   iii. Other information necessary to check the adequacy of the drainage design proposed and the impact of this design, both upstream and downstream of the subdivision.

3. Subsurface Conditions

A report on soil testing performed and prepared by a Massachusetts Registered Professional Engineer. The purpose of the report shall be to supply soil data to the Planning Board and assist in evaluating the design of the subdivision. The report shall include the location of observation pits. Logs of such observation pits shall be taken in accordance with the regulations concerning pits as required in 310 CMR 15.00 of the Massachusetts Sanitary Code, Subsection 15.03 (3), Deep Observation Holes, prior to submission of the Definitive Plan.
a. Describe any limitations on proposed subdivision caused by sub-surface soil and water conditions, and methods to be used to overcome them.

b. Provide logs and findings from soils tests and observation pit excavations conducted on the site. At least one observation pit per 200 feet of road along the centerline of road shall be dug and logged. The observation pits have the purpose of supplying soil data to the Planning Board to assist in evaluating the design and construction cost of a subdivision. A log of such observation pits shall be taken, in accordance with the applicable sections of Regulations concerning such pits as contained in 310 CMR 15.102 – 15.105 (The State Environmental Code – Title 5) as amended prior to submission of the Definitive Plan. The minimum depths of such pits shall be as follows:

i. Cut Sections: Five (5) feet below proposed finished grade or to bedrock, whichever is less.

ii. Fill Sections: Eight (8) feet below existing grade or to bedrock, whichever is less, except in unstable soils (i.e., peat, muck, etc.) where the minimum depth shall be five (5) feet below hard bottom.

c. Evaluate impact of sewage disposal methods on quality of subsurface water and increase/decrease in the elevation of existing water table.

4. Town Services

a. Describe estimated existing and proposed traffic flow at peak periods and proposed circulation pattern and impact on area within one-thousand (1000) feet of the subdivision.

b. Provide at least one sketch plan of the site and abutting properties within a minimum of one-thousand (1000) feet of the site whether or not owned by the applicant showing possible or prospective street layouts for such adjacent land.

c. Describe locations and number of vehicles accommodated in parking areas.

d. Describe effect of subdivision on police and fire protection services.

e. Describe effect of subdivision on highway department services, including existing streets and storm drainage facilities.

f. Describe effect of subdivision on educational services.

g. Describe the effect of the subdivision on the town water supply and distribution system.

h. Describe the effect of the subdivision on town parks, playgrounds and recreational facilities.

5. Human Environment

a. Provide a tabulation of proposed buildings by type, size (number of bedrooms, floor area), ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, parking and other paved vehicular areas and usable open space.

6. General Impact

a. Summarize environmental impact on entire Town with supporting reasons.

3. Other Required Field Work

To facilitate the review of the Definitive Plan submission, the applicant shall stake the centerline of the proposed roadway at 100 foot intervals. The applicant shall also stake locations and elevations of all drainage structures such as flared ends and head walls that must meet existing grades. Other areas sensitive to the design evaluation may be required to be staked after review of plans by the Board.
C. MODIFICATION, AMENDMENT, OR REVISION OF A DEFINITIVE PLAN

No modification, amendment, change or alteration shall be made in an approved Definitive Plan unless made in accordance with Sections 81O and 81W of Chapter 41 of the General Laws. For the purposes of this paragraph, the Definitive Plan shall be defined to include without limitation all elements listed under Section IV.B., Definitive Plan Submission Contents, of these Regulations. Any alteration in grades, drainage plans or other utilities shall constitute a change in the Definitive Plan.

D. SUBMISSION OF AN AMENDED DEFINITIVE PLAN FOLLOWING DISAPPROVAL FOR STATED REASONS

Where the Planning Board has disapproved a Definitive Plan submission for stated reasons, the applicant may submit an amended plan which purports to address the reasons for disapproval. Submission of such an amended plan shall be governed by the provisions of this Section:

1. The applicant shall submit an amended plan within twenty (20) days after the decision of the Board to disapprove the Definitive Plan has been filed with the Town Clerk.

2. An amended plan under this section shall comply in all respects with the Rules and Regulations governing submission of a Definitive Plan as set forth in Section IV et. seq. herein, including, without limitation, the filing of the required application and payment of all fees and deposits.

3. The Planning Board may, at its discretion, waive strict compliance with these Rules and Regulations. Where an amended plan has been submitted under this Section, the Board should avoid unnecessary duplication of plans and/or supplemental information whenever possible.

4. Any submission made under the provisions of this Section shall be governed by the Rules and Regulations, Bylaws, and Statutes in effect at the time the amended plan is submitted.

E. INCOMPLETE SUBMISSIONS

Within twenty one (21) days of receipt of a proposed Definitive Plan submission, the Planning Board shall determine whether the submission is complete. Incomplete filings shall be rejected and a written notification of rejection and the reasons therefore shall be sent by certified mail to the applicant with copies to the Town Clerk and Board of Health. Mailing of this notification shall be made no later than twenty one (21) days after the Planning Board received the submission. (If the twenty first day falls on a Saturday, Sunday, or legal holiday, then the next business day shall be the deadline.) If the notification has not been sent as provided herein, then the submission shall be deemed complete. The Planning Board shall retain the copies of the rejected filing for its record.

An incomplete submission will not trigger the time periods set forth in Chapter 41, Section 81-U of the General Laws for review of the plan by the Board of Health or the Planning Board.

Acceptance of a Definitive Plan submission as substantially complete does not imply that the submission meets the requirements of these Rules and Regulations. After further review and comments by the Planning Board, its agents, and/or other boards, supplementary information, documentation or clarifications to the submission may be required.
F. APPROVAL PROCESS

1. The Planning Board will transmit copies of Definitive Plan submissions that it deems substantially complete to such boards or committees as it deems advisable. The Planning Board will request of each official, board and commission to which it has transmitted a copy of the Definitive Plans a written statement with regard to the plan within forty-five (45) days of such submission. Such statements should address, where appropriate: the layout and design of the proposed subdivision and of the proposed municipal services therein; compliance with the Zoning Bylaw; applicability thereto of state and local Regulations; and the impact, if any, of the proposed subdivision on matters within the purview of the particular committee. The applicant shall simultaneously file his proposed Definitive Plan with the Board of Health as required by Chapter 41, Section 81-U of the General Laws and Section IV, A.7, of these Rules and Regulations.

2. Before approval, modification and approval, or disapproval of the Definitive Plan is given, a public hearing shall be held by the Planning Board, notice of the time and place of which and of the subject matter, sufficient for identification, shall be given by the Planning Board at the expense of the applicant by advertisement in a newspaper of general circulation in the Town once in each of two successive weeks, the first publication being not less than fourteen days before the day of such hearing or if there is no such newspaper in the Town then by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of such hearing, and by mailing a copy of such advertisement to the applicant and to all owners of land abutting upon the land included in such plan as appearing on the most recent tax list.

3. Approval, Modification or Disapproval. After the required hearing, but within the period specified in the Subdivision Control Law after receipt of a complete Definitive Plan Submission, the Board shall take final action in accordance with said law.

Before endorsement of the Planning Board's approval of a Definitive Plan of a subdivision, the Applicant shall agree to construct the required improvements specified on the plans and in these Rules and Regulations, such construction to be secured by a performance guarantee as described in Section IV.F.7.

4. Certificate of Approval. The action of the Board in respect to said plan shall be by vote, copies of which shall be certified and filed with the Town Clerk and sent by certified mail to the applicant. If the Board modifies or disapproves said plan, it shall state in its vote the reason for its action. Final approval, if granted, shall be endorsed on the original of the approved drawings of the Definitive Plan by the signatures of a majority of the Board, but not until the statutory twenty (20) day appeal period has elapsed following the filing of the certificate of the action of the Board with the Town Clerk, and said Clerk has notified the Board in writing that no appeal has been filed. The Board shall then return to the applicant the originals of the Definitive Plan.

Within thirty (30) days after the return to the applicant of the Definitive Plan, as approved and endorsed, the owner shall obtain and furnish to the Board three (3) prints and one (1) reproducible plan original of said plan showing final endorsement. Prints and reproducible shall be black line on white background. No lots shall be released and no bond reduced by the Board until the applicant has filed with the Board the above prints.

