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RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
IN THE TOWN OF OXFORD, MASSACHUSETTS

Adopted Under the Subdivision Control Law
M.G.L. Chapter 41, Section 81-K through Section 81-GG
As Approved by the Planning Board on April 22, 2002
Amended and Approved by the Board with Comprehensive Revisions on April 13, 2009
Amended and Approved by the Board with Comprehensive Revisions on January 12, 2015



A True Copy Attest

Lori A. Kelley
Lori A. Kelley, Oxford Town Clerk

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IN THE TOWN OF OXFORD, MASSACHUSETTS

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Form B – Application for Approval of a Preliminary Plan

Form C – Application for Approval of a Definitive Plan

Form D – Designer’s Certification Definitive Subdivision Plan

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Covenant

Certified Vote

Certificate of Action

Form H – Application for a Road Opening Permit Not Shown on Approved Plans

Form I – Application for a Road Opening Permit

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RULES AND REGULATIONS
GOVERNING THE SUBDIVISION OF LAND
IN THE TOWN OF OXFORD, MASSACHUSETTS
AS APPROVED ON APRIL 22, 2002
AMENDED APRIL 13, 2009
AMENDED JANUARY 12, 2015

(adopted under the Subdivision Control Law
M.G.L. Chapter 41, Section 81-K through Section 81-GG)

SECTION I – GENERAL

A. Authority

Pursuant to the authority granted by General Laws Chapter 41, Section 81Q, the Planning Board of the Town of Oxford hereby adopts these rules and regulations governing the subdivision of land in the Town of Oxford.

B. Purpose (Reference)

These Rules and Regulations are intended to accomplish the purposes stated in the "Subdivision Control Law", M.G.L. Chapter 41, Section 81-M. Specifically they are adopted for the purpose of protecting the safety, convenience and welfare of the inhabitants of the Town of Oxford 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 insuring compliance with the applicable zoning ordinances or by-laws; 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 Town and with the ways in neighboring subdivisions. Such powers may also be exercised with due regard for the policy of the Commonwealth to encourage the use of solar energy and protect the access to direct sunlight of solar energy systems."

C. Definitions (Ref. M.G.L.c.41 S81-L)

In construing these rules and regulations, the following words shall have the following meaning, unless a contrary intention clearly appears:

“Applicant” shall include an owner or their agent or representative or the current owner or developer of the project.

"Board" shall mean the Planning Board of the Town of Oxford.

"Lot" shall mean an area of land held in common ownership with definite boundaries used, or available for use, as the site of one or more buildings.

"Municipal Service" shall mean public utilities available in the Town of Oxford.

“Parcel” shall mean a defined piece of real estate, usually resulting from the division of a large area of land.

"Registered Mail" shall mean registered or certified mail.

"Subdivision" shall mean the division of a tract of land into two or more lots and shall include re-subdivision, and when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two or more lots shall not be deemed to constitute a subdivision within the meaning of these rules and regulations if, at the time it is made, every lot within the tract so divided has frontage on (a) a public way or way which the clerk of the Town certifies is maintained and used as a public way, or (b) a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, or (c) a way in existence when the subdivision control law became effective in the Town, having, in the opinion of the Board sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of at least such distance as is required by the zoning by-laws of the Town for erection of a building thereon on such lot, and if no distance is so required, such frontage shall be of at least twenty feet. Conveyances or other instruments adding to, taking away from, or changing the size and shape of, lots in such a manner as not to leave any lot so affected without the frontage required by said by-laws or the division of a tract of land on which two or more buildings were standing when the subdivision control law went into effect in the Town into separate lots on each of which one of such buildings remains standing, shall not constitute a subdivision.

"Town" shall mean the Town of Oxford.

“Upland” shall mean a contiguous area of a parcel outside of land subject to M.G.L. c. 131 §40, including bank, riverfront area, fresh water wetland, coastal wetland, marsh, meadow or swamp bordering on any estuary, creek, river, stream, pond, or lake, or any land under said waters or any land subject to or flooding. A parcel may have multiple uplands separated by land subject to M.G.L. c. 131 §40.

D. Regulation of new subdivisions (Ref. M.G.L.c.41 S81-O)

No person shall make a subdivision of land within the Town, or proceed with the improvement or sale of lots in a subdivision, or the construction of ways or the installation of municipal services therein, unless they have first submitted to the Board for its approval, a plan of such proposed subdivision, showing the lots into which such land is to be divided and the ways already existing or which are to be provided by them for furnishing access to such lots, and the Board has approved such plan in a manner hereinafter provided.

E. Buildings and access thereto (Ref. M.G.L.c.41 S81-Q)

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 prior written consent of the Board. In its discretion, the Board may condition such consent upon the providing of adequate ways furnishing access to each site for such building, in the same manner as otherwise required by these rules and regulations for lots within a subdivision.

F. Waiver of strict compliance (Ref. M.G.L.c.41 S81-R)

The Board may, in any particular case, when in its judgment such action is in the public interest and not inconsistent with the subdivision control law, waive strict compliance with these rules and regulations.

G. Statutory reference

For matters not covered by these rules and regulations, reference is made to Massachusetts General Laws Chapter 41, Section 81K to 81GG, inclusive, the Subdivision Control Law.

H. Severability

The invalidity of any provision of these rules and regulations shall not invalidate any other provision thereof.

SECTION II - PLAN BELIEVED NOT TO REQUIRE APPROVAL

A. Submission of the Plan (Ref. M.G.L.c.41 S81-P)

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 which in whole or in part is situated in the Town of Oxford, and who believes that said plan does not require approval under the

Subdivision Control Law may submit to the Planning Board:

1. the original plan prepared in accordance with the Registry of Deeds or Land Court including thereon the words "approval under the subdivision control law not required" or words of similar import with room appropriate for endorsement by the Board,
2. ten (10) contact prints of said plan,
3. two (2) copies of a properly completed and executed Form A (see appendix),
4. a filing fee in an amount totaling seventy-five dollars (\$75.00) for the first two (2) lots or parcels plus twenty-five dollars (\$25.00) for each additional lot or parcel, and
5. the evidence necessary to prove that the plan does not require approval under the Subdivision Control Law.

Said submission may be made by delivery to the Planning Board at its regularly scheduled meeting, or by registered mail to the Planning Board (note that the Planning Board can only accept a plan at a properly scheduled and posted meeting). The person making said submission shall give written notice to the Town Clerk, by delivery or by registered mail that said plan has been submitted. Said notice shall include a statement of the date of delivery to the Board, or the date of the Board's receipt of said submission by registered mail, as appropriate, a copy of that submission, and information describing the land to which the plan relates sufficiently for identification. If the notice is given by delivery, the Town Clerk will provide, if requested, a written receipt therefor.

B. Contents of the Plan

A plan submitted for determination that approval under the Subdivision Control Law is not required shall be prepared by a registered land surveyor in accordance with the requirements of the Registry of Deeds (or in accordance with the rules governing Land Court Plans, if applicable) and shall be clearly and legibly drawn in black ink on mylar (or linen if required by the Land Court) with a sheet size not exceeding 24" x 36". The plan shall be drawn at a scale sufficient to show details clearly and adequately, but not smaller than one (1) inch equals one hundred (100) feet, and shall contain the following information:

1. Plan Title, Northpoint, Date, Scale and Locus map.
2. Name of the record owner, name of the surveyor and the Worcester District Registry of Deeds book and page reference of conveyance to the record owner. If the property has been transferred to a new owner not shown in the Assessor's records, then the new owner shall provide a copy of the deed of transfer to the Board upon submission.
3. Location and ownership of land abutting the property as appearing in the most recent tax list.
4. The exterior boundaries of the entire parcel(s) of land being divided or for

which lot lines or easement lines are being created or modified, and the area of each parcel, lot and/or easement shown on the plan.

5. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
6. Location of all permanent monuments properly identified as to whether existing or proposed.
7. Location, names and present widths (both paved width and layout width) of streets bounding the property.
8. Distance from a lot corner to the nearest street intersection.
9. The location of any Zoning District boundaries within the locus of the plan and the Zoning classification of the locus with a note summarizing the Zoning requirements of that district.
10. Set back dimensions from existing improvements (buildings, parking lots, fences, etc.) to proposed property lines shall be shown on the plan.
11. The statement "Approval Under the Subdivision Control Law Not Required" followed by sufficient space for the date and the signatures of all seven (7) members of the Planning Board followed by the statement "Endorsement by the Planning Board does not guarantee that any of the lots shown on this plan are buildable lots".

C. Procedure following submission of the Plan

Upon receipt of the above-described plans and supporting documentation, the Planning Board and/or its agent shall evaluate the plan to determine whether:

1. the plan shows lots with frontage on
 - (a) a public way or a way which the Town Clerk certifies is maintained and used as a public way, or
 - (b) a way shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law and which is either fully constructed or bonded by a security sufficient, in the opinion of the Planning Board, to complete the construction, or
 - (c) a way in existence on May 25, 1956 (the date the Subdivision Control Law went into effect in the Town of Oxford), having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the allowed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon; and
2. the frontage shown is at least such distance as is then required by the Zoning requirements for the district in which the lots lie, and if no minimum frontage

- is required a distance of at least twenty feet; or
- 3. the plan shows the conveyance, properly noted, adding to, taking away from, or changing the size and shape of, lots in a manner as not to leave any lot so affected without the frontage set forth above; or
- 4. the plan shows the division of a tract of land on which two (2) or more buildings were standing prior to May 25, 1956 (the date the Subdivision Control Law went into effect in the Town of Oxford) into separate lots on each of which one of such buildings remains standing.

