

SUBDIVISION OF LAND

301 Attachment 1

Town of Lancaster

Form A

Application for Endorsement of Plan Not Believed to Require Approval

File one completed form with the Planning Board and one copy with the Town Clerk.

Plan provided to the Planning Board _____

Form A provided to the Town Clerk _____

To the Planning Board:

The undersigned, believing that the division of property as shown on the accompanying plan does not constitute a subdivision within the meaning of the Subdivision Control Law, hereby requests an endorsement thereon that Planning Board approval under the Subdivision Control Law is not required.

1. Name of Applicant _____

Address _____

2. Name of Surveyor _____

Address _____

3. Deed of property recorded in Worcester Registry, Book _____ Page _____

4. Location and Description of Property _____

5. Proposed use of land if other than single-family residence _____

6. Number of lots shown on plan _____

Signature of Owner _____

Address _____

[illegible]

Lot Numbers

A. Each lot on the plan or altered by it meets one of these criteria:

1. Has all the frontage required under zoning on:
 - (a) A public way, or _____
 - (b) A way which the Town Clerk certifies is maintained and used as a public way, or _____
 - (c) A way shown on a plan approved and endorsed earlier by the Planning Board under this law, or _____
 - (d) A way in existence prior to and which the Board finds adequate for the way's proposed use, or _____
 - (e) A way shown on a plan of a subdivision registered in the Land Court prior to _____
2. Has been clearly marked on the plan to be either:
 - (a) Joined to and made a part of an adjacent lot, or _____
 - (b) "Not a building lot". _____

B. Each lot on the plan contains a building which existed prior to _____

C. The plan simply describes already existing parcels with no new lot divisions. _____

SUBDIVISION OF LAND

301 Attachment 2

Town of Lancaster

Form B
Application for Approval of a Preliminary Plan

File one completed form with the Planning Board, one copy with the Board of Health and a notice of submission with the Town Clerk.

Date transmitted _____

Date of next Planning Board meeting
(presumed "Submittal" date) _____

To the Planning Board of Lancaster:

The undersigned herewith submits the accompanying Preliminary Plan of a subdivision entitled _____ for approval under the provisions of the Subdivision Control Law and your Rules and Regulations covering the Subdivision of Land.

1. Name of Applicant _____

Address _____ Telephone _____

2. Name of Owner (if not applicant): _____

Address _____

3. Name of designer: _____

Address _____

4. Deed of property recorded in Worcester Registry, Book _____ Page _____
Title of property registered in the Worcester Registry of the Land Court, Certificate of
Title No. _____

5. Location and Description of Property _____

6. Number of lots on the plan: _____

Signature of Applicant: _____

Signature of Owner (if not Applicant): _____

SUBDIVISION OF LAND

301 Attachment 3

Town of Lancaster

Form C
Application for Approval of Definitive Plan

File one completed form with the Planning Board and one copy with the Town Clerk.

Plan provided to the Planning Board _____

Form C provided to the Town Clerk _____

To the Planning Board of Lancaster:

The undersigned herewith submits the accompanying Definitive Plan of land for approval as a subdivision under the requirements of the Subdivision Control Law and the Lancaster Planning Board's Rules and Regulations Covering the Subdivision of Land.

1. Name(s) of Applicant(s): _____

Address(es): _____

2. Name of Subdivision: _____

3. Name(s) of Surveyor and other designers:

4. Deed of property dated _____ recorded in Worcester Registry of Deeds, Book _____ Page _____. Title of property registered in the Worcester Registry of the Land Court, Certificate of Title No. _____ (attach additional pages if necessary for description of additional deeds or title).

5. Location and Description of Property:

Street reference: _____

Assessor's map reference: _____

Total land area: _____

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6. Number of lots on the plan: _____

7. Type of Subdivision (Residential or Non-residential): _____

I (we) hereby certify that the applicant(s) itemized above have been authorized by me (us) to file a subdivision plan with the Planning Board on property that I (we) own, and that such property is free of encumbrances except for any itemized below.