Approval of the Definitive Plan shall not be deemed to constitute the laying out or acceptance by the Town of any streets within the subdivision.
5. Recording of Plan. All sheets of the Definitive Plan shall be recorded within ten (10) days after the Definitive Plan and covenant (Form 5 contained in these Rules and Regulations) as approved and endorsed, have been recorded at the Norfolk Registry of Deeds and, in the case of registered land, with the recorder of the Land Court. the applicant shall notify the Board in writing of the date of such recording, including book and page or document numbers.

6. Upon receipt of notification of recording, the Board shall file one print of the Definitive Plan with the Building Inspector. In accordance with the Subdivision Control Law, where approval with covenant is noted thereon, the Building Inspector shall not issue any permit for the construction of a building on any lot within the subdivision without receipt from the Board of a copy of the Certificate of Release of Lots (Form 6 contained in these Rules and Regulations).

7. Performance Guarantee. Before endorsement of its approval of a Definitive Plan of a subdivision, the applicant shall agree to complete the required improvements specified on the plans and/or in these Regulations for all lots in the subdivision, such construction and installation to be secured by one, or in part by one and in part by the other, of the methods set forth in the Subdivision Control Law.

8. The Planning Board may condition its approval of a Definitive Subdivision Plan upon completion of the construction of all ways and installation of all utilities in compliance with the approved plan and with the Planning Board's Subdivision Rules and Regulations within two (2) years of the date of approval of the plan by the Planning Board or other date authorized by the Planning Board. Failure to complete such construction and installation of all ways and utilities within such two (2) year period shall automatically rescind the Planning Board's approval of the Plan without need of further action by the Planning Board.

G. RELEASE OF PERFORMANCE GUARANTEE

1. Upon the completion of the construction of ways and the installation of municipal services in accordance with these Rules and Regulations and the approved plan, security for the performance of which was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the Applicant shall send by registered mail to the Town Clerk and the Planning Board a written statement that the said construction or installation in connection with which such bond, deposit or covenant has been given has been completed in accordance with these Rules and Regulations and the approved plan, such statement to contain the address of the applicant.

2. If the Planning Board determines that said construction or installation has been completed in accordance with these Rules and Regulations and the approved plan, it shall release the interest of the Town in such bond and return the bond or the deposit to the person who furnished the same, or release the covenant by appropriate instrument, duly acknowledged, which may be recorded.

3. If the Planning Board determines that said construction or installation has not been completed, it shall specify in a notice sent by registered mail to the applicant and to the Town Clerk the details wherein said construction or installation fails to comply with these Rules and Regulations and/or the approved plan and upon failure to do so within forty-five (45) days after the receipt by said Town Clerk of said statement from the Applicant, all obligations under the bond shall cease and terminate by operation of law, any deposit shall be returned and any such covenant shall become void.
4. In the event that said forty-five (45) day period expires without such specification, or without the release and return of the bond or return of the deposit or release of the covenant as aforesaid, the Town Clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded.

5. Neither reduction of surety nor release of lots pursuant to this Section IV.G. shall relieve the Applicant from his obligation to complete the work in accordance with these Rules and Regulations and the approved plan. Work discovered to be defective subsequent to reduction of surety or release of lots shall be corrected by the Applicant prior to final acceptance of the work by the Planning Board.

H. EVIDENCE OF SATISFACTORY PERFORMANCE

1. Before the Board will release the interest of the Town in the performance guarantee, the applicant shall file with the Board the following:
   a. A certified copy of a separate layout plan and profile (with accompanying cross sections and profile) showing as-built location for each street and easement in the subdivision (or, in the case of approval with covenant, of the street or streets serving the lots for which a release is desired). Certification shall be by the Massachusetts Registered Professional Engineer and Massachusetts Registered Professional Land Surveyor employed by the applicant at his own expense, and shall indicate that all easements, streets, sidewalks, sewers, storm drains and water mains and their appurtenances have been constructed in accordance with the lines and grades of said plan and are accurately located as shown thereon. Said plan shall be suitable for recording in the Norfolk Registry of Deeds and shall conform to applicable Layout Plan and Profile requirements of these Regulations.
   b. A statement in writing from the Board or its agent, that all work under its jurisdiction required by these Rules and Regulations has been inspected and completed in each street in the subdivision (or in the street or streets serving the lots covered by the surety), including, but not limited to, storm drains, bridges and sidewalks and that it has approved the construction and materials used in the performance of such work.
   c. A statement in writing from the Water Department and Sewer Department that they have inspected and the applicant has completed each water main and sanitary sewer and their appurtenances in accordance with their requirements and that they have approved the construction and materials used in the performance of such work.
   d. A written certification by the Board of Health that any requirements of the Board of Health contained or referred to in the Definitive Plan have been met.
   e. Copies of or reference to the necessary instruments, executed by the applicant, transferring to the Town all utilities and easements as shown on the Definitive Plan unless this requirement is modified under the terms of Definitive Plan approval.
SECTION V Design Standards

A. GENERAL

1. All lots shown on a Definitive Plan submitted to the Board for approval shall comply with the applicable zoning bylaws for the Town of Cohasset, Massachusetts in force at the time of application.

2. Convenient maintenance of all proposed construction shall be a consideration.

3. Due regard shall be exercised in the design and during the construction process to insure that drainage, or any other activity above or below the surface of the ground is not allowed to contaminate any watercourse, body of water or groundwater.

4. Earth Removal. The tentative or final approval of a Definitive Plan by the Board shall not be construed as authorizing the removal of material from the premises, even though in connection with the construction of streets shown on the plan. All earth removal within subdivisions shall be in accordance with the Regulations Governing Earth Removal contained in the Zoning Bylaws for the Town of Cohasset, Massachusetts.

5. The subdivision shall harmonize and conform with plans for Cohasset as adopted by the Planning Board and/or Board of Selectmen.

6. Protection of Natural Features. Due regard shall be shown for all natural features, such as large trees, watercourses, scenic points, historic spots and similar community assets, to preserve, promote and enhance the natural beauties and amenities of the Town and add value to the subdivision.

7. Open Spaces. Before approval of a plan, the Board may in proper cases require the plan to show a park or parks suitably located for playground or recreation purposes or for providing light and air in accordance with the Subdivision Control Law. The park or parks shall not be unreasonable in area in relation to the land being subdivided and to the prospective uses of such land. Final disposition of such areas shall be in accordance with the Subdivision Control Law.

8. In the case of a Definitive Plan showing the connection of ways within the subdivision over a private way to a public way, approval of the Definitive Plan shall be denied unless the applicant has sufficient rights in the private way to enable the applicant to bring the private way into conformance with the requirements of these Rules and Regulations, or as waived pursuant to G.L. Chapter 41, Section 81-R. The Definitive Plan shall show such private way, together with other applicable systems.

9. Obligations of Applicant to Make Improvements. Where the physical condition or width of a public way from which a subdivision has its access is considered by the Board to be inadequate to carry the traffic expected to be generated by such subdivision, the Board may require the Applicant to dedicate a strip of land for the purpose of widening the abutting public way to a width at least commensurate with that required within the subdivision, and/or to make physical improvements to and within such public way to the same standards required
within the subdivision. Any such dedication of land for the purpose of way and any such work performed within such public way shall be made only with permission of the governmental agency having jurisdiction over such way, and all costs of any such widening or construction shall be borne by the Applicant.

10. Wherever possible, subdivision design shall incorporate principles of sustainable development, energy conscious design and the Cohasset Open Space and Recreation Plan.

B. STREETS

1. Streets in the subdivision shall be coordinated with each other and with the existing street system in a manner satisfactory to the Board, with due regard to the purpose of the Subdivision Control Law and these Rules and Regulations.

Provision satisfactory to the Board shall be made for the proper extension of streets, or for access to adjoining property which is not yet subdivided.

Reserve strips prohibiting access to streets or adjoining property shall not be permitted, except where, in the opinion of the Board, such strips shall be in the public interest.