If so, the plan does not require approval under the Subdivision Control Law and the Planning Board shall, within 21 days from the date of submission of the plan and without a public hearing, endorse the plan and the endorsed plan shall be delivered by the Planning Board to the person submitting the plan.

If, however, the above conditions are not met, the plan does require approval under the Subdivision Control Law and the Planning Board shall, within 21 days from the date of submission of the plan, give written notice of such determination to the Town Clerk and the person submitting the plan.

D. Criteria for Evaluation of Roadway Adequacy

In determining whether a way in existence on May 25, 1956 (the date the Subdivision Control Law went into effect in the Town of Oxford), meets the conditions of C. 1. (c) above, the Planning Board shall consider whether the way, as it currently exists on the ground meets the following conditions:

- 1. the roadway right-of-way is at least 33 feet wide and is of reasonable horizontal and vertical alignment to provide safe visibility at expected travel speeds and volumes;
- 2. the roadway is sufficiently constructed with sufficient drainage to protect the road surface from erosion and flooding; and
- 3. the boundaries of the roadway are sufficiently described in deeds of abutting parcels and sufficiently unencumbered by restrictions to allow acceptance at Town Meeting as a Public Way.

E. Failure of the Board to Act on the Submission

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 the submission of said plan, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so

forthwith the Town Clerk shall issue a certificate to the same effect.

SECTION III. - PLAN REQUIRING APPROVAL - PRELIMINARY PLAN

A. Submission (Ref. M.G.L.c.41 S81-S)

In the case of a subdivision showing lots in a residential zone, any person, before submitting a definitive plan for approval, may submit to the Board and the Board of Health, a preliminary plan, and shall give written notice to the Town Clerk by delivery or by registered mail, postage prepaid, that such a plan has been submitted and in the case of notice given by delivery the Town Clerk, if requested, will give written receipt therefor.

In the case of a subdivision showing lots in a nonresidential zone, any person before submitting a definitive plan for approval, shall submit to the Board and the Board of Health, a preliminary plan, and shall give written notice to the Town Clerk by delivery or by registered mail, postage prepaid, that such a plan has been submitted and in the case of notice given by delivery the Town Clerk, if requested, will give written receipt therefor.

Such submission shall include:

1. Ten (10) copies of the plan which shall be distributed by the Board to appropriate Town Departments for comment except for the Board of Health which shall receive its submittal directly from the applicant;
2. Pay to the Board a sum of two hundred dollars (\$200.00), plus twenty-five dollars (\$25.00) per lot to cover staff time involved in reviewing the proposal; and
3. A properly executed Form B FILING OF PRELIMINARY PLAN (See Appendix).

The submission of a preliminary plan will enable the applicant, the Board, or municipal agencies and abutters to discuss and clarify any problems relating to the proposed subdivision before a definitive plan is prepared, therefore, the Board strongly recommends that a preliminary plan be filed in every case. The applicant shall make arrangements to meet with the Town's Technical Review Committee prior to submission of a preliminary plan.

B. Contents (Ref. M.G.L.c.41 S81-L)

A preliminary plan is plan of a proposed subdivision or re-subdivision of land drawn on tracing paper, or a print thereof. It shall show sufficient information about the

proposed subdivision to form a clear basis for discussion of any problems relating to it and for the preparation of a definitive plan including the following:

1. The subdivision name, boundaries, north point, date, scale, zoning district and district requirements, locus plan, legend and title "Preliminary Plan", the names of the record owner, the applicant and the name of the designer, engineer or surveyor;
2. The names of all abutters, as determined from the most recent tax list;
3. The existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;
4. The proposed system of drainage including adjacent existing natural water ways, in a general manner;
5. The approximate boundary lines of proposed lots, with approximate areas and dimensions;
6. The names, approximate location and widths of adjacent streets; and
7. The topography of the land in a general manner.

C. Procedures following Submission (Ref. M.G.L.c.41 S81-S)

Within forty five (45) days after submission of a preliminary plan the Board shall notify the applicant (by certified mail) and the Town Clerk either (a) that the plan has been approved, or (b) that the plan has been approved with modifications suggested by the Board or agreed upon by the person submitting the plan, or (c) that the plan has been disapproved and in the case of disapproval, the Board shall state in detail its reasons therefor.

SECTION IV. PLAN REQUIRING APPROVAL - DEFINITIVE PLAN

A. Submission

Any person who submits a Definitive Subdivision Plan to the Board for its approval must:

1. Submit to the Board original mylar drawings and twelve (12) contact prints thereof.
2. Submit to the Board a proper number of copies an executed Form C (see appendix to these rules and regulations).
3. Pay to the Board a sum of three hundred twenty-five dollars (\$325.00), or one hundred seventy-five dollars (\$175.00) if a preliminary plan was submitted less than seven (7) months earlier, to cover the cost of publishing notice of the public hearing, certified mailings to abutters, and recording fees for covenants, plus one hundred twenty-five dollars (\$125.00) per lot to cover staff time involved in reviewing the proposal
4. Submit a complete certified list of abutters owning property within 300 feet of

all property boundaries for the subject parcel proposed for development.

5. Prior to the close of business on the next business day following submission to the Board, submit to the Board, proof that written notice has been delivered or sent by registered mail to the Town Clerk, certifying that this plan has been submitted to the Planning Board. The notice to the Town Clerk shall state the date of submission to the Board and be accompanied by a copy of the executed Form B.

B. Contents – General

The Definitive Subdivision Plan shall be prepared by a registered civil engineer and a registered land surveyor, and shall be clearly and legibly drawn in black ink on mylar in conformance with the requirements of the Registry of Deeds. The plan shall be at a scale not smaller than one (1) inch equals forty (40) feet or such scale as the Board may allow after review during the preliminary plan process. Sheet sizes shall not exceed 24" x 36". If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. A definitive plan shall contain the following:

1. Existing Conditions Plan
 - a. Existing property lines for the subject property with bearings and distances
 - b. Existing topography at a contour interval not greater than two (2) feet
 - c. Existing site features, including buildings, roads, stone walls, water features, utilities, permanent monuments, easements, brush or tree lines, trees over twelve (12) inches in diameter
2. Property Line Plans showing:
 - a. Subdivision name, boundaries, north point, date, scale, locus map, and (if more than one sheet) a key map on each sheet.
 - b. Name of the record owner, name of the registered land surveyor and name of registered civil engineer and Worcester District Registry of Deeds book and page reference of conveyance to record owner.
 - c. Location and ownership of land abutting the subdivision as appearing in the most recent tax list.
 - d. Area of each lot including upland area, existing and proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision. (The names of the proposed streets shall be shown in pencil until the Board of Selectmen has approved them.)
 - e. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
 - f. Location of all permanent monuments properly identified as to whether existing or proposed.
 - g. Location, names and present widths of streets bounding, approaching or within 300' of the subdivision.

- h. Suitable space to record the action of the Board and the signatures of the members of the Board.
3. Topographic Plans showing:
 - a. Existing and proposed topography at a contour interval not greater than two (2) feet including grades of all existing roads abutting the proposed development within 200 feet of the proposed roadways and/or access. All elevations shall be tied into the N.G.V.D. of 1929.
 - b. Proposed layout of drainage system showing catch basins, drain pipes and other drainage facilities necessary for proper drainage of the subdivision, and adjacent existing natural waterways and wetlands including reference to all existing and proposed drainage easements.
 - c. Predevelopment and postdevelopment 100 year flood boundary based on FEMA Flood Insurance Rate Maps and generally accepted engineering calculations as required by wetlands protection regulations 310 CMR 10.57(2)(a)3.
 - d. Proposed lot development plan including building envelope, driveway location and grades, potential location of water supply, and potential location of sewage disposal (and soil test results if on-site sewage disposal is proposed).
 - e. Suitable space to record the action of the Board and their signatures.
4. Road Construction Drawings showing:
 - a. Road layout and profiles at a horizontal scale of one (1) inch equals forty (40) feet and a vertical scale of one (1) inch equals four (4) feet.
 - b. Existing profiles on exterior lines and centerline of the proposed road and proposed centerline. Existing and proposed grades at intervals of fifty (50) feet except at vertical curves which shall be at intervals of twenty-five (25) feet.
 - c. Proposed grading at intersections including intersections with existing streets.
 - d. Proposed sidewalks, driveway openings, utilities, and drainage ways including all easements relating thereto.
 - e. Roadway cross-sections and construction details.
 - f. Suitable space to record the action of the Board and the signatures of the members of the Board.
5. Construction Plan
 - a. Construction schedule with phasing of all work related to the project.
 - b. Erosion and sedimentation control plan and details

C. Contents - Supporting Document

The Definitive Subdivision Plan drawings shall be accompanied by an equal number of copies of supporting documents, which shall include:

1. A brief description of the proposed project including the number of units, type of construction, waivers requested, and any other information unique to the project.
2. A drainage report prepared and stamped by a registered professional engineer, substantiating the designer's street drainage plan and determination of 100-year flood boundaries.
3. Copy of deeds to the land of the proposed subdivision including any easements, covenants, or restrictions.
4. Easements or letters of intent for easements from abutters for drainage (if necessary).
5. A tabular summary of all quantities of each construction item to be broken down in a manner sufficient for the Planning Board to estimate the cost of construction for bonding purposes. The breakdown shall include land clearing, grading, gravel road base, pavements, curbs, sidewalks, drainage piping, drainage structures, utilities, lights, trees, landscaping, monuments, clean-up, as-built plan, and acceptance plan.
6. A summary report that states how the applicant intends to address the issues of concern on the Planning Board's Project Checklist (see appendix).
7. Test hole or boring information to substantiate the feasibility of proposed grading, utility work, and on-site sewage disposal (if proposed).

