



**Town of Cohasset
Planning Board
41 Highland Avenue
Cohasset, MA 02025
Tel: (781) 383-4100 ext. 5128**

PRELIMINARY PLAN APPLICATION PACKET

THE FILING OF A PRELIMINARY PLAN DOES NOT INVOLVE A FORMAL PUBLIC HEARING, ALTHOUGH ABUTTERS WILL BE NOTIFIED OF THE FILING AND THE DATE AND TIME THE APPLICATION WILL BE BEFORE THE PLANNING BOARD FOR DISCUSSION AND REVIEW.

WHILE THERE IS NOT A DEFINED NUMBER OF DAYS FROM THE DATE OF FILING FOR THE APPLICATION TO APPEAR ON THE PLANNING BOARD AGENDA, A DECISION REGARDING THE PRELIMINARY FILING MUST BE MADE WITHIN 45 DAYS OF THE FILING.

TO SUBMIT A PRELIMINARY PLAN FOR A SUBDIVISION, THE APPLICANT MUST COMPLETE AND SUBMIT THE FOLLOWING FORMS AS WELL AS ALL OTHER DOCUMENTATION REQUESTED:

TO GUIDE YOU THROUGH THE PRELIMINARY PLAN APPLICATION PROCESS, THIS PACKET CONTAINS THE FOLLOWING:

- 1. PRELIMINARY SUBDIVISION PLANS APPLICATION PROCEDURES**
- 2. FORM 2 – APPLICATION FOR APPROVAL OF PRELIMINARY PLAN**
- 3. STATEMENT OF LITIGATION POLICY**
- 4. FORM 13- BOARD OF HEALTH SUBDIVISION SUBMISSION FORM RECEIPT**
- 5. FORM 3 – NOTICE OF SUBMISSION OF PRELIMINARY PLAN**
- 6. PRELIMINARY SUBDIVISION PLAN CHECKLIST**
- 7. FEE & DEPOSIT SCHEDULE**



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PRELIMINARY PLAN SUBDIVISION PROCEDURES

1. Complete and submit **three copies** of Form 3 – Notice of Submission of Preliminary Plan to the Town Clerk’s Office to be date stamped by the Town Clerk. The Town Clerk will keep one copy and return two (2) copies to you.

2. Submit to the Board of Health:

- One copy of the application and plans
- One copy of Form 3, date stamped by the Town Clerk in step #1 above
- Obtain receipt of this submission from the Board of Health (Form 13)

3. Submit to the Planning Board Office:

- One copy of Form 3, date stamped by the Town Clerk in step #1 above
- Copy of receipt obtained from Board of Health submission in step #2 above
- 3 copies** of appropriate Application Form – Form 2, including a signed litigation policy
- 6 sets** of Preliminary Subdivision Plans (NOTE: **3 sets** at 11” x 17”; **3 sets** full size – no larger than 2’ x 3’)
- PDF submission of all applications, plans, site plan and other documents submitted as part of the application
- A **certified** Abutter’s list – obtain from the Assessors’ Office
- Two sets of Abutter’s mailing labels** - obtain from the Assessors’ Office
- Profile and **6 copies** of all supplementary materials under Section IV B. 2, **including** an Environmental Impact and Evaluation Statement regarding the physical environment, surface water and soils, subsurface conditions, town services, human environment, and general impact.
- The appropriate application fee, legal fee, and engineering fee (see attached schedule)

- The **original, signed** Planning Board Litigation Policy Statement signed by **both** the Applicant and the Property Owner.

NOTE: Under Section IV E, Rules and Regulations Governing the Subdivision of Land, the Planning Board has 14 days to determine if the submitted application materials are complete.

If items 1, 2,3 and 4 are found to be incomplete, the filing shall be rejected, and a written notification of rejection and the reasons shall be sent by registered mail to the applicant with copies to the Town Clerk and the Board of Health (Rules and Regulations Governing the Subdivision of Land, Section IV, E) and, time periods set forth in Chapter 41, Section 81-U of the General Laws for the review of the plan by the Board of Health or the Planning Board will not be triggered.