Insofar as practical, streets shall be located a suitable distance from existing dwellings of abutters and/or landscaping shall be provided as required by the Board to buffer noise and other impacts from proposed streets.

2. Obligations of Applicant to Make Improvements. Where the physical condition or width of a public way from which a subdivision has its access is considered by the Board to be inadequate to carry the traffic expected to be generated by such subdivision, the Board may require the Applicant to dedicate a strip of land for the purpose of widening the abutting public way to a width at least commensurate with that required within the subdivision, and/or to make physical improvements to and within such public way to the same standards required within the subdivision. Any such dedication of land for the purpose of way and any such work performed within such public way shall be made only with permission of the governmental agency having jurisdiction over such way, and all costs of any such widening or construction shall be borne by the Applicant.

3. Alignment
   a. The street system shall conform to the approved Preliminary Plan, if any.
   b. Streets shall be continuous, of uniform width and in alignment with existing streets.
   c. Long straight roadway sections should be avoided in minor streets.
   d. Street jogs with centerline offsets of less than one hundred and twenty-five (125) feet shall be avoided.
   e. Proposed names of all streets in the subdivision shall be subject to approval by the Assessor, Police Chief, Fire Chief and Emergency Notification coordinator (utilizing "Street Naming Form 7" contained in these Rules and Regulations) as indicated by the signature of each. In the event that a proposed name is not approved, the Assessor will recommend or assign a replacement name.
   f. Connections with uncompleted extensions of adjacent ways shall be accomplished. When adjoining property is not subdivided, if required by the Board, ways shall be
laid out to the perimeter of the subdivision shown on the plan. Easements for temporary turnarounds outside of the way lines shall be provided. Such easements shall terminate in the manner provided in Section 81Q, Chapter 41, of the General Laws. Except by permission of the Board, such turnarounds shall be constructed to the same standards as permanent turnarounds. Frontage for lots abutting a temporary turnaround shall be computed along the way lines. Due provision shall be made for demolition of temporary turnaround construction not needed or authorized after extension of the way.

g. The minimum center-line radii of streets shall be 150 feet. Greater radii may be required for streets which are principal streets in the Board’s opinion. All streets shall be designed to permit safe vehicular travel. Adequate clear sight distance shall be provided at all road intersections.

Clear sight distance at the intersection of a subdivision access road and an existing way shall be defined by a clear sight triangle at the intersection. Two sides of the triangle shall coincide with the center lines of the access road and the existing way respectively. The third side of the triangle, measured from the centerline of the access road at a point 30 feet from the centerline of the existing way, shall be identified as the clear sight distance. Depending on maximum design approach speed, along the existing way, minimum clear sight distance shall be as follows:

<table>
<thead>
<tr>
<th>Maximum Design Approach Speed</th>
<th>Clear-sight Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 mph</td>
<td>350 ft.</td>
</tr>
<tr>
<td>35 mph</td>
<td>250 ft.</td>
</tr>
<tr>
<td>25 mph</td>
<td>150 ft.</td>
</tr>
</tbody>
</table>

Measurements of the clear sight distance shall be based on a line of sight of a level 5-1/2 feet above road surfaces at each end of the clear sight distance.

Inside the clear sight triangle, no vision-obstructing object shall be permitted within a 3-1/2 feet vertical distance from the line of sight.

Similar sight distance methodology shall be used in the design of interior subdivision intersections.

h. As a minimum requirement for adequate sight distance at intersections, right-of-way lines shall be rounded by tangent arcs with minimum radii of 30 feet. To insure adequate sight and to accommodate turning of emergency vehicles, the Board may require greater radii.

i. No street shall intersect any other street at less than a seventy-five degree angle.

j. Intersections shall be separated from other road intersections on the same or opposite side by a minimum of 200 feet. This requirement shall apply not only to separation of road intersections within a subdivision, but also to separation of any subdivision access road from any other intersection at any existing way.

4. Width

In areas zoned for residences, street layouts shall not be less than forty (40) feet in width. Streets, which in the opinion of the Board, may be used for through or heavy local traffic, must be at least fifty (50) feet in width.
In areas zoned for industry, the minimum street widths shall be not less than 50 feet.

5. Grade
Except as noted below, grades of all streets shall not be less than 1 percent, nor more than 6 percent. Where the 6 percent requirement would result in considerable injury to the aesthetic value of the site due to extensive cut and/or fill or tree removal the Board may waive the 6 percent requirement provided such waiver is consistent with safety determinants, including the distance from an intersection, the number of housing units served, the type of street, the length of the steeper graded portion of the street, the horizontal alignment and street curvature. At all intersections, grades of streets shall not exceed 2 percent within a distance of 50 feet from the beginning of the intersection. (The beginning of the intersection as referred to herein shall be defined as the point at which the edges of the travel lanes intersect.) At intersections of 2 proposed streets, grades of streets shall not exceed 2 percent within 50 feet from the beginning of the intersection. Street grade at cul-de-sac turnarounds shall not exceed 3 percent. There shall be a vertical curve for any change in street grade. Vertical curves shall be designed considering drainage and site distance impacts. Vertical curves shall not be designed with over 50 feet of the curve at a grade less than 0.5 per cent.

6. Cross Section
Streets shall be constructed in accordance with the standards as shown on the Typical Cross sections for Street Layouts (See Figure 1 and Figure 2) and in accordance with these Regulations.

7. Dead End Street
Dead end streets shall not be longer than 1,500 feet as measured by street stationing.

The paved area of temporary or permanent cul-de-sacs shall have an outside radius not less than 50'. Cul-de-sac stationing shall loop around the cul-de-sac 20' or other approved distance off the street sideline and rejoin the roadway stationing at the beginning of the cul-de-sac.

Permanent cul-de-sacs in residential zones shall have planting islands in their center with a radius of 15 feet.

C. UTILITIES

All utilities, except as otherwise specified, shall be placed underground at the time of initial construction in accordance with the following:

1. Storm Drainage
A complete and adequate storm drainage system, designed to the satisfaction of the Board, shall be so laid out and of sufficient size as to permit unimpeded flow of all natural waterways, to provide adequate drainage of all surface and subsurface water of the street system so that water does not accumulate thereon, to intercept storm water runoff from the adjoining land and to eliminate undesirable or unnatural accumulation of water on any portion of the subdivision or surrounding property.

The design shall provide for minimum subsequent maintenance. Design of drainage shall be such as not to increase offsite flooding. Analysis of drainage and flooding impacts offsite for the 2, 10, and 100 year storm shall be submitted as evidence of conformance with these Regulations.

The design of all drainage systems for street drainage within the subdivision, including catch basin
grates, shall be in accordance with calculations, based upon the storm frequency and rainfall intensity data provided in Figure 6, utilizing the rational method. Other methods with proven predictive capabilities (e.g., those based on TR 55) may be approved. Said approval shall be solely at the discretion of the Board.

Design of detention ponds shall be based on the latest edition of Urban Hydrology for Small Watersheds Technical Release No. 55 by the Engineering Division, Soil Conservation Service, U.S. Department of Agriculture with the exception that Rainfall Intensity curves used for the design of all drainage conveyance and storage systems shall be based on Atlas of Precipitation Extremes for the Northeastern United States and Southeastern Canada, Northeast Regional Climate Center Research Series Publication No. RR 93-5, September 1993 or, the most recent version. The rational method shall not be used to generate rainfall hydrographs used in the design of detention ponds or similar water storage structures. Calculations shall be based upon the following storm frequencies:

- 10 years for street drains.
- 25 years for culverts draining areas of less than 50 acres.
- 50 years for culverts and other drains draining areas of 50 acres or more.

Notwithstanding the above requirements, all components of the drainage system shall be designed so that the drainage system functions as intended.

In certain instances, the Board may require that the design of a drainage system be based upon storms of greater frequency. Calculations shall be made using recent topographic maps for the entire contributing drainage area, including those areas outside the subdivision. Copies of all drainage calculations and Town topographic maps or other more recent or accurate maps (where available) illustrating the entire drainage area and showing all subarea boundaries utilized in said calculations shall be submitted as part of the Definitive Plan submission.