D. Design Standards

1. Streets – General
 - a. Street systems shall be designed to be compatible with existing streets, and to rationalize traffic patterns within new subdivisions. The street plan shall accommodate existing street alignments that enter or border the tract.
 - b. Streets shall be classified, according to their design, use (actual or intended), their relationship to other streets in the hierarchy, and their character of use in the following categories, defined by the Federal Highway Administration's National Highway Functional Classification (identified in Appendix I) and in the Oxford "Land Use Development Plan 1986-90" which identifies public ways on a map entitled "infrastructure" in the following manner.

- | | |
|-------------------|-----------|
| 1. Interstate | |
| RURAL | URBAN |
| 2. Minor Arterial | Extension |

3. Major Collector	Minor Arterial
4. Minor Collector	Collector
5. Local	Local

This classification of streets is intended to assist in the evaluation of the design of each street in a subdivision's system, and not intended to be used to set arbitrary standards without assessing the complete plan for a subdivision and the intended use of each street. Residential streets in each category shall meet construction specifications as required in this regulation after inspection and analysis of the soil types, site contours and site considerations deemed necessary by the Planning Board to obtain the objectives of these regulations.

- c. When access to the subdivision is over private ways or easements, evidence of the applicant's right to use such ways as access, must be provided to the Board and approved by Town Counsel. Such rights must be transferable to the Town when the Subdivision construction has been completed and approved and the streets accepted as public ways. Private driveways, easements or rights-of-way, and all other sub-standard ways of access must be enlarged to a minimum layout width of fifty 50 feet. Proper construction of such ways shall be done at the applicant's expense even if the applicant does not own the abutting land.
- d. **Frontage road** shall mean a paved way that parallels an arterial or street with expected high-traffic volumes that provides limited access to the building sites, provides a buffer between the building sites and through traffic, and is enclosed in a widening of the street right-of-way. An "**eyebrow**" is a frontage road that results in a curved or bulbous projection into the accessed land.
- e. **Dead end street** shall mean a local street that has one intersection with another street and is closed at its other end. **Stub road** shall mean a short dead end street that provides frontage for and/or access to lots within the parcel subdivided. A stub road that provides access to only one lot within the parcel subdivided may remain unpaved if held in common ownership with that lot. A stub road that provides access to two or more lots shall be paved in accordance with the requirements of the Planning Board. Stub roads shall be arranged so vehicles can safely reverse direction by including a turnaround or cul-de-sac and shall conform to the requirements for dead-end streets. A stub road that is wider than it is deep shall be considered an "**eyebrow**" and may require two openings and enclosed open space.
- f. **Through street** shall mean a street that connects two streets each of which is connected to the existing roadway network thereby providing a complete roadway loop. Through streets shall be properly designed and sized to

meet anticipated traffic. Lanes shall not connect two or more arterial streets, or an arterial and collector street. (Residential streets that connect higher order streets often become shortcuts, and increase the traffic load on purely residential streets and defeat the purpose of the design.)

- g. **Loop road** shall mean a street that closes back on itself or the same road from which it begins. A loop road that has one opening on an existing or proposed street and intersection with itself is allowed if the intersection with itself is no more than 500 feet from the beginning street as measured between intersecting sidelines; if the outside radius of the loop is 200 feet or less and/or the inside of the loop encloses an area less than the minimum area required for three house lots, the loop is considered a cul-de-sac and the interior area shall be included in the road layout as open space. A loop road that intersects only with itself at the end of an existing or proposed street is allowed if the length of the existing or proposed street as measured between from its open end to the proposed loop road is no more than 500 feet; if the outside radius of the loop is 200 feet or less and/or the inside of the loop encloses an area less than the minimum area required for three house lots, the loop is considered a cul-de-sac and the interior area shall be included in the road layout as open space. A loop street that intersects with the same road is allowed if the two intersections are sufficiently separated to provide safe access; if the outside radius of the loop is 200 feet or less and/or the inside of the loop encloses an area less than the minimum area required for three house lots, the loop is considered an "eyebrow" or a frontage road and the interior area shall be included in the road layout as open space or buffer.
- h. Subdivisions with a cumulative length of more than 1,000 feet of roadway or more than 20 units shall have two means of access meeting the requirements of these Rules and Regulations and connecting to existing streets in the Town of Oxford. For subdivisions with more than 2,000 feet of roadway or 40 units, the Board may require additional access, meeting the requirements of these Rules and Regulations and connecting to existing streets in the Town of Oxford, based on input from public safety departments. For subdivisions with access through another town, the Board may require certification from appropriate authorities in the other town that such access is in accordance with their Master Plan and subdivision requirements, a legally adequate performance bond has been posted with the Town, and the road can handle the traffic.
- i. Single-family residences should not front on streets where future high-traffic volumes are expected; the use of frontage roads is recommended.
- j. Dwelling units shall not be given direct driveway access to arterial streets, except:

- (1). Where existing lots of record abut on arterial streets;
 - (2). In special instances where the configuration of the tract prevents the construction of an access road or an interior roadway, after review and approval by the Planning Board and Highway Department.
 - (3). Where practical and compatible with the zoning and internal layout of the subdivision, dwelling unit driveway access to collector streets shall be avoided.
- k. The Board may disapprove a plan when it determines that dangerous traffic conditions may result from the inadequacy of: the access to the subdivision; the proposed ways within the subdivision; or any of the ways adjacent to or providing access to the subdivision within a distance of 2,600 feet of the land to be subdivided.

2. Street Location and Alignment

All streets shall be designed in accordance with standard traffic engineering practices and shall generally follow the guidelines listed below:

- a. All streets shall be designed so that in the opinion of the Planning Board, they will provide safe vehicular travel.
- b. All proposed street intersections shall be designed to provide the minimum corner sight distances as identified in Section 3.7 (Sight Distance) of the Massachusetts Highway Department Project Development and Design Guide, latest edition
- c. Street jogs with centerline offsets of less than 125' should be avoided.
- d. Property lines at the intersections of arterial and collector streets shall be rounded or cut back to provide for a radius of not less than thirty (30) feet. Other streets shall provide a radius of not less than twenty (20) feet.
- e. The minimum centerline radii of curved streets shall be 250 feet with proper superelevation. Greater radii may be required for major streets.
- f. Streets shall be laid out so as to intersect as nearly as possible at right angles. No streets shall intersect at less than 60 degrees.
- g. Provision shall be required for access to adjoining land, not yet subdivided and multiple connections to the roadway network. This shall be obtained by the provision of properly graded road stubs to adjoining land and the construction of connections to the roadway network.

3. Street Width - Right-of-way

- a. The minimum width of street rights of way shall not be less than the following:

CATEGORY	DISTRICT	
	Residential	Non-residential
Rural Minor Arterial/ Urban Extension	60 feet	60 feet
Rural Major Collector/ Urban Minor Arterial	50 feet	60 feet
Rural Collector/ Urban Collector	50 feet	50 feet
Rural & Urban Local	50 feet	50 feet

- b. Rights-of-way for safe and adequate pedestrian access adjacent to paved streets shall be obtained where sidewalks, bikeways, or other structures are necessary.
- c. Slopes adjacent to roadways, natural or man-made, may be placed within easements on individual properties rather than acquired as rights-of-way.

4. Street Width - Pavement

- a. The required width for two-way, paved streets shall be as follows:

CATEGORY	DISTRICT	
	Residential	Non-residential
Rural Minor Arterial/ Urban Extension	36 feet	42 feet
Rural Major Collector/ Urban Minor Arterial	30 feet	36 feet
Rural Collector/ Urban Collector	26 feet	30 feet
Rural & Urban Local	22 feet	26 feet

- b. Reductions of width which are part of an overall drainage plan to reduce the impervious surfaces in the subdivision and reduce runoff from the parcel shall be permitted if plans for safety, parking, pedestrian circulation and other factors are deemed adequate by the Planning Board to accommodate the requested reductions.

5. Street Grades

- a. Grades of streets shall not be more than 6% for arterial (primary) streets or more than 8% for a minor street or collector (secondary) street. Local streets with little traffic may have a maximum grade of no more than 10%.

All streets shall have a minimum grade of 0.5% to allow for proper drainage. Any subdivision with street grades exceeding 8% shall obtain approval from the Fire Department for the road grade.

- b. Where changes in grade exceed 1%, vertical curves shall be provided. Vertical curve lengths shall be determined in accordance with Chapter 4 "Horizontal and Vertical Alignment" of the Massachusetts Department of Public Works Highway Design Manual, latest edition.
- c. At street intersections a leveling area having a slope no greater than 4% extending a distance of 100 feet in all directions shall be provided.

