

PLANNING BOARD

RULES AND REGULATIONS

GOVERNING THE SUBDIVISION OF LAND

Effective 1-28-2020

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As Amended January 28, 2020

Date of Vote: January 28, 2020

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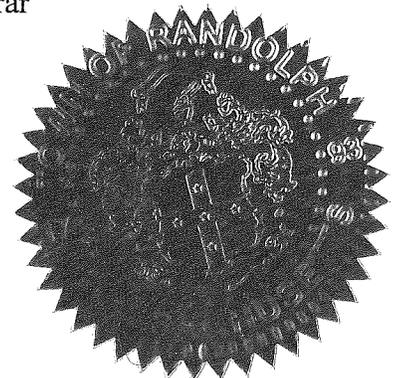


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SECTION I. AUTHORITY AND PURPOSE

A. Authority

These Rules and Regulations are adopted by the Planning Board under the authority contained in the General Laws of the Commonwealth of Massachusetts, Chapter 41, Section 81Q and all other application Sections, and shall remain in effect until modified or amended by the Randolph Planning Board.

B. Purpose

The Planning Board has adopted the following set of Rules and Regulations governing the subdivision of land for the purpose of protecting the safety, convenience and welfare of the inhabitants of *Randolph* by regulating the laying out and construction of streets in subdivisions providing access to the several lots therein, but which have not become public streets and ensuring sanitary conditions in the subdivisions and in proper cases parks and open areas. The powers of the Planning Board and of the Board of Appeals under these Regulations shall be exercised with due regard for:

1. Providing adequate access to all the lots in a subdivision by streets that will be safe and convenient for all users of all ages and abilities, by all modes of transportation including pedestrians, bicyclists, motorists, public transportation users, and delivery and emergency vehicle operators;
2. Minimizing congestion in such streets and in the adjacent public streets;
3. Reducing danger to life and limb in the operation of motor vehicles or travel by foot, bus, bike or wheelchair;
4. Securing safety in the case of fire, flood, panic and other emergencies;
5. Ensuring compliance with applicable Zoning Ordinances and Stormwater Ordinances;
6. 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;
7. Coordinating the streets in a subdivision with each other, with the public streets in Randolph; and
8. Ensuring compliance with the recommendations of the Fire Department, Department of Public Works, Board of Health and Conservation Commission (when applicable).

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SECTION II. GENERAL PROVISIONS

A. Applicability

No person shall make a subdivision of any land in Randolph unless the plan for such subdivision has been submitted to the Planning Board for its approval, showing the lots into which such land is to be divided and the streets already existing or which are to be provided for furnishing access to such lots, and until the Planning Board has approved such plan in the manner hereinafter provided.

B. Definitions

Unless otherwise stated in text the following definitions shall be used throughout these Rules and Regulations:

APPLICANT - An owner, or his agent, attorney or representative, or his heirs, successors, assigns or successors.

BOARD - Planning Board of the Town of Randolph.

CLUSTER BOX UNIT (CBU) - A cluster box unit (CBU) is a free-standing, pedestal mailbox with individually locked mailbox compartments.

CULVERT - A drain conduit passing beneath a roadway from one side to the other.

DEAD END - Any street/road/way with only a single access onto an existing through street.

DISTURBANCE OF LAND - A change in the position, location, or arrangement of soil, sand, rock, gravel, asphalt or similar earth material.

DRAINAGE - The control of surface water within the tract of land to be subdivided.

DRAINAGE SWALE - A shallow, trough like depression that carries water mainly during rainstorms or snowmelts.

EASEMENT - A non-possessory interest in land owned by another that entitles its holder to a specific limited use (e.g. the construction, maintenance and repair of utilities).

ENGINEER - Professional Engineer (Civil) registered to practice in the Commonwealth of Massachusetts.

FRONTAGE - A lot boundary line which abuts:

- 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, or
- c. a way in existence when the Subdivision Control Law became effective in the Town 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 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.

INSPECTIONAL SERVICES - The department and staff responsible for the enforcement of laws and related Ordinances which pertain to the Massachusetts State Building Code and certain Articles of the State Sanitary Code. More specifically, these responsibilities encompass the administration of the State Building, Plumbing and Gas, Electrical, and Mechanical Codes, enforcement of the Town's Zoning Ordinances and may include the provisions of the Massachusetts Access Board Regulations (521 CMR) .

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

MGL - The General Laws of the Commonwealth of Massachusetts, as amended.

MONUMENT - A permanent marker set by a land surveyor to mark or reference a point on a property or

land line; a land boundary survey corner defined as a point on the boundary of any lot, tract, or parcel of real property; a controlling point for a plat.

MUNICIPAL SERVICES - Public utilities furnished by the Town of Randolph, such as water, sewerage and electric (MGL Chapter 41, Section 81L).