The storm drain system shall include catch basins, manholes, culverts, drain lines, headwalls, flared ends and such other items as may be required to complete the system to the satisfaction of the Board.

a. Catch basins shall be located in pairs, one on each side of the roadway, at all low points or sag curves in the roadway, at intervals of not more than 400 feet on continuous grades of the roadway, and at or near the corners of the roadway at intersecting streets. Each catch basin shall connect directly to a manhole.

b. Manholes shall be located at all changes in direction, either horizontally or vertically, or a drain line or at the intersection of two or more drain lines, or so located that no drain line of a length greater than 400 feet would exist without a manhole.

c. Culverts shall be designed on the assumption that the entire drainage area is built up to that intensity and in the manner which the applicable Section(s) of the Zoning Bylaw would allow. The calculations (or a copy thereof) necessary to determine the size of any culvert which carries a brook, stream, river, or other natural waterway shall be submitted to the Board for review. All culverts shall have a concrete headwall at each end and any culvert over thirty-six (36) inches in diameter shall include at the upstream end additional protection, as approved by the Board, for roadway side slopes. Headwalls shall be constructed in accordance with MassDOT Standard Details.
d. In areas where the finished grade of the roadway is less than four (4) feet above the water table or in other areas where, in the opinion of the Board, the subgrade must be drained, a system of subsdrains acceptable to the Board may be required.

e. All drains shall be a minimum of twelve (12) inches in diameter and shall be laid on a slope of not less than one-half (0.5) per cent. The minimum design velocity shall be three (3) feet per second and the maximum design velocity shall be ten (10) feet per second. All outfalls shall extend to a natural waterway. Provision shall be made for the disposal of surface water intercepted or collected by the system in such manner that no flow is conducted over Town ways, or over land of others unless a drainage easement therefore is obtained or unless such flow is essentially the same quantity as previously existed in the same location.

Storm water shall be directed to enter the most suitable natural water course or be properly connected to any existing drains in adjacent streets or easements which may exist. Where no adequate drainage system exists, or where it is inadequate in the opinion of the Planning Board, it shall be the responsibility of the applicant to extend the system outside the subdivision in a manner specified or approved by the Board to properly dispose of all the drainage from the proposed subdivision. Where adjacent land is not subdivided, provision shall be made for the extension of the system by continuing appropriate drains to the boundary of the subdivision at such size and grade as will allow their proper projection.

f. A concrete headwall or concrete flared end section designed in accordance with MassDOT Standard Details shall be provided at the outfall end of all drains. Scour protection shall be provided at all headwalls or flared ends.

g. Where applicable, tidal effects shall be taken into account in the design of the storm drainage system.

h. Private drains may be installed to connect to the public storm water drainage system. Design and installation shall be by agreement with the Town. A plan of the private drain shall be furnished to the Board for approval.

i. Private drains shall be so located on the lot and so constructed such that no seepage from any on-lot sewerage system shall enter the private drain.

j. Culverts or drains proposed to have grates at their inlets shall be designed with their inlet capacity reduced 25 percent.

k. Culvert and drain design shall be based on a Manning roughness coefficient "n" = 0.013.

l. Grates shall be provided on the inlet and outlet ends of all pipes over 15" in diameter.

m. At the request of the Board a drainage design to eliminate or remove any other water or waters within the subdivision limits and not designated as roadway or subsurface water, and which is otherwise not taken care of, shall be drawn in a manner approved by the Board.

n. Drainage design for street drainage shall be such that pipes flow without surcharge for the storm frequency and intensity required.

2. Public Water Supply

a. No subdivision of land shall be approved by the Planning Board unless all lots therein are provided with water by connection to the Town of Cohasset's public water supply system. Water mains and their appurtenances must be installed in accordance with the Rules and Regulations of the Cohasset Water Department and approved by the Department. Size of water mains shall be as recommended by the Cohasset Water Department.

b. Public water mains shall be not less than 8 inches in diameter unless a smaller diameter is approved
by the Cohasset Water Department. There shall be a hydrant within 500 feet of any existing or potentially existing building.

c. Hydrants shall be located as shown on the typical cross section for the applicable street.

3. Sewer System

All public sewer facilities design shall conform to the applicable current Rules and Regulations of the Board of Sewer Commissioners and Guides for the Design of Wastewater Treatment Works by the Technical Advisory Board of the New England Interstate Water Pollution Control Commission.

Sewer design shall be reviewed by the Board of sewer Commissioners and the Planning Board.
Subdivisions within 500 feet of an existing sewer may be required to connect into the existing sewer.
On site sewage disposal systems shall be designed in accordance with all applicable local, state and federal Regulations.

4. Other Public Utilities

a. Electricity, communication, gas and cable TV shall be installed in all subdivisions. They shall be installed underground in the location shown on the appropriate typical cross section contained herein and shall be installed in accordance with the utility company having jurisdiction.

b. If a utility mentioned above is not proposed for the site, written evidence from the specific utility company involved that the utility is not available to serve the site shall be submitted.

5. Easements

a. Easements for storm drains, sanitary sewers or water mains across lots, or centered on rear or side lot lines, shall be provided for the Town where necessary and shall be at least 20 feet wide. No easement shall be permitted across land of others unless an agreement in proper form is obtained permitting such easement.

b. No building or on-lot sewerage system shall be erected within an easement.

c. Where a subdivision is traversed by a watercourse, drainageway, channel or stream; the Board may require that there by conveyed to the Town without cost a storm water easement of adequate width depending upon the width of the stream. This easement shall conform substantially to the lines of such watercourse, drainageway, channel or stream and shall provide for construction, maintenance or other necessary purposes in relation thereto.
SECTION VI Construction Specifications

A. GENERAL

1. All improvements specified or implied on the Definitive Plan shall be constructed in accordance with the approved plans. Details omitted from the plans shall be submitted to the Board for approval. Methods and materials of construction shall be as contained herein. Items not specifically mentioned herein shall be constructed as directed or approved by the Board.

2. All references to soil compaction shall mean soil compaction as determined by ASTM D-1557-66T

3. The owner shall at all times have on site a copy of the approved plans, conditions of approval and these Regulations.

B. CONSTRUCTION SURVEY

Prior to and during construction all lines and grades necessary for the construction and construction inspection of the subdivision shall be field staked.

C. CLEARING & GRUBBING

The entire area of each street within its exterior lines and its adjoining sloped areas shall be cleared of all stumps, brush, roots, rocks, boulders and like material and also of all trees not intended for preservation. Rock and boulders shall be taken away or broken off to a depth of not less than 12" below the bottom of the roadway foundation.

D. EXCAVATION & BACKFILL

Within each street the roadway including any required shoulders and sidewalks, shall be excavated for the full length and width to a depth of at least fifteen (15) inches below the finished surface or filled to a subgrade, the top of which is fifteen (15) inches below the finished surface. If the soil is soft or yielding, or contains rocks, boulders, clay, peat or other materials detrimental, in the opinion of the Board, to the subgrade, such material shall be removed to such additional depth as required by the Superintendent of Streets or the Board and replaced with approved material compacted to 95 percent maximum density.

All fills shall be placed in lifts not to exceed one foot in depth (loose measure), shall be of an approved material containing not more than 10 percent material by weight passing the 200 sieve and each layer shall be compacted to 95 percent maximum density based upon ASTM D1557-66T.