Signature of Owner: _____

Address _____

Signature of Owner: _____

Address _____

Mortgages or other encumbrances: _____

Name and address for all notices to be provided the "Applicant" in cases where there are more than a single applicant or the applicant and owner are not the same:

Name: _____

Address: _____

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301 Attachment 4

Town of Lancaster

Form D-1

Certificate of Approval of a Definitive Subdivision Plan

Town Clerk

Dear :

The Lancaster Planning Board hereby certifies that at a meeting of said Board on _____, 20____, at which a quorum was present, following a public hearing by the Board on _____, 20____, pursuant to notice published in _____ on _____, 20____, and on _____, 20____, it was (unanimously) VOTED: That a Definitive Plan of a subdivision called _____, most recently dated _____, 20____, and designed by _____, registered as an engineer or land surveyor in Massachusetts, submitted for the Board's approval by _____, applicant, be and hereby is approved on condition that prior to the Board's endorsement of its approval thereon the subdivider shall furnish guarantees to the Planning Board as provided in the Subdivision Regulations that except as otherwise expressly provided in § 81-U of Chapter 41, G.L., no lot included in such plan shall be built upon or conveyed until the work on the ground necessary to serve such lot has been completed in the manner specified by the Subdivision Regulations of the Town of Lancaster with the following specific qualifications:

1. All such installation and construction shall be completed within 24 months of this date;
2. All streets or ways shall be surfaced with at least a two-inch binder course prior to application for occupancy permits for any structures served by such streets or ways;
- 3.
4. (further qualifications and schedule stipulations)

or a performance bond or other security in lieu of completion has been accepted by the Planning Board.

Respectfully submitted,

By _____

Planning Board

SUBDIVISION OF LAND

301 Attachment 5

Town of Lancaster

Form D-2

Certificate of Disapproval of a Definitive Subdivision Plan

Town Clerk

Dear :

The Lancaster Planning Board hereby certifies that at a meeting of said Board on _____, 20____, at which a quorum was present, following a public hearing by the Board on _____, 20____, pursuant to notice published in _____ on _____, 20____, and on _____, 20____, it was (unanimously) VOTED: That a Subdivision Plan of a subdivision called _____, most recently dated _____, 20____, and designed by _____, registered as an engineer or land surveyor in Massachusetts, submitted for the Board's approval by _____, applicant, be and hereby is disapproved for the following reasons:

Respectfully submitted,

Planning Board

SUBDIVISION OF LAND

301 Attachment 6

Town of Lancaster

Form E-1
Performance Bond Secured By Deposit

The undersigned _____ of _____
(name of municipality), _____ (name of state), hereby binds and obligates himself and
any executors, administrators, devisees, heirs, assigns, and successors to the Town of Lancaster,
a Massachusetts municipal corporation, in the sum of _____ dollars, and has secured
this obligation by depositing with the Treasurer of the Town of Lancaster the following:

(statement of deposit)

If the undersigned or his executors, administrators, devisees, heirs, successors and assigns fully
and satisfactorily observe and perform in accordance with the qualifications and time schedule
herein specified, all of the covenants, conditions, agreements, terms and provisions contained in
the application signed by the Owner and dated _____, 20____, under which approval
of Definitive Plan of a subdivision, entitled _____ and dated
_____, 20____, has been or is hereafter granted by the Lancaster Planning Board, then this
obligation shall be void; otherwise it shall remain in full force and effect and the aforesaid
security for said sum shall become and be the sole property of the Town of Lancaster as
liquidated damage. The following qualifications and schedule are specified:

1. All improvements obligated under this bond shall be completed within 24 months of this
date;
2. All streets or ways shall be surfaced with at least a two-inch binder course prior to
application for occupancy permits for any structures served by such streets or ways;
- 3.
4. (further qualifications and schedule stipulations)

LANCASTER CODE

IN WITNESS WHEREOF the undersigned has hereunto set his hand and seal this _____ day
of _____, 20____.