OWNER - The owner of record as shown by the records in the Norfolk County Registry of Deeds or Land Registration Office.

PROFILE- A vertical section of streets, storm drainage, water and sanitary sewer facilities.

SEWER -A conduit which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.

STORM DRAIN-A conduit which carries storm and surface waters and drainage but excludes sewage and industrial wastes other than unpolluted cooling water.

STORMWATER AUTHORITY - The Stormwater Authority for the Town of Randolph as specified by the Randolph Stormwater Management Ordinance, Chapter 195 of the Town of Randolph Ordinances.

STREET, ROAD OR WAY - A way laid out by the Town, the Norfolk County Commissioners, or the Commonwealth of Massachusetts; or a way which the Town Clerk certifies is maintained by public authority and is used as a public way; or a way that is shown on a plan theretofore approved and endorsed in accordance with the Subdivision Control Law; or a way in existence 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 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.

STREET, PRIMARY A street that, in the opinion of the Board, is being used or will be used as a thoroughfare within the Town of Randolph that will connect communities or that will otherwise carry a heavy volume of traffic.

STREET, SECONDARY - A street intercepting one (1) or more streets and that, in the opinion of the Board, is used or will be used primarily to provide access to abutting lots.

STREET, SUBSIDIARY – A private street serving only one (1) lot.

SUBDIVISION CONTROL LAW-MGL Chapter 41, Sections 81K through 81GG as amended.

SURVEYOR-Land Surveyor, registered to practice in the Commonwealth of Massachusetts.

C. Approved Plan Required

No person shall make a subdivision within the meaning of the Subdivision Control Law on any land within the Town, or proceed with the improvement for sale of lots in a subdivision, or the construction of streets, or preparation therefore or the installation of utilities and municipal services therein, unless and until a Definitive Plan of such subdivision has been submitted and approved by the Board as hereinafter provided.

D. Compliance with Other Laws and Regulations

Approval and endorsement of a plan by the Planning Board shall not be interpreted to represent compliance with any law, rule, regulation or permitting process of any agency other than the Randolph Planning Board. It is the responsibility of the Applicant to secure all other applicable permits and approvals.

Zoning. Subdivisions shall meet the requirements pertaining to lot size, frontage, and all other requirements under existing zoning laws. No subdivision rule can dictate the size, shape, width, frontage or use of lots except that they shall be in compliance with all applicable zoning requirements. No lot or lots shall be altered during development of the subdivision without formal action of the Planning Board.

Wetlands Protection Act and Ordinance. All projects occurring within 100 feet of an area specified in 310 CMR 10.02(1)(a) shall meet the requirements of the Randolph Wetlands Protection Ordinances.

Stormwater Management Ordinance. All projects disturbing ½ an acre or more of land shall meet the requirements and design and performance standards of the Town of Randolph Stormwater Management Ordinance.

Other. Any other applicable municipal, state or federal required permits or approvals.

E. More Restrictive Standard to Apply

These regulations are not intended to interfere with, abrogate or annul any other ordinance, regulation, statute, or other provision of law. If any provision of these regulations imposes restrictions different from those imposed by any other provision of these regulations or any other regulation, ordinance or other provision of law, whichever provision is more restrictive or imposes a higher standard shall apply.

F. Consent of Property Owner Required

When the Applicant is not the owner of the property shown in a plan filed with an application pursuant to these Rules and Regulations, the Applicant shall state the nature of his or her interest in the property and shall submit the written notarized consent of the property owner on a form acceptable to the Town of Randolph Planning Board. An application made by someone other than the property owner shall not be considered a proper submittal unless the consent of the property owner has been submitted. Where the owner is a corporation, corporate documents must be submitted indicating who has signing authority to enter into agreement on behalf of the corporation.

G. Extension of Application

An Applicant may request an extension to the statutory limits for the Planning Board to take action on an application in order to provide additional time to discuss issues related to an application filed pursuant to these Rules and Regulations. The request shall be made in writing, giving a description of the application and plan, the date of filing, the statutory deadline for action, any previously approved extensions, the length of the requested extension, and the proposed date for final action. A copy of the request for an extension, once approved, shall be filed with the Town Clerk.

H. Access Through Another Municipality

In case access to a subdivision crosses land in another municipality, the Board may require certification, from appropriate authorities, that such access is in accordance with the subdivision requirements of such municipality or that such access is adequately improved to handle prospective traffic.

I. Dwelling Limitation

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 without the consent of the Planning Board, unless otherwise described in the Town of Randolph Zoning Ordinances, and such consent may be conditional upon the providing of adequate streets furnishing access to each site for such building, in the same manner as otherwise required for lots within a subdivision.