6. Dead-end Streets

- a. The length of a dead-end street shall not exceed 500 feet measured along the centerline from the intersection of the through street sideline to the beginning of the turnaround, unless a greater length is deemed desirable by the Planning Board because of topography or other local conditions. For the purposes of this Section, any proposed street that intersects solely with a dead-end street shall be deemed to be an extension of the dead-end street. A street that connects a through street to one or more dead-end streets shall be considered part of the dead-end streets.
- b. Dead-end streets shall be provided at the closed end with a paved turnaround fully located within the layout of the street. If the dead-end street is short enough and is located on a through street that is safe enough to allow the backing out of large trucks, then the turnaround shall be of sufficient shape and dimension to accommodate passenger vehicles and single unit trucks. The turnaround shall be designed for ease in snow plowing and snow storage, and for the turning around of emergency apparatus.
- c. If use of a cul-de-sac is unavoidable, it shall provide a minimum outside turning radius of fifty feet (50') and shall be laid out to allow a separation of at least ten feet (10') between the edge of the pavement and the property line. In no case shall a cul-de-sac provide frontage and/or access for more than four (4) lots.
- d. If the dead-end street is likely to be extended at some future date the turnaround may be laid out within an easement that shall terminate upon the approval and recording of a plan showing the extension of said street. If the cul-de-sac is used to provide frontage on a dead-end street that is likely to be extended at some future date the cul-de-sac shall be arranged to become an "eyebrow" upon extension of the street.

7. Driveways

- a. In so far as possible and allowed by environmental factors, each lot shall be served by a separate driveway opening onto the approved right-of-way on

which it derives its frontage.

- b. A driveway shall be at least 10 feet wide throughout its entire length and placed at a grade and orientation suitable for access by Public Safety vehicles. The driveway centerline, between the gutterline and layout line, shall conform to the standard roadway cross section.
- c. Driveway openings shall be at least 10 feet wide at the layout line and 16 feet wide at the gutter line with curb returns of at least 3 feet.
- d. Residential driveway openings shall be at least 70 feet from the intersection of a streets and five (5) feet from a catch basin. Measurements shall be made from the nearest sideline of the driveway to the intersection point of the sidelines of the two (2) streets or the nearest edge of the catch basin grate.
- e. Driveway openings shall be shown on the approved construction plans and shall be built in accordance with the approved plans unless otherwise permitted by the Board or its agents. The construction of a driveway not shown on the approved plans may be allowed by Road Opening Permit (see FORM H and FORM I).

8. Common Driveways

Common driveways are privately owned and maintained access ways serving more than one lot that may be allowed by the Planning Board under special conditions. When considering the approval of the use of a common driveway the Planning Board shall consider environmental conditions, the covenants placed on the common driveway, and conformance with these Subdivision Rules and Regulations as amended by the following:

- a. Width - Common driveways shall have an easement width of not less than 24 feet and shall have a paved width of not less than 18 feet, except at wetland crossings where a minimum width of 12 feet may be allowed if the crossing is safely designed. The side lines of such driveways shall be parallel throughout their length.
- b. Shoulders - Instead of curb or berm, a shoulder three feet in width meeting the requirements of Section IV. E. 2. a. shall be constructed along each side of the traveled way.
- c. Geometry - The minimum centerline radius of common driveways shall be not less than 60 feet.
- d. Grades - Common driveways shall be graded to a maximum slope of 10% and a minimum slope of 0.5%. Within 50 feet of the street intersection the common driveway shall have a maximum slope of 6%.
- e. Turning Areas - An appropriately designed turning area shall be provided at the end of the common driveway. Said turning area shall be either a cul-de-sac or "hammerhead" suitable for the turning of public safety vehicles.

- f. Drainage - The design for a common driveway shall include proper consideration for drainage to protect the driveway from flooding and erosion. Said drainage may take the form of open ditches located within identified drainage easements.

9. Drainage

- a. Storm drains, culverts, and related facilities shall be designed in such a manner that the development of the roads and lots thereby served shall not cause detrimental drainage on areas outside the subdivision. The pre-development and post-development peak flows at the subdivision boundaries shall be approximately equal at each of the 2 year, 10 year, 25 year, 50 year, and 100 year frequency storms.
- b. The storm water drainage system shall be designed in accordance with Chapter 10 "Drainage and Erosion Control" of the Massachusetts Department of Public Works Highway Design Manual. Design velocities in pipes shall not exceed 10 fps.
- c. A catch basin to manhole drain configuration shall be used. Drain pipes shall have an inside diameter of at least twelve (12) inches and a minimum cover of 3 feet over pipes through manholes and 2-1/2 feet over pipes at catch basins.
- d. Catch basins shall have a sumps of 48 inches or greater and shall be located to avoid ponding at cul-de-sacs and at appropriate intervals to avoid gutter flooding during the design storm.
- e. Manholes shall be installed at intervals not to exceed 300 feet, at all changes of direction, and at pipe junctions.
- f. All drainage structures not in the roadway, all drainage ditches, all drainage flow control structures, all existing drainage ways (streams, swales, ditches, etc.) and all floodplain and wetlands shall be enclosed in drainage easements to be transferred to the Town upon acceptance of the public ways.

10. Other Utilities

- a. If a public sewerage system is located within 1,000 feet of the proposed subdivision, and the cost of connecting to the public sewerage system is approximately equal to or less than the cost of providing on-site disposal systems for each parcel in the proposed subdivision as determined by the Planning Board or its designee, the applicant shall connect all lots to the public sewerage system in accordance with the requirements of the authority responsible for the sewerage system. If a public sewerage system is planned to be installed within 1,000 feet of the proposed subdivision within three (3) years of the date of submission of the proposed definitive subdivision plan, the applicant shall install the sewers and laterals

necessary to connect to the proposed sewerage system when it is extended.

- b. If a public water system is located within 1,000 feet of the proposed subdivision, and the cost of connecting to public water is approximately equal to or less than the cost of providing private wells for each parcel in the proposed subdivision as determined by the Planning Board or its designee, the applicant shall connect all lots to the public water system in accordance with the requirements of the authority responsible for the water system. If a public water system is planned to be installed within 1,000 feet of the proposed subdivision within three (3) years of the date of submission of the proposed definitive subdivision plan, the applicant shall install the water mains, services and hydrants necessary to connect to the proposed water system when it is extended. Fire hydrants shall be arranged in a manner approved by the Fire Chief, or their designee, so that each building site in the proposed subdivision will be within approximately 500 feet of a hydrant.
- c. If a public water system is not located within 1,000 feet of the proposed subdivision and the water authority does not anticipate extensions of the water system, the applicant shall provide a system adequate to store water for fire protection in accordance with the requirements of the most recent Cistern and Dry Hydrant Policy adopted by the Oxford Fire Department and with such recommendation as may be made by the Fire Chief or their designee.
- d. Telephone lines shall be installed in underground conduits in accordance with the Standard Specifications.
- e. Electric lines shall be installed in underground conduits in accordance with the Standard Specifications.
- f. Cable television lines shall be installed in underground conduits in accordance with the Standard Specifications.

11. Curbs and Berms

Curbs shall be consistent with that used in the neighborhood of the proposed subdivision. At a minimum, however, the roadway shall be edged with a "cape-cod" berm laid on the binder course, as shown on the standard cross-section.

12. Grass Plots

As shown on the standard cross-section, the area between the curb or berm and the sidewalk shall be "loamed and seeded". The finished plot shall have a slope of 3/8" to the foot toward the gutter.

13. Guardrail

Guardrail shall be shown on the approved plans according to M.D.P.W.

standard detail 401.1.0 when the embankment slope is 2:1 or steeper or when, in the opinion of the designer or the Board, guardrail installation is advisable to protect public safety.

14. Street Lights

Street lights conforming to the specifications of Mass Electric Company shall be shown on the approved plans in locations approved by the Oxford Street Light Committee and/or the Oxford DPW Director or their designee.

15. Sidewalks

Sidewalks shall be shown on both sides of the proposed streets in accordance with the standard cross-section.

16. Street Signs and Names

Street names shall be as approved by the Board of Selectmen and posted on street signs installed at each intersection in a manner approved by the Board of Selectmen.

17. Street Trees

Except where the Definitive Plan shows trees to be retained along the ways, which are healthy and adequate, street trees shall be shown planted on each side of each street in a subdivision within the unpaved portion of the right-of-way at intervals of approximately forty (40) feet.

18. Protection of Natural Features

Due regard shall be shown for all natural features, such as large trees, wooded areas, water courses, wetlands, scenic points, historic spots, and similar community assets, which if preserved will, in the opinion of the Board, add to the attractiveness of the subdivision.

19. Open Spaces and Parks

The applicant is encouraged to set aside excess lot area in the form of nonconforming parcels ("unbuildable" lots) created to provide open space, buffer zones, public parks, and recreation areas within and around the subdivision lots. This section is to be construed only as a suggestion and not as a requirement for; the Board cannot require dedication of open space or recreation areas without just compensation to the owner. Applicants are encouraged, however, to take advantage of the Cluster Development provision of the Oxford Zoning By-Law.