E. STORM DRAINAGE

1. Piping:
   a. Drainage piping shall be reinforced concrete pipe conforming to ASTM C76 TYPE III.
   b. There shall be a minimum of two and one-half feet cover on the pipe.
   c. Joints on all drain pipes shall be sealed by packing with a gasket of jute or oakum. The top three-quarters of the joint shall be filled with cement mortar unless open joints are specifically approved by the Board.
   d. All pipe shall be laid true to line and grade.
   e. Pipe trench shall conform to Figure 3 attached. Ledge and boulders or other unsuitable material shall be removed to a distance of 6" from the bottom of the pipe.
f. Reinforced concrete headwalls shall be constructed and installed in conformance with MassDOT Standard Details Drawing E 206.4.0 attached as Figure 4.

g. Flared ends shall be constructed in conformance with MassDOT Standard Details Drawing E 206.8.0 attached as Figure 5. Any pipes requiring grates at their termination shall have headwalls.

h. All open ended pipes over fifteen inches in diameter shall be provided with a vertical grate of wrought iron or galvanized steel permanently attached to the end of the pipe. Horizontal distance between the vertical bars of the grate shall be approximately nine inches. No bars shall be placed within six inches of the pipe invert.

i. Where drain piping is or will be near on-site sewage disposal systems type of pipe may be varied at the Board's discretion.

j. Scour protection shall be provided for a distance not less than 6 nominal pipe diameters from the pipe end. Scour protection shall be composed of a layer of stones 12 inches in thickness or more placed upon a gravel bed 6 inches in thickness. The stones shall be sized so that not less than 60 percent shall have one dimension 12 inches or more. The stones after being laid shall be carefully chinked by hand to make a reasonably smooth and shaped surface.

2. Catch basins and Manholes:

   a. All catch basins and manholes shall be constructed of precast cement concrete, brick or of cement concrete blocks. All catchbasins or manholes made of masonry shall be laid in mortar and plastered on the outside. All catch basins and manholes shall have an inside diameter of at least four (4) feet and shall be constructed in accordance with the latest revisions of MassDOT Standard Details and MHD Specifications. Field chipping or cutting of precast concrete manholes shall be witnessed and approved by the Board.

   b. Catch basins shall be provided with a minimum two and one-half foot sump. All catch basins shall be provided with granite throatstones. Where bituminous concrete bems are used granite transition pieces shall be provided at either side of the throatstone. Catchbasin hoods shall conform to MassDOT Standard Details Drawing E 201.12.0 (LeBaron L202 or equal).

   c. Catch basins and manholes shall be provided with cast iron frames and grates equal to LeBaron LF248 - 2 or LeBaron LK110 as applicable. Manhole covers shall have the word "DRAIN" imprinted thereon in letters three inches high.

   d. Manholes shall be provided with paved inverts to one-half the height of the exiting pipe.

F. OTHER MUNICIPAL SERVICES

Municipal services including sewer system, electricity, communication, gas and cable TV shall be installed in accordance with the specifications of the utility company or agency having jurisdiction. Copies of all specifications for construction shall be obtained by the owner and kept onsite available for inspection by the Board or its agents.

G. ROADWAY FOUNDATION

A roadway foundation consisting of a minimum of twelve (12) inches of gravel borrow conforming to MHD specification M1.03.0 Type b (3 inch maximum size stone) or MHD specification M1.11.0 shall be deposited for the full width of the paved roadway including berms. MHD specification M1.11.0 material shall not be used under porous pavement. It shall be compacted to 95 percent maximum density. All underground utilities shall be installed and backfilled prior to placing of the roadway foundation.
H. **ROADWAY SURFACE**

1. Roadway surfaces in residential areas - After the roadway foundation has been constructed, it shall receive the following surface treatment: The roadway shall be paved to a thickness of three (3) inches measured after compaction with two (2) 1-1/2 inch thick courses of Class One Bituminous Concrete pavement, Type I-1. The aggregate shall be composed, mixed and laid hot in two courses as specified in MHD specifications Section 460 for Class I Bituminous Concrete Pavement as set forth in Section 460.20 to 460.82 or as amended.

2. Roadway surfaces in industrial areas shall be constructed as described in H. 1. above except that the minimum thickness of pavement shall be 4 inches - a 2-1/2 inch binder course and a 1-1/2 inch surface course.

3. No pavement shall be laid on wet or otherwise unsuitable roadway foundations.

I. **SIDEWALKS**

1. Sidewalks shall be constructed on a foundation of 12 inch gravel borrow. Sidewalk foundation shall be constructed to conform to the requirements of Section VI G. ROADWAY FOUNDATION above.

2. After sidewalk foundation has been constructed, the sidewalk shall be paved to a thickness of three (3) inches measured after compaction with two (2) 1-1/2 inch thick courses of Class One Bituminous Concrete pavement, Type I-1 or other materials deemed suitable by the Planning Board. The material and application shall conform to the specifications for roadway surface. All edges of the sidewalks shall be formed with wood screeds, or otherwise constructed to produce straight, clean sidewalk edges.

J. **CURBING**

1. Granite curbing shall be MHD specifications Type VA-4. Curbing shall be set on a 6 inch gravel borrow base compacted to 95 percent maximum density. Curbing shall be set and held in place with a 6 inch depth lift of portland cement concrete on both sides of the curb.

2. Bituminous concrete berms shall be constructed to the dimensions shown on the Definitive Plans and in accordance with the typical sections. Berms and surface paving course shall be monolithic.

K. **LOAM & SEED**

1. The top six inches of grass strips and side slopes shall consist of good quality loam, screened, raked and rolled with a suitable roller to grade. Required depth of loam shall be measured after rolling. Fertilizer shall be applied and mixed with the upper 2 inches of loam at the rate of 30 lbs. per 1000 square feet. Fertilizer shall be a complete commercial fertilizer 10-10-10 grade suitable for the topsoil it will be applied to.

2. Seed shall be as approved by the Board and shall be delivered in sealed containers bearing the dealers guaranteed analysis. Seed shall not have more than one percent by weight weed content.

L. **SIDE SLOPES & RETAINING WALLS**

1. The area in back of the sidewalk, where slope is required, shall be graded to a slope of three feet horizontal to one foot vertical.

2. Field stone masonry retaining walls may be used in certain circumstances when approved by the Board.
M. MONUMENTS

1. Monuments shall be placed along both sides of the roadway layout at all points of curvature and tangency, at all angle points in the roadway layout and in all other locations shown on the approved plans. Granite or concrete monuments not less than four feet in length dressed to four inches by four inches in section at the top and bottom shall be provided and shall be set flush to finish grade. The exact location point shall be indicated by a hole having a diameter of 1/4 inch and a depth of 1/2 inch.

2. No permanent monuments shall be set until all construction which could destroy or disturb the monument is completed.

3. The as-built plan required shall contain a certification by a Massachusetts Registered Professional Land Surveyor that the bounds have been set as shown on the Definitive Plan.

N. STREET SIGNS

The developer shall furnish, set in concrete, and erect street signs prior to the occupancy of any house on the street. Street signs shall conform to Cohasset DPW requirements and shall be approved by the Board. Signs shall contain the name of all intersecting streets. Street sign location shall be as shown on the plans or as approved by the Board.

O. OTHER IMPROVEMENTS

Improvements not covered herein shall be detailed on the submitted subdivision plans and shall be subject to the approval of the Board.
SECTION VII Administration and Inspections

A. WAIVERS

Strict compliance with the requirements of these Rules and Regulations may be waived only by a recorded vote of the Board, when, in the opinion of the Board, such action is in the public interest and not inconsistent with the Subdivision Control Law. All waiver requests shall be in writing and shall specify the section of these Regulations for which a waiver is requested.

B. MATTERS NOT COVERED

For matters not covered herein, reference is made to the Subdivision Control Law.

C. INSPECTIONS

The Applicant is responsible for insuring all construction is properly inspected by the Board or its agent.

Inspections shall be made by the Board or its agent to insure that construction conforms to the approved plans. Copies of all inspection reports will be made available to Applicant.

As a minimum, the inspections listed below shall be performed for all subdivisions. The order and number of inspections may vary or overlap depending upon site conditions. Adequate notification for inspection requests shall be given to the Board. Notification shall be a minimum of 48 hours (excluding Saturdays, Sundays & legal holidays) in advance of the time inspection is needed.

Neither inspections by the Board or its agents, nor inspections, tests or approvals by others shall relieve the Owner from the Owner's obligations to perform the work in accordance with the approved plans and these Rules and Regulations. Work that has been determined to be defective as the result of evidence discovered subsequent to opinions of conformance shall be corrected prior to final acceptance of the work at the owner's expense.

1. Clearing, Grubbing and Excavation:

   Inspection(s) shall be made of the work after clearing, grubbing and rough grading of the subdivision but prior to placement of any fill required for street or way construction. At this time any areas of unsuitable material for street or way construction will be identified for subsequent removal. Re-inspections shall be made after removal of unsuitable material.