Witness

Signature of Applicant

Date

Date

Approved as to form:

Town Counsel

Date

Approved as to Sureties:

Town Treasurer

Date

SUBDIVISION OF LAND

301 Attachment 7

Town of Lancaster

Form E-2
Performance Bond Surety Company

The undersigned _____ as principal, and _____, a corporation duly organized and existing under the laws of the State of _____ and having a usual place of business in _____, as Surety, hereby bind and obligate themselves and their respective heirs, executors, administrators, devisees, assigns, and successors, jointly and severally, to the Town of Lancaster, a Massachusetts municipal corporation, in the sum of _____ dollars.

If the Principal shall fully and satisfactorily observe and perform in accordance with the qualifications and time schedule herein specified all of the covenants, conditions, agreements, terms and provisions contained in the application signed by the Principal and dated _____, 20____, under which approval of a definitive plan of a certain subdivision, _____ and dated _____, 20____, has been or is hereafter granted by the Lancaster Planning Board, then this obligation shall be void; otherwise, it shall remain in full force and effect and the foresaid sum shall be paid to the Town of Lancaster as liquidated damage.

The Surety hereby assents to any and all changes and modifications that may be made of the aforesaid covenants, conditions, agreements, terms and provisions to be observed and performed by the Principal, and waives notice thereof.

The following qualifications and schedule are specified:

1. All improvements obligated under this bond shall be completed within 24 months of this date;
2. All streets or ways shall be surfaced with at least a two-inch binder course prior to application for occupancy permits for any structures served by such streets or ways;
- 3.
4. (further qualifications and schedule stipulations)

LANCASTER CODE

IN WITNESS WHEREOF the undersigned has hereunto set his hand and seal this _____
day of _____, 20____.

Principal

By: _____
Title

Surety

By: _____
Attorney-in-Fact

SUBDIVISION OF LAND

301 Attachment 8

Town of Lancaster

Form F
Covenant

The undersigned _____ of _____ (name of municipality), _____ (name of state), hereinafter called "Covenantor", having submitted to the Lancaster Planning Board application for approval of a Definitive Plan of a subdivision entitled _____, dated _____, 20____, designed by _____, does hereby covenant and agree with said Planning Board and the successors in office of said Board, pursuant to § 81-U, Chapter 41, G.L. (Ter. Ed.) as amended, that:

1. Except as otherwise expressly provided in § 81-U of Ch. 41, G.L., no lot included on such plan shall be built upon or conveyed until the work required in relation to such lot has been completed in the manner specified by the Subdivision Regulations of the Town of Lancaster or a performance bond or other security in lieu of completion has been accepted by the Planning Board, and in accordance with the covenants, conditions, agreements, terms and provisions contained in the following:
 - (a) Application for Approval of Definitive Plan (Form C) signed by the Applicant and dated _____, 20____.
 - (b) The Definitive Plan as qualified by the Certificate of Approval (Form D-1) issued by the Planning Board dated _____, 20____.
2. It is the intention of the covenantor and it is hereby understood and agreed that this contract shall constitute a covenant running with the land included in the aforesaid Subdivision and shall operate as restrictions upon said land, and shall be binding upon the executors, administrators, devisees, heirs, assigns, and successors in title to the premises.

It is understood and agreed that lots within the subdivision shall, respectively, be released from the foregoing conditions upon the recording of a Certificate of Release (Form G) executed by a majority of said Planning Board and enumerating the specific lots to be so released.

3. The undersigned covenantor represents and covenants that the undersigned is the owner* in fee simple of all the land included in the aforesaid subdivision and that there are no mortgages of record or otherwise on any of said land, except such as are described below and subordinated to this contract, and the present holders of said mortgages have assented to this contract prior to its execution by the covenantor.