20. Conformance with other Regulations

a. Zoning

All lots shown on a Definitive Subdivision Plan shall conform to the requirements of the Zoning By-Law. Any variation can only be granted in accordance with the requirements of M.G.L.c.41 s.81-R and a variance properly granted by the Zoning Board of Appeals prior to the approval of the Definitive Subdivision Plan. In no case shall the Planning Board allow the creation of a "hardship" through the creation of nonconforming lots.

b. Stormwater Management

The subdivision shall comply with chapters 65-67 of the Oxford General Bylaws.

c. Other municipal regulations

The Definitive Subdivision Plan shall conform to all applicable regulations and requirements of other officers and boards of the Town of Oxford.

d. State Curb Cuts

The Definitive Subdivision Plan shall conform with all applicable requirements for access to State Highways.

e. Flood Plain Standards

All subdivision proposals shall be reviewed to determine whether such proposals will be reasonably safe from flooding. For the purpose of this section, the term "flood plain" means the special flood hazard areas designated as Zones A and AE within the Town of Oxford Flood Insurance Rate Map effective July 4, 2011 or the most recent Town of Oxford Flood Insurance Rate Map. If any part of such a proposal is located within the flood plain, it shall be reviewed to assure that:

- (1) the proposal is designed consistent with the need to minimize flood damage,
- (2) all public utilities and facilities, such as sewer, gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damage, and
- (3) adequate drainage systems shall be provided to reduce exposure to flood hazards.

f. Wetland Regulations

Construction plans shall show all conditions of approval for protection of the wetland and waterway areas shown as existing conditions (Section IV.B.2.b.) as defined and approved by Local, State, and Federal regulations and agencies. Following approval of the plan, but before endorsement, the applicant shall obtain all necessary approvals from the wetland protection agencies and shall demonstrate such approval by delivery of an Order of Conditions from the Conservation Commission and, if required a 404 Permit from the Corps of Engineers.

E. Construction Requirements

1. General

In general, all construction shall conform to the requirements of the Commonwealth of Massachusetts, Department of Public Works, Standard Specifications for Highways and Bridges (latest edition), and the approved Road Construction Drawings. Changes in the approved construction plans and any work not shown on the approved subdivision plans (including driveway openings) shall not be allowed without submission to and approval by the Planning Board.

2. Roadway and Pavement

- a. Clearing and grubbing of the entire roadway layout and any fill or cut areas along the layout shall be performed to remove all stumps, brush, roots, and like material which may exist upon the surface. Roadway earth excavation shall remove all materials encountered down to the true surface of the subgrade, or to suitable material in areas where unsuitable material exists, in preparation for foundation of roadway, sidewalks, driveways, and curbs or berms. Materials obtained from the excavation for roadway subgrade that, in the opinion of the DPW Director or their designee or the agent assigned by the Board, are found to be suitable may be used in fills. Where the Board determines that curbing and sidewalks are not needed, hard packed gravel shoulders of at least eight (8) inches shall extend a distance of six (6) feet away from the paved portion of the way on both sides and sloped away from the street at a slope of three (3) percent to allow for proper drainage off the street.
- b. The subgrade surface (a minimum depth of 15 inches below the finished pavement grade) shall be prepared true to the lines, grades and approved cross section, then properly rolled and compacted. All spongy material below the subgrade surface shall be removed. When, in the opinion of the DPW Director or their designee or the agent assigned by the Board, suitable material is not available within the limits of the roadway layout to form the subgrade, the applicant shall obtain such additional material as may be required. Such subgrade material whether taken from within the roadway layout or brought onto the site from some other source shall meet the requirements of gravel borrow M1.03.0 type A (no stone over six (6) inches). Certification may be required by the DPW Director or their designee or the agent assigned by the Board.
- c. Gravel sub-base or foundation materials meeting the requirements of M1.03.0 type B (no stone over three [3] inches) shall be spread over the prepared subgrade surface to a minimum thickness of twelve (12) inches. Materials shall be placed in accordance with Section 401.60 of the State Specifications. Certification may be required by the DPW Director or their designee or the agent assigned by the Board.

- d. The roadway shall be paved with at least two applications of bituminous concrete pavement meeting the requirements of M3.11.00 Class I Bituminous Concrete. The pavement shall consist of a binder course at least two (2) inches finish rolled thickness, and a top course at least one (1) inch finish rolled thickness. The pavement shall be applied to the prepared gravel sub-base in conformance with the lines, grades, and approved cross section. No paving shall be placed when the air temperature in the shade and away from the artificial heat is 40 degrees Fahrenheit or less and no pavement shall be placed when the material upon which it is to be placed contains frost. The binder course of pavement shall have satisfactorily withstood one entire winter (December 15 through May 1) before the finish coat of pavement is placed on the roadway.
- e. Sidewalks shall be not less than four (4) feet in width, made of bituminous concrete pavement having a rolled finish thickness of two (2) inches over a prepared gravel base (M1.03.0 type B) having a rolled finished thickness of six (6) inches, and shall be constructed in conformity with the lines and grades of the approved plans and cross-section.

3. Utilities

- a. Excavation for structures, including foundations for drains, sewers, water pipes, walls, and other structures shall be made to the depth as indicated on the approved plans or established by the DPW Director or their designee or the agent assigned by the Board as appropriate. Rock excavation as designated as Class B, encountered in trench excavation shall be removed as directed.
- b. All drain, sewer, gas and water pipes, underground conduit for utilities, and other structures shall be installed upon the completion of the roadway subgrade and before the placing of the gravel sub-base, sidewalks or pavement. All utility trenches and other excavations shall be done in accordance with the requirements of the State Specifications for sheeting, shoring, and bracing, for the prevention of accidents.
- c. Drainage and sewer structures shall be precast with watertight seals. No structure shall be delivered to the project site before a "shop drawing" is approved by the Town Engineer, DPW Director or their designee, or other agent assigned by the Board. Catch basins shall have a minimum inside diameter of four (4) feet and a minimum sump of 30 inches. Manholes shall be provided with manhole steps and watertight pipe connections. All manhole inverts shall be properly formed with either brick and mortar or concrete.
- d. All manhole covers and frames and catch basin grates and frames shall be cast iron with a minimum frame height of six (6) inches. Sewer manhole covers shall have the word "SEWER" cast on the top; drain manhole covers

shall have the word "DRAIN" cast on the top. Catch basin grates shall be bicycle safe. No casting shall be delivered to the project site before a "shop drawing" is approved by the Town Engineer, DPW Director or their designee, or other agent assigned by the Board. All frames shall be installed flush with the binder course and adjusted upon installation of the finish pavement.

- e. Drainage pipes shall be reinforced concrete pipe. Sanitary sewer pipe shall meet the requirements of the applicable sewer authority. Water pipe and fittings shall meet the requirements of the applicable water authority.

4. Landscaping

- a. Street trees of nursery stock conforming to the Standards of the American Association of Nurseryman, of a species approved by the Planning Board (after consultation with the Tree Warden), and being two inches (2") in caliper measured four feet (4') above the approved grade, shall be planted each in at least one-half (1/2) cubic yard of topsoil, shall be no closer than fifteen (15) feet from a catch basin or drain manhole and shall be not closer than five feet (5') nor more than twenty feet (20') from the roadway layout line unless otherwise approved by the Board. Trees shall be properly planted, wrapped, and guyed to insure their survival.
- b. The applicant will be liable for a minimum of two years for all trees so planted as to their erectness and good health after planting and until the release of all guarantees.
- c. Except as otherwise provided, all cut banking shall be planted with a low growing shrub or vine and wood chips or bark mulch to a minimum depth of six (6) inches or seeded with a deep-rooted perennial grass to prevent erosion.
- d. Landscaping along adjoining existing ways may be required by the Board, where improvements to inadequate existing ways may be necessary to improve roadway geometry or visibility.
- e. In no case shall trees and shrubs be placed so as to interfere with telephone or electrical lines along the right of way, or placed so as to interfere with good visibility at the intersections of streets and driveways.
- f. All areas that are proposed to be seeded shall contain suitable soil and grass seed mixture, primarily perennial, and shall be capable of sustaining the proposed growth under the proposed final conditions. Grass plots between the curb and sidewalk shall be prepared with at least four (4) inches of screened loam and graded to the approved cross section.

5. Site Disturbance

The applicant shall minimize site disturbance and shall provide a security for the restoration of disturbed areas in order to prevent erosion and other

downgradient damage to abutting properties. The security shall be in an amount not to exceed \$15,000 per acre of disturbed area (\$10,000 per acre to provide loam, \$4,000 per acre to spread the loam, and \$1,000 per acre to seed the loam), depending on site conditions. If unique site conditions exist, the Town may change the formula for restoration security based on standard cost estimating formulas. This security may be reduced if such site disturbance is regulated by another permit.

6. Monuments

Permanent stone or concrete monuments at least four (4) feet long and four (4) inches square shall be installed, with three (3) inches protruding, by or under the direction of a Registered Land Surveyor at all street intersections, at all points of change in direction or curvature of streets, and at other points where, in the opinion of Board, permanent monuments are necessary. No permanent monument shall be installed until all construction that would disturb or damage the monuments is completed. The location of these monuments shall be shown on the approved plan.

F. Procedures Following Submission

1. Public Hearing

Before approval, modification and approval, or disapproval of a definitive plan is given, the Board shall hold a public hearing. Notice of such hearing shall be given by the Board at the expense of the applicant by:

- (a) 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 the hearing; and
- (b) mailing by registered mail a copy of the advertisement to the applicant and to all owners of land abutting the land included in the plan as appearing on the most recent tax list.

2. Approval, Modification or Disapproval of Plan

a. Action by Board

- (1) After the public hearing and after the report of the Board of Health (or the lapse of forty-five (45) days after submission of the plan to the Board of Health if there is no such report) the Board shall (a) approve the plan or (b) if the plan does not comply with the subdivision control law, these rules and regulations or the recommendations of the Board of Health, shall modify and approve the plan or disapprove the plan. In the event of disapproval the Board shall state in detail wherein the plan does not conform to the subdivision control law, these rules and regulations or the requirements of the Board of Health.
- (2) If the report of the Board of Health shall so require, the approval by the Planning Board shall be on condition that no building or other structure

shall be built or placed upon the areas designated without the prior consent by the Board of Health. The Planning Board shall endorse any such condition on the plan designating the areas to which the condition applies.