2. Fill:

   Inspection(s) of compacted fill in place shall be made. Fill may be tested for conformance of material and required compaction at this time. Fills placed in more than one lift may require multiple inspections.

3. Underground Utilities:

   Regardless of the underground utility involved, the backfilling of all trenches require inspection.

   a. Drainage

   1. Outfalls of all drainage shall be staked with location and cut or fill to invert clearly marked thereon prior to any further drainage construction. Location and grade shall then be inspected by
the Board or its agent for conformance with the approved plans.

2. Inspection shall be made by the Board or its agent of all drainage pipe and structures prior to backfilling. Prior to inspection, grade and location stakes shall be provided or other arrangements made so that checks on elevation or location can be performed by one man.

3. Inspection of castings shall be conducted prior to application of the surface pavement course.

b. Sewer System:

Inspection shall be made by the Sewer Department or its agent. Inspection shall be coordinated with the Board. No pipe or structure excavations shall be covered prior to inspection. Appropriate leakage tests for structures and pipes shall be made on all components of the sewer system. Appropriate field control shall be supplied to enable checking of grades and location by one man. If required by the inspector, water lines shall be uncovered at the owner’s expense in the vicinity of the sewer system to verify that proper clearances have been maintained.

c. Water System:

Inspection shall be made by the Water Department or its agent. Inspection shall be coordinated with the Board. No pipe or structure excavations shall be covered prior to inspection. Appropriate leakage tests for pipes shall be made on all components of the system. Appropriate field control shall be supplied to enable checking of grades and location by one man. If required by the inspector, sewer lines shall be uncovered at the owner’s expense in the vicinity of the sewer system to verify proper clearances have been maintained.

d. Other Utilities:

Other utilities shall be inspected by the utility company with jurisdiction, however the Board shall be given notice of such inspections as indicated above.

4. Trench Backfill:

Inspections shall be made on trench backfill for all underground utilities. Inspection shall be for conformance of material and compaction of material. Frequency of this inspection shall depend upon outcome of initial inspections and experience with contractor on this and other aspects of construction.

5. Roadway and Sidewalk Foundation:

Inspection shall be for conformance of material and compaction of material. Samples of material in roadway and sidewalk foundation shall be taken for laboratory testing. Field compaction tests shall be performed on material taken from roadway foundation. Compaction tests shall be performed at least every 100 feet and at utility structures as required.

6. Bituminous Concrete Pavement:

Inspection shall be made on the binder course and the surface course of roadway paving and the binder course and surface course of sidewalk paving. Ninety-six hours prior to placement of any material, contractor shall submit to the Board or its agent for approval mix specifications, name of supplier of mix and name of subcontractor installing the mix. At the time of paving the Board may make any tests or take samples it deems appropriate to check conformance with the approved plans and these Rules and Regulations.
7. Curbing: Prior to backfill of granite curbing, an inspection shall be made.

8. Loam and Seed: Prior to seeding loam shall be inspected for depth and material conformance.

9. Other Improvements:
   Inspection(s) shall be made of all other improvements such as castings, grass plots, side slopes, monuments, street signs, lighting, street trees, walls, guardrails etc. for conformance to the approved plans. Timing of inspection(s) shall be as required to insure proper inspection.

10. Final Inspection(s):
    Inspection(s) shall be made of the entire work including cleanup. If items of non-conformance are discovered, they shall be listed by the Board and a re-inspection of the subdivision shall be made. Re-inspection will not be limited to listed items, if evidence of faulty or substandard construction appears between inspections it shall be listed and must be repaired. At the time of request for final inspection, the Contractor shall present the following:
    a. Copies of written approvals for underground utilities inspected by other agencies. Said approvals shall be in a form acceptable to the Board.
    b. As-built plans (3 sets) - indicating as-built locations of all monuments and structures. Said plans to be stamped by a Massachusetts Registered Professional Land Surveyor and in a form acceptable to the Board.

D. AUTHORITY OF INSPECTORS OR AGENTS

Inspectors or agents shall render opinions to the Board on conformance of work inspected with approved plans. Inspectors or agents designated by the Board do not have the authority to waive any requirements of the approved plans unless such authority is granted to them by the Board. Inspectors may interpret plans when requested by the contractor; such interpretation shall be made either verbally or in writing.

Inspectors or their agents may offer opinions to the Board regarding changes required to be made in the field due to errors in the original approved plans or errors made during construction. Such opinions shall be made solely as a means of expediting resolution of a problem and shall not be construed as authorization to proceed with changes or modifications to the approved plans. The Board is the only body empowered to allow modification of the approved plans - any conditions that require modification shall be presented to the Board for approval. Any deviations from the approved plans constructed without approval of the Board are constructed at the owner's risk and shall be removed and replaced at his own expense if deemed unsatisfactory by the Board.
RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
COHASSET, MASSACHUSETTS

Revised: November 15, 1989
Revised: November 30, 2016

FIGURES

Figure #1  Typical Cross Section – Forty Foot Street – Residential
Figure #2  Typical Cross Section – Fifty Foot Street – Industrial
Figure #3  Pipe Trench Detail
Figure #4  Concrete and Field Stone Masonry Pipe Ends for 8" to 30" Pipe
Figure #5  Reinforced Concrete Pipe Flared Ends
Figure #6  Rainfall / Intensity Curves
PIPE TRENCH DETAIL

NO SCALE
### TABLE
[ALL DIMENSIONS ARE Inches OR feet]

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<td>28 1/2&quot;</td>
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**NOTES:**
1. SEE STANDARD SPECIFICATIONS FOR THE TYPE OF PIPE TO BE USED (BELL & SPIGOT OR TONGUE & GROOVE)
2. SEE STANDARD SPECIFICATIONS FOR THE TYPE OF PIPE AND PLACING OF STEEL REINFORCEMENT.
3. THE JOINTS ARE TO BE COMPATIBLE WITH THE MAIN RUN OF PIPE.

**FIGURE #5**

---

**REINFORCED CONCRETE PIPE FLARED ENDS**

**DATE OF ISSUE**
MARCH 2012

**DRAWING NUMBER**
E 206.8.0
NOTE BASED ON U.S. WEATHER
BUREAU TECHNICAL PAPER
40 (1961) BOSTON

TO BE USED FOR PIPE SIZING ONLY

FIGURE #6
RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
COHASSET, MASSACHUSETTS

Revised: November 15, 1989
Revised: November 30, 2016

FORMS

Form 1  Application for Endorsement of Plan Believed Not to Require Approval
Form 2  Application for Approval of Preliminary Plan
Form 3  Notice of Submission of Subdivision Plan
Form 4  Application for Approval of Definitive Plan
Form 5  Covenant
Form 6  Certificate of Release of Lots
Form 7  Street Name Review/Approval Request Form

Cohasset Planning Board Statement of Litigation Policy
TOWN OF COHASSET  
Planning Board  
41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781)-383-3517 FAX: (781) 383-1561

FORM 1  
APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO REQUIRE APPROVAL (ANR) UNDER THE SUBDIVISION CONTROL LAW

To: Town Clerk  
Date: __________________________

The undersigned, believing that the accompanying plan of property in the Town of Cohasset does not constitute a subdivision within the meaning of the Subdivision Control Law, has submitted said plan for determination and endorsement that Planning Board’s approval under the Subdivision Control Law is not required.