*If more than one owner, all must sign.

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IN WITNESS WHEREOF the undersigned, covenantor as aforesaid, does hereunto set his hand and seal this _____ day of _____, 20____.

Covenantor

Address

Description of Mortgages: _____

(Give complete names and Registry of Deeds reference)

Assent of mortgagees:

_____, ss. _____, 20____ then personally
appeared _____ and acknowledged the foregoing instrument to
be a free act and deed, before me _____,

NOTARY PUBLIC

My commission expires: _____, 20____.

SUBDIVISION OF LAND

301 Attachment 9

Town of Lancaster

Form G
Certificate of Release

The undersigned, being a majority of the Planning Board of the Town of Lancaster, Massachusetts, hereby certify that the requirements for work called for by the Covenant dated _____, 20____, and recorded in Worcester Registry of Deeds, Book _____ Page _____ (or registered in) Worcester Land Registry District as Document No. _____ and noted on Certificate of Title No. _____ in Registry Book _____ Page _____, have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on Plan entitled _____ recorded with said Deeds, Plan Book _____ Page _____, (or registered in said Land Registry District, Plan Book _____, Plan No. _____) and said lots are hereby released from the restrictions as to sale and building specified thereon. Lots designated on said Plan which are hereby released are as follows: _____

Majority of the Planning Board of the Town of Lancaster

Then personally appeared _____, one of the above named members of the Planning Board of the Town of Lancaster, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me _____, 20____.

Notary Public My commission expires: _____, 20____.

SUBDIVISION OF LAND

301 Attachment 10

Town of Lancaster

Form H

Engineer's Certificate of Completion

(to be executed by developer's engineer)

Subdivision known as _____

I hereby certify that all improvements required for the below listed ways, a part of the above named subdivision, have been completed in all respects in accordance with the Rules and Regulations of the Lancaster Planning Board and the approved plans entitled _____ by _____ and dated _____, 20____ and as approved by said Planning Board on _____.

Signed this _____ day of _____, 20____

by _____ Reg. C.E.

Then personally appeared the above named _____ and affirmed that of his belief and knowledge, the foregoing statements are true.

NOTARY PUBLIC

My commission expires: _____, 20____.

SUBDIVISION OF LAND

301 Attachment 11

Town of Lancaster

Form I
Subdivision Inspection Checklist
(to be executed by Planning Board engineer)

Inspection Number	Subject	Initials of Planning Board's Agent	Date of Inspection
1.	Sub-grade plane-preliminary		
2.	Installation of drains and catch basins		
3.	Installation of services:		
	a. Water		
	b. Gas		
	c. Sewerage		
	d. Cable utilities		
4.	Sub-grade plane-final		
5.	Gravel base		
5a.	Base course paving		
6.	Grade of catch basin inlets		
7.	Installation of curbing		
8.	Final surfacing		
9.	Sidewalks and shoulders		
10.	Street signs		
11.	Final clean-up		
12.	Tree planting		
13.	Monuments		

SUBDIVISION OF LAND

301 Attachment 12

Town of Lancaster

Form J
Guarantee Price Estimate

Date of estimate _____
Estimator _____
Subdivision name _____
Street name _____
Stations _____ to _____
Centerline length _____ feet