- (3) Before approval of a plan, the Board shall also in proper cases require that the plan show a park or parks suitably located for playground or recreational purposes or for providing light and air and not unreasonable in area in relation to the area of the land being subdivided and the prospective uses of such land, and if so determined the Board shall by appropriate endorsement on the plan require that no building may be erected on such park or parks for a period of not more than three (3) years without its approval.

b. Certificate of Board action

The Board shall file a certificate of its action with the Town Clerk and shall send notice of such action by registered mail to the applicant at his address stated on the Form C.

c. Time for action and certification

The Board shall take action on a plan and file the certificate of its action with the Town Clerk within

- (1) ninety (90) days after the submission of a definitive plan in the case of a subdivision of non-residential land;
- (2) ninety (90) days after the submission of a definitive plan in the case of a subdivision of residential land where a preliminary plan was filed and either acted upon or where at least forty-five (45) days has elapsed since submission of the preliminary plan;
- (3) one hundred thirty-five (135) days after the submission of a definitive plan in the case of a subdivision of residential land where a preliminary plan was not submitted and acted upon or where forty-five days has not elapsed since submission of such preliminary plan before submittal of the definitive plan; or such further time as may be agreed upon at the written request of the applicant. Notice of any extension of time shall be filed forthwith by the Board with the Town Clerk.

d. Failure to take action

If the Board should fail to take action within the time described above in paragraph "c" then the plan shall be deemed to be approved. In the case of such approval, the Town Clerk shall, after the expiration of twenty days without notice of appeal to the superior court, or, if appeal has been taken, after receipt of certified records of the superior court indicating that such approval has become final, issue a certificate stating the date of the submission of the plan for approval, the fact that the Planning Board failed to take action and that the approval resulting from such failure has become final.

3. Performance Security

Before endorsement of its approval of a plan, the Board shall require that the construction of ways and the installation of municipal services be secured by one, or in part by one or in part by another, of the methods described in the following clauses (a) , (b), (c) and (d) which method may be selected and from time to time varied by the applicant:

(a) By a proper bond, sufficient in the opinion of the Board to secure performance of the installation of the construction of ways and the installation of municipal services required for lots in the subdivision shown on the plan. The Board may require that the time be specified within which such construction and installation shall be completed. The form of any such bond shall be subject to the approval of Town Counsel and the surety or sureties thereon shall be subject to the approval of the Board.

(b) By a deposit of money or negotiable securities, sufficient in the opinion of the Board to secure performance of the construction of ways and the installation of municipal services required for lots in the subdivision shown on the plan, and the Board may require that the applicant specify the time within which such construction shall be completed.

(c) By a covenant, executed and duly recorded by the owner of record, running with the land, whereby such ways and services shall be provided to serve any lot 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 other wise and any succeeding owner of such premises or part thereof may sell any such lot, subject to that portion of the covenant which provides that no lot shall be built upon until such ways and services have been provided to serve such lot, and provided, further, that nothing herein shall deem to prohibit a conveyance by a single deed, subject to such covenant of either the entire parcel of land shown on the subdivided plan or of all lots not previously released by the Board. A deed of any part of the subdivision in violation hereof shall be voidable by the grantee prior to the release of the covenant but not later than three years from the date of such deed. Any covenant given under the preceding paragraph shall be either inscribed on the plan or contained in a separate document, referred to on the plan.

(d) By delivery to the Board of an agreement executed after the recording of a first mortgage covering the premises shown on the plan or a portion thereof given as security for advances to be made to the applicant by the lender (tripartite agreement), which agreement shall be executed by the applicant and the lender and shall provide for the retention by the lender of funds sufficient in the opinion of the Board and otherwise due the applicant, to secure the construction of ways and the installation of municipal services. Said agreement

shall also provide for a schedule of disbursements which may be made to the applicant upon completion of various stages of the work, and shall further provide that in the event the work is not completed within the time set forth by the applicant, any funds remaining undisbursed shall be available for completion.

4. Endorsement of Approval on Plan

After the lapse of the statutory twenty-day appeal period following the filing with the Town Clerk of the certificate of approval by the Board and after the applicant has:

- a. met the requirements of Section IV.F.3.,
- b. labeled in ink approved road names on the mylar,
- c. completed all necessary plan revisions and additions required as a condition of approval,
- d. provided an Order of Conditions and any required 404 Permit from the Corps of Engineers indicating that the construction plans and details approved by the Planning Board have, in fact, been approved by the Local, State, and Federal wetlands protection agencies, and
- e. provided a deed for the approved roadway layout including all easements and rights of entry and a Certificate of Title duly researched and executed by a title attorney or title company stating that the title to the land, easements, and rights of entry described in said deed is in the applicant's name, is free of all encumbrances, and is fully transferable to the Town,

the Planning Board shall cause to be made upon the original drawing of the plan a written endorsement of its approval. Such endorsement shall be signed by at least four members of the Board or the Clerk of the Board on its behalf.

G. Project Administration

1. Construction Supervision

The responsibility for the accuracy, neatness, and integrity of all work involved in the construction of ways and services connected with the approved subdivision lies entirely with the applicant; inspections performed by the DPW Director or their designee and/or an agent assigned by the Board are only to verify that the work is in place. The applicant is required to hire responsible professionals to layout the work in accordance with the approved plans and supervise the construction. Upon the completion of each stage of construction, the applicant's engineer or surveyor shall certify that the work completed to date is in conformance with the approved plans and where applicable, shall submit partial as-built plans of the completed work.

2. Inspections

All construction of ways and services connected with the approved subdivision plan shall be subject to the inspection and approval of the DPW Director or their designee and/or an agent assigned by the Board. Prior to the commencement of any such construction the applicant and the proposed contractor shall confer with the assigned agent relative to requirements and enter into a roadway inspection agreement with the Board to specify: the minimum time of notification prior to work, the items requiring submittal of shop drawings for approval prior to installation, any restrictions on the time of operation, and the materials of construction as allowed by the Town and the State Specifications. The roadway inspection agreement shall specify, at a minimum, inspections upon completion of the following stages of construction:

- a. Clearing, grubbing, and excavation of unsuitable materials;
- b. Roadway cuts, sub-base, and embankments;
- c. Drainage system, culverts, swales, etc.;
- d. Water system or fire protection system and sewer system;
- e. Utility conduits;
- f. Roadway base and rough grading;
- g. Road base finish grading and binder course;
- h. Curbs and/or berms;
- i. Sidewalk/shoulder base and rough grading;
- j. Sidewalk/shoulder finish grading and placement;
- k. Installation of utility cables in conduits;
- l. Finish pavement and adjustment of grates and manholes;
- m. Loaming and seeding and street trees;
- n. Street lights;
- o. Street signs;
- p. Bounds;
- q. Final clean-up.

3. Building Permits

No building shall be erected within a subdivision without permission from the Planning Board and no building permit shall be issued for any building within a subdivision until the subdivision roadway from which the proposed building derives its frontage and/or access has been constructed and inspected up to and including the binder course of pavement, the proposed driveway opening, and the curbing and drainage system.

4. Time for Completion

Whether or not stated in the Conditions of Approval and unless a longer time is specifically stated in said Conditions of Approval, the applicant shall have two (2) years from the date of plan endorsement to complete the construction of ways and installation of services required as shown on the approved plans. If the work is not completed in the time allowed, the Board shall find that the applicant has defaulted in meeting the requirements of the Conditions of

Approval, and shall send to the applicant, by certified mail, written notice of said finding. The written notice shall give the applicant 45 days from receipt of said written notice to complete the work or submit new construction drawings complying with prevailing Subdivision Rules and Regulations of the Town of Oxford along with a request for approval of a new construction schedule. If the applicant fails to perform within the allowed 45 days the Planning Board shall, either demand payment from the applicant's surety and arrange for completion of the work, or if the security is in the form of a covenant the Board shall move to rescind its approval of the plan.

5. Violation of Conditions of Approval

If the applicant fails to comply with any of the Conditions of Approval, the Board shall find that the applicant has defaulted in meeting the requirements of the Conditions of Approval, and shall send to the applicant, by certified mail, written notice of said finding. The written notice shall give the applicant 45 days to take appropriate remedial action. If the applicant fails to perform within the allowed 45 days the Planning Board shall, either demand payment from the applicant's surety and arrange for the required remedial action, or if the security is in the form of a covenant the Board shall move to rescind its approval of the plan.

6. Reduction of Performance Security

The penal sum of any such bond, held under clause (a) or any deposit held under clause (b) or any amount of funds retained pursuant to an agreement under clause (d) shall bear a direct and reasonable relationship to the expected cost including the effects of inflation, necessary to complete the subject work. Such amount or amounts shall from time to time be reduced so that the amount bonded, deposited, or retained continues to reflect the actual expected cost of work remaining to be completed. The penal sum of any such bond or deposit held under Section IV.F.3.(a) above may, from time to time, be reduced by the Board provided that the amount remaining is, in the opinion of the Board, sufficient to complete the construction of the ways and installation of municipal services. The request for such reduction shall be accompanied by the required approvals and certifications specified in Section IV.E.2 & IV.E.3 above.

7. Final Release of Performance Security

a. Statement by applicant that work has been completed.