If items 1, 2, 3 and 4 are found to be complete, The Planning Board Office will:

- Set a date and time for the submission to be discussed/reviewed at a Planning Board meeting
- Post the meeting in the Town Clerk's Office
- Reserve the appropriate location for the public hearing
- Distribute the plans to the appropriate boards
- Notify abutters, by mail, of the date and time the submission will be discussed/reviewed by the Planning Board



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FORM 2 – APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

DATE:

To the Planning Board:

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 Record Owner: _____
Address: _____
Telephone Number: _____
2. Name of Applicant: _____
Address: _____
Telephone Number: _____
3. Name of Developer/Engineer: _____
Address: _____
Telephone Number: _____
4. Name of Surveyor: _____
Address: _____
Telephone Number: _____
5. Zoning Classification: _____
6. Assessor's Map: _____ Plot(s): _____
7. Location and Description of Property sufficient for identification:

8. The following are all the mortgages and other liens or encumbrances on the whole or any part of the above-described property:

9. Deed of Property recorded in Norfolk County Registry, in Book _____, Page _____

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

Signature of Record Owner,
Applicant and/or Developer

- Notes: (1) This application must be accompanied by a **certified** list of abutters **and two sets of mailing labels matching the certified abutters list** which can be obtained from the Assessor's Office.
- (2) This application must be filed with the Town Clerk.
- (3) A submission shall not be deemed complete unless and until the applicant(s) has provided deposits for engineering and legal expenses.



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STATEMENT OF LITIGATION POLICY

THE APPLICANT AND LANDOWNER MUST READ AND ACKNOWLEDGE THE FOLLOWING POLICY OF THE PLANNING BOARD.

When an application has been approved by the Planning Board, either in whole or with conditions, Town Counsel will not primarily defend any appeal against such approval brought by parties claiming to be aggrieved, without the express written consent of both the Chairman of the Planning Board and the Town Manager.

The successful Applicant is the appropriate party to bear expenses associated with defending an approval, be it a Special Permit, Site Plan Review, Subdivision or, Form A – Approval Not Required (ANR).

SIGN FOR ACKNOWLEDGEMENT OF THE LITIGATION POLICY:

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

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

I HAVE READ AND UNDERSTAND THE RULES OF PROCEDURE OF THE PLANNING BOARD:

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 LANDOWNER.***



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FORM 13 – RECEIPT FOR SUBDIVISION SUBMISSION TO BOARD OF HEALTH

DATE:

To the Planning Board:

The Board of Health has received a copy of the Subdivision plan for:

Name of subdivision: _____

Assessor's Lot(s): _____

Street address: _____

The plan consists of _____ sheets.

The plan was designed by _____

Board of Health Office Manager



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FORM 3 – NOTICE OF SUBMISSION OF PRELIMINARY PLAN

Date: _____, 20_____

Town Clerk
Cohasset Town Hall
41 Highland Avenue
Cohasset, MA 02025

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 Cohasset Land Subdivision Rules and Regulations.

1. Name of Applicant: _____
Address: _____
Phone: _____
2. Name of Owner: _____
Address: _____
Phone: _____
3. Name of Engineer: _____
Address: _____
Phone: _____
4. Name of Surveyor: _____
Address: _____
Phone: _____
5. Deed of Property recorded in _____ Registry, in Book _____, Page _____

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

NOTE: Copies of this notice accompanied by copies of the plan(s) are to be delivered to:

- (a) Planning Board
- (b) Board of Health



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PRELIMINARY PLAN SUBDIVISION CHECKLIST

The following checklist is a guide for the applicant to give sufficient information on the subdivision plan submitted with the application for definitive subdivision submissions under Section IV B of the Rules & Regulations Governing the Subdivision of Land.