J. No Clearing Before Approval

No clearing of vegetation or grading for the development of streets or building sites shall commence until an approved and endorsed Definitive Plan has been recorded and evidence of recordation returned to the Planning Board office. Selective removal of trees for the purpose of soil testing may be undertaken with written permission of the Planning Board.

K. Waiver of Strict Compliance

As provided in MGL Chapter 41, Section 81R, the Board may waive strict compliance with these requirements, with frontage or access requirements, and may, where the streets are not otherwise deemed adequate, approve a plan on conditions limiting the lots upon which buildings may be erected and the number of buildings that may be erected on particular lots and the length of time for which particular buildings may be maintained without further consent by the Board when, in its judgment, such action is in the public interest and not inconsistent with the intent or purposes of the Subdivision Control Law. In making this determination the Board shall consult with other agencies as the Board may deem necessary.

Waivers are granted for projects which provide, in the sole opinion of the Board, clear and significant improvements to the quality of a project compared with a project which meets the minimum of the subdivision regulations. The Planning Board may grant a waiver if the following requirements are met:

- K1. The granting of the waiver will not be detrimental to the public safety, health, or welfare or be injurious to nearby property;
- K2. The conditions upon which the requests for a waiver are based are unique to the property and are not applicable generally to other properties;
- K3. Because of the particular physical surrounding, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if these rules and regulations are strictly adhered to; and
- K4. The waiver will not, in any manner, contravene provisions of the Randolph Zoning Ordinances, Comprehensive Plan or Official Map as interpreted by the Planning Board

The Board shall endorse such waivers and conditions on the plan to which they relate or in a separate instrument attached to which reference is made on such plan; such instrument shall be deemed to be a part of the plan. Waivers shall not be granted after the approval of a subdivision. Any and all deviations from the approved plan must be submitted as a Modification and filed in accordance with MGL Chapter 41, Section 81U.

Streets in subdivisions approved with waivers may not be eligible for acceptance as public streets, unless the roads and other improvements are brought to the current standards for a subdivision and the subdivision resubmitted to the Planning Board for approval as an amended subdivision.

L. Withdrawal of Application

An Applicant may withdraw a submitted plan by filing with the Planning Board and the Town Clerk a written request for withdrawal. If the request is filed before public notice is given in the case of a Definitive Subdivision Plan or before a Preliminary Subdivision Plan is shown on a Planning Board agenda, the withdrawal request does not require Planning Board approval. If the withdrawal request is submitted later, Planning Board approval by a majority vote is required.

M. Effect of Prior Recording

The recording of a plan of subdivision within the Town at the Registry of Deeds or the Land Court prior to the effective date of the Subdivision Control Law in the Town of Randolph, 1951, shall not exempt the land within such subdivision from the application and operation of these Rules and Regulations except as specifically exempted in MGL Chapter 41, Section 81.

N. Digital Plans Required

To facilitate maintaining the Town of Randolph records, an electronic file (the "standard digital file")

that complies with Level III of the current version of the **MassGIS “Standard for Digital Plan Submission to Municipalities”** (hereafter “the standard”) shall be filed with the Planning Board via CD-ROM, flash drive/memory stick or similar within 15 business days of the plan being endorsed by the Planning Board. The standard is available on the Internet at <http://www.mass.gov/mgis/standards.htm> and must comply with Level III of the standard. Vertical datum shall be **The North American Vertical Datum 1988**.

Upon written request, the Planning Board may waive the requirement for submitting the standard digital file or for complying with Level III of the standard. In place of the Level III requirement, the Planning Board may allow submission of a standard digital file that complies with Level I. Any request for a waiver must include a statement as to why the Level I standard should be applied.

O. Drawing Revisions

All revisions to plans must be depicted with a revision cloud, a delta change (Δ) designation with revision number and a brief description of the change.

P. Issuance of Building Permits

A permit for erection of a building shall not be granted until it has been confirmed that:

- P1. The lot on which the building is to be erected is not within a subdivision;
- P2. If the lot is within a subdivision, that the Planning Board has endorsed a *FORM L REQUEST FOR RELEASE OF LOTS* that includes the lot in question;
- P3. That a way furnishing the access to the lot within a subdivision as required by the Subdivision Control Law is shown on a recorded plan, has been constructed and that any conditions endorsed thereon limiting the right to erect or maintain buildings on such lot have been satisfied; and
- P4. All other applicable requirements have been met.

Q. Inspection

All work required by these Rules and Regulations shall be under the inspection of and with the approval of the respective Town Departments and utility companies involved hereunder. See also Section XI of these Regulations regarding additional inspection requirements.

R. Fees

The amounts specified in Planning Board Fee Schedule (*Appendix A*), as most recently amended, shall accompany the submittal of application materials and of the various plans specified in these Regulations. Payment is accepted in the form of cash or checks made payable to the Town of Randolph.