Upon the completion of the construction of ways and the installation of municipal services in accordance with the requirements and regulations, the applicant shall send by registered mail to the Town Clerk and the Board a written statement that the work has been completed in accordance with these rules and regulations. The statement shall contain the address of the applicant.

b. Inspection of work

Upon receipt of the statement from the applicant, the Board shall inspect the work and cause it to be inspected also by the Town Engineer and the Town DPW Director or their designee.

c. Determination that Work Completed

If the Board determines that the work has been completed, and all required as-built plans and acceptance plans have been submitted, it shall (1) release the interest of the Town in any bond and return any bond or deposit to the person who furnished the same, or (2) release any covenant by appropriate instrument, duly acknowledged, which may be recorded. The Board shall take this action within forty-five (45) days of the receipt by the Town Clerk of the statement by the applicant that the work has been completed.

d. Determination that Work Not Completed

If the board determines that the work has not been completed, and all required as-built plans and acceptance plans have been submitted, it shall specify in a notice sent by registered mail to the applicant and the Town Clerk that details wherein such work or plan fails to comply with these rules and regulations. Such notice shall be sent by the Planning Board within forty-five (45) days of receipt by the Town Clerk of the statement of the applicant that the work has been completed.

8. As-built Plans

Upon completion of the installation of the ways and services and street bounds, the applicant shall have the original Road Construction drawings that were submitted to and approved by the Board, corrected and certified by the Engineer to show the actual as-built location and elevations of all utilities and finished pavement including driveway openings, trees, signs, and any changes authorized by the Board.

9. Acceptance Plans

Prior to the final release of interest in the performance guarantee securing the construction of ways and services within the approved subdivision, the applicant shall submit an acceptance plan, prepared by a Registered Land Surveyor, and a deed description for the roadway including all easements and rights of way. The acceptance plan shall be an ink on mylar drawing of the completed roadway showing the location of all monuments along the completed road and distances and bearings around the roadway including distances to the nearest monuments on existing public ways. The plan shall include a certificate signed by the surveyor that the road is laid out and the bounds have been set as shown on the plan. The surveyor shall affix his/her stamp and signature to the completed plan.

10. Maintenance of Improvements

In order to protect the safety, convenience and welfare of the Town's inhabitants and to ensure the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel, the applicant shall be responsible for the maintenance and repair of the ways and municipal services constructed in accordance with the approved subdivision plan during the time of construction and, upon completion of construction, the owners of the lots within the completed subdivision shall be responsible for the maintenance of the completed work until such time as the roadway and easements are accepted by Town Meeting and certification of the acceptance has been made by the Attorney General's office to the Town in writing. Such maintenance and repair shall include the cleaning of drainage structures, snow plowing and removal, and the protection of landscaping such as grass plots, trees, and drainage channels and swales.

11. Acceptance by the Town

Upon receipt of the acceptance plan, prepared by a Registered Land Surveyor, as described above, and a deed from the applicant for the roadway including all easements and rights of way, the Board shall request that the Board of Selectmen include in the warrant for the next Annual Town Meeting, an article asking the voters to accept the completed streets and services. The original acceptance plan and deed shall be filed with the Town Clerk. Upon acceptance by Town Meeting, the deed and plan shall be recorded with the registry of deeds at the applicant's expense.

H. Changes to Approved Plans or Approved Construction

1. General (Ref. C.41 s.81-W)

The Board, on its own motion or on the petition of any person interested, shall have the power to modify, amend, or rescind its approval of a plan of a subdivision, or to require a change in a plan as a condition of its retaining the status of an approved plan. All of the provisions of the subdivision control law relating to the submission and approval of a plan of a subdivision shall, so far as apt, be applicable to the approval of the modification, amendment or rescission of such approval and to a plan which has been changed under this section.

2. Change of an Approved Street Layout

a. Any modification, amendment or rescission which will affect the location, width, length or existence of the layout of a street or streets within an approved subdivision must be made in accordance with the submission and procedure requirements of the subdivision control law and these regulations. No modification, amendment or rescission of the approval of a plan of a

subdivision or changes in such plan shall affect the lots in such subdivision which have been sold or mortgaged in good faith and for a valuable consideration subsequent to the approval of the plan, or any rights appurtenant thereto, without the consent of the owner of such lots, and of the holder of the mortgage or mortgages, if any, thereon; provided, however, that nothing herein shall be deemed to prohibit such modification, amendment or rescission when there has been a sale to a single grantee of either the entire parcel of land shown on the subdivision plan or of all the lots not previously released by the Board.

- b. So far as unregistered land is affected, no modification, amendment or rescission of the approval of a plan or change in a plan under this section shall take effect until:
- (1) the plan as originally approved, or a copy thereof, and a certified copy of the vote of the Board making such modification, amendment, rescission or change, and any additional plan referred to in such vote, have been recorded,
 - (2) an endorsement has been made on the plan originally approved as recorded referring to such vote and where it is recorded, and
 - (3) such vote is indexed in the grantor index under the names of the owners of record of the land affected.

So far as registered land is affected, no modification, amendment or rescission of the approval of a plan nor change in a plan under this section shall take effect, until such modification, amendment or change has been verified by the land court pursuant to chapter 185, and in case of rescission, or modification, amendment or change not so verified, until ordered by the court pursuant to section 114 of said chapter 185.

3. Change of Lot Lines

Any changes made in the lot lines of any lot or lots created in accordance with the subdivision control law shall be made in accordance with the requirements of SECTION II of these rules and regulations.

4. Changes to Road Construction Drawings

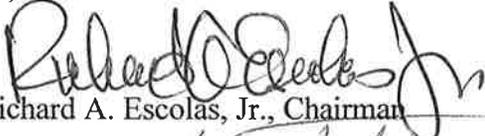
Any changes to the approved Road Construction Drawings made prior to construction shall be made in accordance with the rules and regulations for submission of a definitive plan and shall include all the supporting documents relevant to the proposed change. The Board must approve any major variations from the approved Road Construction Drawings in the same manner. Before endorsement of any such change the Board shall reevaluate the value of the performance security to assure adequacy and may include any other reasonable conditions including extended time for completion. For the purpose of this paragraph, "major" indicates a variation that, in the opinion of the Board, would

change the value of the performance security or result in a change in offsite impacts.

5. Changes or Additions to Approved Construction

No construction work not shown on the approved plans shall take place on an approved subdivision roadway prior to acceptance of the street by Town Meeting without prior approval of the Board. Application for said approval shall be made on the forms made available by the Board for a Road Opening Permit. Such form shall be similar to that developed by the DPW Director or their designee for road opening permits on accepted streets. Prior to the approval of such application, the Board shall obtain comments from the DPW Director or their designee and Town Engineer and shall require any supporting documentation and plan revisions as necessary to fulfill the intent of these rules and regulations. The approval shall stipulate a performance security and limits on the time of year and time of day that the work may take place.

Adopted by the Planning Board following a duly advertised Public Hearing on January 12, 2015


Richard A. Escolos, Jr., Chairman


Jeffrey Stafford, Vice Chairman

Norman J. LeBlanc, Assistant Clerk

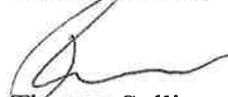


Dale Mahota




Edward Hashey


Thomas Purcell


Thomas Sullivan

FEDERAL HIGHWAY ADMINISTRATION HIGHWAY FUNCTIONAL CLASSIFICATION

The Federal Highway Administration (FHWA) Highway Functional Classification provides guidance for roadway classification in rural, small urban, and urbanized areas. The classifications defined below are used by the Town of Oxford for roadway design.

Interstate: Fully controlled access highway providing a high level of service to interstate travel as well as to travel within and between urban areas.

Extensions: Arterial routes carrying the major portion of trips entering and leaving an urban area. Carries highest traffic volumes while connecting to the Interstate system. Service to abutting land is subordinate to travel service to major through traffic movement.

Rural Minor Arterial: Provides relatively high overall travel speeds with minimum interference to through movement. Generally links cities, larger towns, and other traffic generators and forms an integrated network providing inter-county service.

The rural minor arterial road system should, in conjunction with the principal arterial system, form a rural network having the following characteristics:

1. Link cities and larger towns (and other traffic generators, such as major resort areas, that are capable of attracting travel over similarly long distances) and form an integrated network providing interstate and intercounty service.
2. Be spaced at such intervals, consistent with population density, so that all developed areas of the State are within a reasonable distance of an arterial highway.
3. Provide (because of the two characteristics defined immediately above) service to corridors with trip lengths and travel density greater than those predominantly served by rural collector or local systems. Minor arterials therefore constitute routes whose design should be expected to provide for relatively high overall travel speeds, with minimum interference to-through movement.

Rural Collectors: Subdivided into major and minor collector roads. Generally serve intra-county rather than statewide travel on which average trip lengths and travel speeds are less than on arterial routes.

The rural collector routes generally serve travel of primarily intracounty rather than statewide importance and constitute those routes on which (regardless of traffic volume) predominant travel distances are shorter than on arterial routes. Consequently, more moderate speeds may be typical, on the average.

In order to define more clearly the characteristics of rural collectors, this system should be subclassified according to the following criteria:

Major collector roads.--These routes should: (1) Provide service to any county seat not on an arterial route, to the larger towns not directly served by the higher systems, and to other traffic generators of equivalent intracounty importance, such as consolidated schools, shipping points, county parks, important mining and agricultural areas, etc. ; (2) link these places with nearby larger towns or cities, or with routes of higher classification; and (3) serve the more important intracounty travel corridors.