Submitted Plans must contain the following information to be deemed complete.

A. Title Block

- Subdivision Name (Specific Name)
- Name and address of owner and/or agent
- Date of plan and/or revisions
- Land Surveyor, Engineer, address, stamp & signature
- Scale 1" = 40', Plans no larger than 2' x 3'
- Zone
- Monuments
- Space for Planning Board Signatures

B. Parcel of Property

- Property lines
- Dimensions of property lines to scale
- Area of property in square feet
- Existing structures shown
- Zone lines and zones
- Elevations, existing and proposed, Benchmark set

- Abutter's information including names, property lines and structures on property
- Easements - type
- Topography 2' contour intervals
- Adjacent streets
- Profiles streets and drains
- Access to adjoining property

C. Location

- Vicinity (map) on plan scale 1" = 200'
- Locus (map) on plan scale 1" = 1000' (either or both)
- North arrow on plan

D. Streets

- Abutting parcel frontage
- Pavement width – street width
- Curbing line
- Right-of-way lines
- Intersections within 50' of property limits

- Cross section
- Alignment
- Grades
- Lengths, bearings, radii, angles
- Proposed names and house numbers
- Temporary cul-de-sacs
- Site lines, center line, points of tangency
- Sketch, if possible, layout of adjacent land of owner

E. Lots

- Boundary lines
- Areas in square feet
- Dimensions
- Numerical designation

F. Utilities (show nearby and existing)

- Sewerage facilities **NOTE: All sewerage facilities subject to Board of Health Approval**
 - On-site - location and size
 - Town system, size, and type of pipe (profiles)
 - S.M.H. (rim & invert elevations)
- Water
 - Location of service
 - Size and type of pipe
 - Gate valves
 - Hydrants

- Drains
 - Design Criteria
 - Location of catch basins, storm drains
 - Headwall details
 - Natural water courses and water bodies
 - Culverts (invert elevations) and size
 - Swales or ditches

- Electric (detail drawing – underground)
 - Power
 - Telephone
 - Street lighting
 - Fire alarm
 - E.M.H., transformers, pads, etc.

- Gas
 - Location

G. Major Site Features

- Site features
- Flood plain
- Watershed
- Public and/or common areas

H. Performance Guarantee

- Bonds, surety
- Covenants (to expire two years from date of endorsement)



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FEE & DEPOSIT SCHEDULE

Subdivisions, Clusters, RCDD Special Permit & Land Alteration Special Permit

\$1,000 Application Fee
\$ 250 Per Lot Fee (if applicable)
\$5,000 Engineering Cost Deposit
\$1,500 Legal Cost Deposit

Site Plan Review & Other Special Permits (VBD, HUBOD, Etc.)

\$1,000 Application Fee (5,000 sq.ft. or less)
\$2,000 Application Fee (5,000 – 10,000 sq.ft.)
\$1,000 Add for each addition 10,000 sq.ft. or part thereof

Engineering Costs Deposit:

\$ 1,000 1,000 sq.ft. or less
\$ 5,000 1,000 - 5,000 sq.ft.
\$ 7,500 5,000 - 20,000 sq.ft.
\$10,000 20,000 sq.ft. or more

Legal Cost Deposit:

\$ 500 1,000 sq.ft. or less
\$1,000 1,000 - 5,000 sq.ft.
\$1,500 5,000 - 20,000 sq.ft.
\$2,000 20,000 sq.ft. or more

Common Driveway & Scenic Roads

\$ 200 Application Fee
\$ 50 Per Residence served Fee
\$1,500 Engineering Cost Deposit
\$1,000 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.

Form A - (Subdivision Approval Not Required – ANR)

\$100 Application Fee Per Plan
\$100 Fee for each new building lot shown

Large Home Review

\$ 400 Application Fee (3,500-5,000 sq. ft.)
\$1,000 Application Fee (over 5,000 sq.ft.)

***** 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 and prepayment is required.