The undersigned believes that the division of land shown on this plan is not a subdivision for the following reason(s):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

1) Name of Record Owner: ________________________________________________
   Address: __________________________________________________________________
   Home Phone #: ___________ Cell Phone #: ___________ Email: _________________

2) Name of Applicant: ______________________________________________________
   Address: __________________________________________________________________
   Home Phone #: ___________ Cell Phone #: ___________ Email: _________________

3) Name of Surveyor or Engineer: ___________________________________________
   Address: __________________________________________________________________
   Phone #: ___________ Cell Phone #: ___________ Email:________________________

4) Zoning Classification: _____ 5) Assessors Map # _______ Plot:___________

6) Deed(s) of Property Recorded in Norfolk County Registry (Provide references for entire property):
   Book: _______ Page: _______ Book: _______ Page: _______
   Book: _______ Page: _______ Book: _______ Page: _______

7) Location and description of property sufficient for identification (attach second page if needed):

__________________________________________________________________________

__________________________________________________________________________

Signature of Owner (REQUIRED if different from Applicant)  

Signature of Applicant or Applicant’s Agent  

(Form 1 - Revision date: Nov. 30, 2016)  
Page 1 of 2
Note: A submission shall not be deemed complete and shall not be accepted unless and until the applicant has submit:

☐ An original of Form 1
☐ 9 copies of Form 1
☐ A plan original Mylar
☐ 9 copies of the plan original
☐ Required application and engineering/legal fees
☐ Municipal Lien Certificate
☐ Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
☐ PDF submission of all plans and documents
FORM 2 – APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

To: The Planning Board: Date: ____________________________

The undersigned herewith submits the accompanying Preliminary Plan of Property located in the Town of Cohasset for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Cohasset, Massachusetts

1. Name of Applicant: ________________________________
   Address: ________________________________
   Phone: ___________________________ Cell: ___________ Email: ______________

2. Name of Owner: ________________________________
   Address: ________________________________
   Phone: ___________________________ Cell: ___________ Email: ______________

3. Name of Engineer: ________________________________
   Address: ________________________________
   Phone: ___________________________ Cell: ___________ Email: ______________

4. Deed(s) of Property Recorded in Norfolk County Registry (Provide references for entire property):
   Book: _______ Page: _______ Book: _______ Page: _______
   Book: _______ Page: _______ Book: _______ Page: _______

5. Location and Description of Property (attach second sheet if necessary):
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
Notes:
A submission shall not be deemed complete and shall not be accepted unless and until the
applicant has submit to the Planning Board:

☐ An original of Form 2
☐ 19 copies of Form 2
☐ 20 sets of plans
☐ 20 sets of all supplementary documents
☐ A certified abutters list and two sets of mailing labels matching the certified abutters
  list which can be obtained from the Assessor’s Office (Assessor’s Office requires 10
  business days to produce)
☐ Required application fee, engineering and legal deposits
☐ Municipal Lien Certificate
☐ Original copy of Planning Board Litigation Policy Statement signed by both owner and
  applicant
☐ A copy of Form 3 (submitted to the Town Clerk’s Office) with the Town Clerk’s stamp
☐ PDF submission of all plans and documents
FORM 3 – NOTICE OF SUBMISSION OF SUBDIVISION PLAN

Date: ________________________________

To: Town Clerk

Dear Sir or Madam:

This is to notify you that the undersigned has this date submitted a plan of property located in the Town of Cohasset for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the Town of Cohasset, MA.

1. Name of Applicant: ____________________________________________
   Address: ______________________________________________________
   Phone: _______________  Cell: _______________  Email: _______________

2. Name of Owner: _______________________________________________
   Address: ______________________________________________________
   Phone: _______________  Cell: _______________  Email: _______________

3. Name of Engineer: _____________________________________________
   Address: ______________________________________________________
   Phone: _______________  Cell: _______________  Email: _______________

4. Name of Surveyor: _____________________________________________
   Address: ______________________________________________________
   Phone: _______________  Cell: _______________  Email: _______________

5. Deed(s) of Property Recorded in Norfolk County Registry (Provide references for entire property):
   Book: _______  Page: _______  Book: _______  Page: _______
   Book: _______  Page: _______  Book: _______  Page: _______

6. Location and Description of Property (attach second sheet if necessary):
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

Signature of Owner (REQUIRED if different from Applicant)__________________________

Signature of Applicant or Applicant’s Agent__________________________

(Form 3 - Revision Date: November 30, 2016)  Page 1 of 2
NOTES: Copy of this notice accompanied by a copy of the application, plan and supporting documents are to be delivered to:
1. Planning Board
2. Board of Health

A submission shall not be deemed complete and shall not be accepted unless and until the applicant has submit to the Planning Board:
- An original of Form 2
- 19 copies of Form 2
- 20 sets of plans
- 20 sets of all supplementary documents
- A certified abutters list and two sets of mailing labels matching the certified abutters list which can be obtained from the Assessor’s Office (Assessor’s Office requires 10 business days to produce)
- Required application fee, engineering and legal deposits
- Municipal Lien Certificate
- Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
- A copy of Form 3 (submitted to the Town Clerk’s Office) with the Town Clerk’s stamp
- PDF submission of all plans and documents
FORM 4 – APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

Date:

To: The Planning Board:

The undersigned herewith submits the accompanying Definitive Plan of Property located in the Town of Cohasset for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Cohasset, Massachusetts.

1. Name of Record Owner: ____________________________
   Address: _______________________________________
   Phone: ___________ Cell: ___________ Email: ___________

2. Name of Applicant: ____________________________
   Address: _______________________________________
   Phone: ___________ Cell: ___________ Email: ___________

3. Name of Engineer: ____________________________
   Address: _______________________________________
   Phone: ___________ Cell: ___________ Email: ___________

4. Name of Surveyor: ____________________________
   Address: _______________________________________
   Phone: ___________ Cell: ___________ Email: ___________

5. Submission Date of Preliminary Plan: _________________________

6. Zoning Classification: _________________________

7. Assessor’s Map: __________________ Plot(s): __________________

8. Deed(s) of Property recorded in Norfolk County Registry: (Provide references for entire property):

9. Location and Description of Property sufficient for identification: (attach a second sheet if necessary)
   ________________________________
   ________________________________
   ________________________________
   ________________________________

10. The following are all the mortgages and other liens or encumbrances on the whole or any part of the above described property: (List mortgages, etc. here)
    ________________________________
    ________________________________
    ________________________________
    ________________________________

(Form 4 - Revision Date: Nov. 30, 2016)       Page 1 of 2
The undersigned hereby covenants and agrees with the Town of Cohasset upon approval of the Definitive Plan:

1. To install utilities in accordance with such rules of the Water and Sewerage Boards as are applicable to the installation of utilities within the limits of the ways, and to complete and construct the said ways in accordance with Rules and Regulations Governing the Subdivision of Land in the Town of Cohasset, MA. Said Rules and Regulations are herein made a part of this agreement.

2. At the laying out and acceptance by the Town of said ways, all rights for use as public way, all municipal services within the ways and other appurtenances pertaining to these municipal services will become the property of the Town of Cohasset at no cost to said Town, unless otherwise agreed upon.

This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the undersigned.

__Signature of Owner (REQUIRED if different from Applicant)__

__Signature of Applicant or Applicant's Agent__

NOTES: Copy of this notice accompanied by a copy of the application, plan and supporting documents are to be delivered to:

1. Planning Board
2. Board of Health

Notes: A submission shall not be deemed complete and shall not be accepted unless and until the applicant has submit to the Planning Board:

- An original of Form 4
- 19 copies of Form 4
- 20 sets of plans
- 20 sets of all supplementary documents required under Section IV.B.2
- A certified abutters list and two sets of mailing labels matching the certified abutters list which can be obtained from the Assessor’s Office (Assessor’s Office requires 10 business days to produce)
- Required application fee, engineering and legal deposits
- Municipal Lien Certificate
- Original copy of Planning Board Litigation Policy Statement signed by both owner and applicant
- Form 7 – Street Name Review Form
- A copy of Form 3 (submitted to the Town Clerk’s Office) with the Town Clerk’s stamp
- PDF submission of all plans and documents
Form 5 – Covenant

The undersigned _______________ of _______________ County, Massachusetts, hereinafter called the "Covenantor," having submitted to the Cohasset Planning Board, a definitive plan of a subdivision, titled _______________, dated _______________, made by _______________ does hereby covenant and agree with said Planning Board and the successors in office of said Board, pursuant to G. L. (Terr.Ed.) C. 41, Sec. 81U, as amended, that:

1. The Covenantor is the owner of record of the premises shown on said plan;
2. This covenant shall run with the land and be binding upon the executors, administrators, heirs, assigns of the Covenantor, and successors in title to the premises shown on said plan;
3. The construction of ways and the installation of municipal services shall be provided to serve any lot in accordance with the applicable Rules and Regulations of said Planning Board before such lot may be built upon or conveyed, other than by mortgage deed; provided that a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise and any succeeding owner of the mortgaged premises or part thereof may sell any such lot, subject only to that portion of this Covenant which provides that no lot so sold shall be built upon until such ways and services have been provided to serve such lot;
4. Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board without first providing such ways and services;
5. This covenant shall take effect upon the approval of said plan;
6. Reference to this covenant shall be entered upon said plan and this covenant shall be recorded when said plan is recorded.