Minor collector roads.--These routes should: (1) Be spaced at intervals, consistent with population density, to collect traffic from local roads and bring all developed areas within a reasonable distance of a collector road; (2) provide service to the remaining smaller communities; and (3) link the locally important traffic generators with their rural hinterland.

Rural Local Roads: Generally providing access to adjacent land and providing service over relatively short distances.

The rural local road system should have the following characteristics: (1) Serve primarily to provide access to adjacent land; and (2) provide service to travel over relatively short distances as compared to collectors or other higher systems. Local roads will, of course, constitute the rural mileage not classified as part of the principal arterial, minor arterial, or collector systems.

Urban Minor Arterial: Interconnects with and augments the urban arterial system. Provides service to trips of moderate length of a lower level of traffic mobility with more emphasis on land access.

The minor arterial street system should interconnect with and augment the urban principal arterial system and provide service to trips of moderate length at a somewhat lower level of travel mobility than principal arterials. This system also distributes travel to geographic areas smaller than those identified with the higher system.

The minor arterial street system includes all arterials not classified as a principal and contains facilities that place more emphasis on land access than the higher system, and offer a lower level of traffic mobility. Such facilities may carry local bus routes and provide intra-community continuity, but ideally should not penetrate identifiable neighborhoods. This system should include urban connections to rural collector roads where such connections have not been classified as urban principal arterials.

The spacing of minor arterial streets may vary from 1/8 - 1/2 mile in the central business district to 2 - 3 miles in the suburban fringes, but should normally be not more than 1 mile in fully developed areas.

Urban Collector: These streets penetrate neighborhoods, collect traffic from local streets in neighborhoods and channel it into the arterial systems. Primarily provides land access service and carries local traffic movement within residential neighborhoods, commercial and industrial areas.

The collector street system provides both land access service and traffic circulation within residential neighborhoods, commercial and industrial areas. It differs from the arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to the ultimate destination. Conversely, the collector street also collects traffic from local streets in residential neighborhoods and channels it into the arterial system. In the central business district, and in other areas of like development and traffic density, the collector system may include the street grid which forms a logical entity for traffic circulation.

Urban Local: Provides direct access to abutting land or access to higher systems at the lowest level of

mobility.

The local street system comprises all facilities not on one of the higher systems. It serves primarily to provide direct access to abutting land and access to the higher order systems. It offers the lowest level of mobility and usually contains no bus routes. Service to through, traffic movement usually is deliberately discouraged.

Source: FHWA Functional Classification Guidelines



Town of Oxford

Planning Board
325 Main Street
Oxford, Massachusetts 01540



FORM A – APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED NOT TO REQUIRE APPROVAL UNDER THE SUBDIVISION CONTROL LAW

Date: _____

The undersigned, being the applicant as defined by the Subdivision Control Law, M.G.L. c. 41 §81-L, requests a determination and endorsement by the Planning Board that approval of the attached plan does not require approval under the Subdivision Control Law for the following reason:

Applicant: _____

Mailing Address: _____

Applicant's Phone Number: _____ E-mail Address: _____

Surveyor: _____ PLS # _____

Mailing Address: _____

Property Owner: _____

Mailing Address: _____

Property Information: Assessors Map # _____ Parcel # _____ Zoning Dist. _____

Property Address, location/description, for proper identification: _____

_____ Number of Lots or Parcels Proposed _____

Deed to Property recorded in the Worcester District Registry of Deeds Book _____ Page _____

Applicant's Signature

Owner's Signature

INSTRUCTIONS: Complete three (3) copies of this application form. Deliver three (3) complete forms with the plan, eleven (11) prints, and 1 mylar, or send by certified mail to the Planning Board Office at the above address, to be reviewed at the next regularly scheduled Planning Board meeting. Upon acceptance of the plan, the Planning office will deliver a copy of the application, one copy of the plan, and notice that the plan has been submitted to and accepted by the Planning Board to the Oxford Town Clerk.

FILING FEE: \$75.00 for the first two plus \$25.00 for each additional lot or parcel.

NOTICE: *Oxford Planning Board meets on the second and fourth Monday of each month, at which time submission of this application may be made. To assure that your submission is placed on the agenda, you must notify the Planning Board Clerk before noon on the Wednesday prior to the meeting.*

Revised 1-12-2015

FOR OFFICIAL USE ONLY

THIS PORTION TO BE COMPLETED BY THE PLANNING BOARD CLERK

Received by Planning Board: (Signature) _____ Date: _____ Time: _____

Received by Town Clerk: (Signature) _____ Date: _____ Time: _____



Town of Oxford

Planning Board
325 Main Street
Oxford, Massachusetts 01540



FORM B – APPLICATION FOR APPROVAL OF A PRELIMINARY SUBDIVISION PLAN

Date: _____

The undersigned, being the applicant as defined by the Subdivision Control Law, M.G.L. c. 41 §81-L, requests approval of a preliminary subdivision plan entitled: _____

Applicant: _____

Mailing Address: _____

Applicant's Phone Number: _____ E-mail Address: _____

Engineer and/or Surveyor: _____

Mailing Address: _____

Property Owner: _____

Mailing Address: _____

Property Information: Assessors Map # _____ Parcel # _____ Zoning Dist. _____

Property Address, location/description, for proper identification: _____

_____ Number of Lots Proposed _____

Deed to Property recorded in the Worcester District Registry of Deeds Book _____ Page _____

Applicant's Signature

Owner's Signature

INSTRUCTIONS: Complete three (3) copies of this application form. Deliver one complete form with sixteen (16) copies of the plan (7 copies to be 1/2 scale 11" x 17") and the proper filing fee to the Planning Board or by certified mail to the Planning Board Office at the above address. Deliver one complete form with a copy of the plan to the Board of Health Office at the above address. Give notice to the Oxford Town Clerk by delivery or certified mail to the above address that the plan has been submitted to and accepted by the Planning Board and include one complete form and a copy of the plan.

FILING FEE: \$200.00 plus \$25.00 per lot.

NOTICE: *Oxford Planning Board meets on the second and fourth Monday of each month. To assure that your submission is placed on the agenda, complete application must be submitted to the Planning Office before noon on the Wednesday prior to the meeting.*

Revised 1-15-2015

FOR OFFICIAL USE ONLY		
THIS PORTION TO BE COMPLETED BY THE PLANNING BOARD CLERK		
Received by Planning Board: (Signature) _____	Date: _____	Time: _____
Received by Board of Health: (Signature) _____	Date: _____	Time: _____
Received by Town Clerk: (Signature) _____	Date: _____	Time: _____



Town of Oxford

Planning Board
325 Main Street
Oxford, Massachusetts 01540



FORM C – APPLICATION FOR APPROVAL OF A DEFINITIVE SUBDIVISION PLAN

Date: _____

The undersigned, being the applicant as defined by the Subdivision Control Law, M.G.L. c. 41 §81-L, requests approval of a definitive subdivision plan entitled: _____

Applicant: _____

Mailing Address: _____

Applicant's Phone Number: _____ E-mail Address: _____

Engineer and/or Surveyor: _____

Mailing Address: _____

Property Owner: _____

Mailing Address: _____

Property Information: Assessors Map # _____ Parcel # _____ Zoning Dist. _____

Property Address, location/description, for proper identification: _____

_____ Number of Lots Proposed _____

Deed to Property recorded in the Worcester District Registry of Deeds Book _____ Page _____

Applicant's Signature

Owner's Signature

INSTRUCTIONS: Complete three (3) copies of this application form. Deliver one complete form with sixteen (16) copies of the plan, all required supporting documentation, and the proper filing fee to the Planning Office or by certified mail to the Planning Board Office at the above address. Deliver one complete form with a copy of the plan to the Board of Health Office at the above address. Give notice to the Oxford Town Clerk by delivery or certified mail to the above address that the plan has been submitted to and accepted by the Planning Board and include one complete form and a copy of the plan.

FILING FEE: \$325.00, or \$175.00 if a preliminary plan was submitted less than 7 months earlier, plus \$125.00 per lot.

NOTICE: *Oxford Planning Board meets on the second and fourth Monday of each month. To assure that your submission is placed on the agenda, you must notify the Planning Board Clerk before noon on the Wednesday prior to the meeting.*

Revised 1-12-2015

FOR OFFICIAL USE ONLY		
THIS PORTION TO BE COMPLETED BY THE PLANNING BOARD CLERK		
Received by Planning Board: (Signature) _____	Date: _____	Time: _____
Received by Board of Health: (Signature) _____	Date: _____	Time: _____
Received by Town Clerk: (Signature) _____	Date: _____	Time: _____

FORM D - DESIGNER'S CERTIFICATE

DATE: _____

To the Oxford Planning Board:

I/We hereby certify the definitive subdivision plan entitled _____ and the supporting documentation are true and correct to the accuracy required by the current Rules and Regulations governing the subdivision of land in the Town of Oxford, Massachusetts and required by the rules of the Massachusetts Registry of Deeds and my sources of information about the location of boundaries on said plan were one or more of the following:

Deed(s) from _____ to _____

Dated _____ and recorded in the Worcester Registry of Deeds in Book _____ Page _____.

Other deeds and plans as follows: _____

Oral information furnished by: _____

Actual measurements on the ground from a starting point established by: _____

Other sources: _____

(Seal of Surveyor)

Signed _____
(Registered Land Surveyor)
Registration Number _____

(Seal of Professional Engineer)

Signed _____
(Registered Professional
Engineer)
Registration Number _____