Construction Item	Remaining Quantity	Unit	Unit Price	Estimated Cost
1. Clear and grub	_____	lf	\$ _____ /lf	\$ _____
2. Construct to subgrade	_____	lf	\$ _____ /lf	\$ _____
3. Gravel foundation	_____	lf	\$ _____ /lf	\$ _____
4. Bit. conc. base course	_____	lf	\$ _____ /lf	\$ _____
Bit. conc. finish course	_____	lf	\$ _____ /lf	\$ _____
5. Granite curbing	_____	lf	\$ _____ /lf	\$ _____
Granite curb inlets	_____	lf	\$ _____ /lf	\$ _____
6. Sidewalks	_____	lf	\$ _____ /lf	\$ _____
7. Water mains	_____	lf	\$ _____ /lf	\$ _____
Hydrants	_____	lf	\$ _____ /lf	\$ _____
Gate valves	_____	lf	\$ _____ /lf	\$ _____
Service connections	_____	lf	\$ _____ /lf	\$ _____
8. Catch basins	_____	lf	\$ _____ /lf	\$ _____
Drain manholes	_____	lf	\$ _____ /lf	\$ _____
Drain pipe	_____	lf	\$ _____ /lf	\$ _____
Headwalls	_____	lf	\$ _____ /lf	\$ _____
Stream shaping	_____	lf	\$ _____ /lf	\$ _____
Rip rap	_____	lf	\$ _____ /lf	\$ _____

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Construction Item	Remaining Quantity	Unit	Unit Price	Estimated Cost
Detention basins	_____	lf	\$ _____ /lf	\$ _____
9. Sewer manholes	_____	lf	\$ _____ /lf	\$ _____
Street sewer pipe	_____	lf	\$ _____ /lf	\$ _____
House laterals	_____	lf	\$ _____ /lf	\$ _____
10. Cable utility trench	_____	lf	\$ _____ /lf	\$ _____
Street lights	_____	lf	\$ _____ /lf	\$ _____
11. Street monuments	_____	lf	\$ _____ /lf	\$ _____
Lot bounds	_____	lf	\$ _____ /lf	\$ _____
12. Street signs	_____	lf	\$ _____ /lf	\$ _____
13. Shade trees	_____	lf	\$ _____ /lf	\$ _____
14. Topsoil and seed	_____	lf	\$ _____ /lf	\$ _____
15. Record plans	_____	lf	\$ _____ /lf	\$ _____
16. Incidental items	_____	lf	\$ _____ /lf	\$ _____
Guard rail	_____	lf	\$ _____ /lf	\$ _____
Retaining wall	_____	lf	\$ _____ /lf	\$ _____
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____
Subtotal (a)			\$ _____	
Construction management @ 10% of (a)			\$ _____	
Maintenance @ 2% of (a)			\$ _____	
Contingency @ 10% of (a)			\$ _____	
Subtotal (b)			\$ _____	
Inflation @ 6% of (b) per year compounded			\$ _____	
Total guarantee required			\$ _____	

SUBDIVISION OF LAND

301 Attachment 13

Town of Lancaster

Lancaster Planning Board

Schedule of Fees and Deposits for Plans submitted Under the Rules and Regulations Governing the Subdivision of Land [Amended November 2004]

Zoning Bylaws	\$15.00 per copy
Subdivision rules and regulations	\$15.00 per copy
Approval not required (ANR)	\$100.00 plus \$50.00 per lot
Site plan review	\$200.00 plus \$15 per space, plus professional review
Special permit	\$150.00 plus \$15.00 per unit
Special permit extension	\$150.00
Preliminary subdivision	\$1,000.00 (\$200.00 administrative, \$800.00 professional review), plus \$225.00 per lot
Definitive subdivision	\$500.00 (\$100.00 administrative, \$400.00 professional review), plus \$10.00 per foot of road (\$5.00 administrative, \$5.00 professional review)
Advertising/mailing costs	Paid by applicant

Provide one check made payable to the "TOWN OF LANCASTER" in the total amount for the plan or plans to be submitted. Unexpended Review Deposits will be returned to the Applicant.

Example 1

An ANR plan is to be submitted for two lots to be separated from a larger lot. Three new lots will be created; the two smaller lots with the larger remaining land as a third. A check for \$250 is submitted with the Plan.

Example 2

A six-lot subdivision is proposed with 1,500 feet of roadway to be created.

The Preliminary Plans are submitted with a check for \$2,500 (\$1,000 plus \$225 for each lot).

The Definitive Plans are submitted with a check for \$15,500 (\$500 plus \$10 by 1,500 feet of road).