The undersigned ______________________ wife, husband, of the Covenantor hereby agree that such interest as I, we, may have in said premises shall be subject to the provisions of this covenant and insofar as is necessary release all rights of tenancy by the courtesy, dower, homestead and other interest therein:

EXECUTED as a sealed instrument this __________ day of ________________, 20____.

________________________________________

________________________________________

________________________________________

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss. _______________ 20____.

Then personally appeared _________________________ and acknowledged the foregoing instrument to be _______ free act and deed before me.

________________________________________
Notary Public
My Commission Expires ______________________

NOTE: No lots will be released from this Covenant until the Book and Page of the recording of this Covenant have been submitted to the Planning Board by the Covenantor.
FORM 6 – CERTIFICATE OF RELEASE OF LOTS

Date:

To: The Planning Board

WHEREAS the Planning Board of the Town of Cohasset has heretofore given its approval to the subdivision plan entitled: __________________________, dated ______________, by __________________________ and recorded in Norfolk Registry of Deeds as Plan No. ______ and WHEREAS the covenant dated ______________ is recorded in Norfolk Registry of Deeds in Book _____, Page _____, and WHEREAS __________________________ has posted satisfactory surety for the completion of __________________________ from Station _________ to Station __________________________, including __________________________, as shown on said plans:

NOW THEREFORE lots numbered _____, _____, _____, and _____ are hereby released from the covenant and may be sold, mortgaged or otherwise hypothecated.

COHASSET PLANNING BOARD

____________________________________

____________________________________

____________________________________

____________________________________

CC: Building Inspector
FORM 7 - STREET NAME REVIEW/APPROVAL REQUEST FORM

Filing Date:

Applicant Name: ____________________________________________
Address: __________________________________________________
Phone: _______________ Cell: _______________ FAX: ____________

Name of Subdivision: _________________________________________

Property Location Description: 

Assessors Map: _______________ Lot(s): _______________

Proposed Street Names (attach a map showing proposed streets by names):

ASSESSOR - PLEASE CHECK APPROPRIATE BOX:
☐ I have reviewed all street names and do not propose any name changes
☐ The following street names should be changed:

________________________________________
Assessor signature: ______________________ date: _____________

POLICE CHIEF - PLEASE CHECK APPROPRIATE BOX:
☐ I have reviewed all street names and do not propose any name changes
☐ The following street names should be changed:

________________________________________
Police Chief signature: ______________________ date: _____________

FIRE CHIEF - PLEASE CHECK APPROPRIATE BOX:
☐ I have reviewed all street names and do not propose any name changes
☐ The following street names should be changed:

________________________________________
Fire Chief signature: ______________________ date: _____________

COMMUNICATIONS SUPERVISOR - PLEASE CHECK APPROPRIATE BOX:
☐ I have reviewed all street names and do not propose any name changes
☐ The following street names should be changed:

________________________________________
Communications Supervisor signature: _______________ date: _____________

~~~Please return this completed form to the Planning Board Office. Thank you.~~~

(PB FORMS - FORM 7 - STREET NAME REVIEW REQUEST - 05/16/06, AMENDED 10/07/09)
TOWN OF COHASSET

PLANNING BOARD
41 Highland Avenue
Cohasset, Massachusetts 02025
Tel: (781) 383-3517 Fax: (781) 383-1561

COHASSET PLANNING BOARD
STATEMENT OF LITIGATION POLICY

It is the opinion of the Cohasset Planning Board (the “Board”) that the person or persons (collectively “Applicant”) who sought a decision, ruling or other approval from the Board (“Approval”) should bear any and all costs associated with or arising out of any legal action or proceeding, threatened or actual against or involving the Board challenging said Approval (each a “Legal Action” and all such costs “Legal Fees”).

The litigation policy of the Board is therefore to minimize its Legal Fees.

In furtherance of its litigation policy, the Board reserves for itself the right to seek to minimize its Legal Fees by all legal means, which means may include availing itself of one or more of the following remedies:

(a) Requesting the Applicant to hold harmless and indemnify the Board for Legal Fees prior to commencing any defense of a Legal Action;

(b) Settling all Legal Actions as quickly and in as cost effective a manner as possible, without regard to the interests of the Applicant, which may include rescinding any Approval previously granted; and

(c) Seeking to recover Legal Fees directly from the Applicant which may include joining the Applicant to the Legal Action or commencing separate legal proceedings against the Applicant seeking restitution.

BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THEY HAVE READ THE BOARD’S STATEMENT OF LITIGATION POLICY AND THAT THEY CAN REQUEST A COPY TO RETAIN FOR THEIR RECORDS

Date: ___________________________ **
Signature(s) of Applicant(s) or Representatives, if any

Date: ___________________________ **
Signature(s) of Owner(s)

** APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LAND OWNER.

Adopted by Planning Board – 01/23/13; Amended 02/13/13
RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
COHASSET, MASSACHUSETTS

Revised: November 15, 1989
Revised: November 30, 2016

PLANNING BOARD FEE SCHEDULE
TOWN OF COHASSET
Planning Board
41 Highland Avenue
Cohasset, MA 02025
Tel: (781)-383-3517  FAX: (781) 383-1561

FEE & DEPOSIT SCHEDULE

Form A - (Subdivision Approval Not Required – ANR)
$100  Application Fee Per Plan
$100  Fee for each new building lot shown
Town Engineering & Legal costs, if required, are the responsibility of the Applicant.

Subdivisions, Clusters & SMROD
$1000  Application Fee
$ 250  Per Lot Fee
$5000  Engineering Cost Deposit
$1500  Legal Cost Deposit
Town Engineering and Legal costs are the responsibility of the Applicant and shall be brought up to the initial required amount when the balance goes below half the initial amount. Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant’s written request.

Site Plan Review
$1000  Application Fee (5,000 sq.ft. or less)
$2000  Application Fee (5,000 – 10,000 sq.ft.)
$1000  Add for each addition 10,000 sq.ft. or part thereof

Large Home Review
$ 400  Application Fee (3500-5000 sq. ft.)
$1000  Application Fee (over 5000 sq.ft.)

Engineering Costs Deposit:
$ 1000  1,000 sq.ft. or less
$ 5000  1,000 - 5,000 sq.ft.
$ 7500  5,000 - 20,000 sq.ft.
$10,000  20,000 sq.ft. or more

Legal Cost Deposit:
$  500  1,000 sq.ft. or less
$1000  1,000 - 5,000 sq.ft.
$1500  5,000 - 20,000 sq.ft.
$2000  20,000 sq.ft. or more

Town Engineering and Legal costs are the responsibility of the Applicant and shall be brought up to the initial required amount when the balance goes below half the initial amount. Once an Occupancy Permit is issued, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant’s written request.

Common Driveway
$ 200  Application Fee
$  50  Per Residence served Fee
$1500  Engineering Cost Deposit
$1000  Legal Cost Deposit
Town Engineering and Legal costs are the responsibility of the Applicant and shall be brought up to the initial required amount when the balance goes below half the initial amount. Once the common driveway is complete and approved, any remaining balances of deposits will be returned to the applicant upon approval of the Applicant’s written request.

*** Public Hearing Legal Advertisements – All Filings ***

Costs associated with legal advertisement for public hearings are the responsibility of the Applicant. Newspaper Advertising Departments will send invoices for legal advertisements directly to the Applicant.

(PB Forms – Form 4 - Amended Fee Schedule – ADOPTED: 06/16/08  EFFECTIVE: 06/17/08)