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SECTION III. APPROVAL NOT REQUIRED (ANR) Plans

A. Criteria for Determination

In determining whether an existing way is adequate to qualify a plan as not constituting a subdivision, the Board may consider the following conditions, among others:

- A1. That the way is paved and adequate to accommodate public safety access;
- A2. That the way is comparable to other public streets in the area; and
- A3. That the way by virtue of its horizontal and vertical alignment provides safe travel.

When direct access to a lot from the abutting street is not possible due to non-access strips or easements or due to steep grades, Wetland Resource Areas, watercourses or other physical constraints, the Planning Board may consider the lot as not having sufficient frontage to allow a division of land without approval under the Subdivision Control Law. The full length of the required frontage must contain adequate access as defined.

B. Previously Approved Approval not Required (ANR) Plans

If lots have been previously approved as Plans Not Requiring Approval, they shall not be submitted as part of a Definitive Subdivision Plan. If ANR lots are shown on a subdivision plan, and they have not been previously approved, then such lots shall be considered as part of the subdivision.

C. Submission

Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan of land and who believes that said plan does not require approval under the Subdivision Control Law may submit such plan to the Planning Board seeking an endorsement to the effect that such approval is not required.

No plan shall be deemed to have been submitted to the Board until the submission materials, including the plan together with all required accompanying application, forms, fees, lists and authorizations complying with the minimum submission and content requirements referenced herein have been received. Submissions found to be incomplete in any respect shall be deemed not to have been submitted.

- C1. **Application.** The Applicant shall file with the Planning Board an application on a *FORM A APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED NOT TO REQUIRE APPROVAL* along with a plan prepared by a Massachusetts Registered Land Surveyor on linen or polyester film and five (5) prints of the plan together with a fee in accordance with the most recent schedule of fees adopted by the Planning Board (*Appendix A*). Such application shall be accompanied by evidence intended to show that said plan does not require approval under the Subdivision Control Law pursuant to MGL Chapter 41, Section 81P. Such plans shall be submitted to the Planning Board at least seven (7) business days prior to the date of the next regularly scheduled Planning Board meeting.
- C2. **Submission.** A plan shall not be deemed to have been submitted until acknowledged by a member of the Planning Board or Planning Department in the space provided on the application (*FORM A*).
- C3. **Notice.** The Applicant, in accordance with MGL Chapter 41, Section 81T, shall give written notice by delivery or registered mail to the Town Clerk stating the date of the submission of the plan to the Planning Board. If such notice is given by delivery, the Town Clerk shall, if requested, give written receipt thereof to the person who delivered such notice.

- C4. **Referral.** The Planning Board will refer any plans so submitted to the Department of Public Works and/or its consulting engineering firm for review.
- C5. **Electronic File.** The Applicant shall submit a CD, USB flash drive or similar containing the *FORM A* plan that complies with Level III of the current version of the **MassGIS "Standard for Digital Plan Submission to Municipalities"** (hereafter "the standard"). The standard is available on the Internet at <http://www.mass.gov/mgis/standards.htm> and must comply with Level III of the standard. Vertical datum shall be ***The North American Vertical Datum 1988.***

D. Contents

A plan believed not to require approval under the Subdivision Control Law must show all information required to satisfy the Planning Board that such plan does not constitute a subdivision as defined in Section 81L of the Subdivision Control Law. The plan shall be prepared by a Registered Land Surveyor or Registered Professional Engineer at a scale of 1"=40' and plan sheets 24"x36" unless otherwise approved. Said plan shall conform to the latest plan regulations of the Norfolk Registry of Deeds and shall contain information on two (2) sheets: a cover sheet and a plan sheet.

- Cover sheet must include the following items:
 - Locus map at eight hundred feet (800') to the inch;
 - Title block;
 - Name of owner of record;
 - Title, date and scale of plan and a bar scale;
 - Name and address of Registered Land Surveyor or Registered Professional Engineer;
 - Purpose of plan; and
 - Zoning compliance table; and
 - Date of survey and/or source of information.
- The statement "*Approval Not Required Under the Subdivision Control Law*" and "*No Determination as to compliance with Zoning Requirements has been made or intended*" and sufficient space thereunder for the date and the signatures of all members of the Board.
- Topography at two foot (2') intervals.
- A block, 3 1/2" x 3 1/2" located adjacent to the title block, reserved for use by the Registry of Deeds.
- Zoning classification and location of all Zoning Districts.
- North arrow depicting whether it is magnetic or true.
- Names of abutters from the most recent tax list.
- Name and width of the right-of-way providing frontage and access to the lot(s) on the plan.
- In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the Applicant shall be shown.
- Existing and proposed boundary lines, including dimensions and areas of all lots shown. Lot lines shall be drawn so new lines are distinguished from old lot (dashed) lines.
- Location of all bounds, brooks, fences, walls, easements and/or encumbrances, location of wetland areas as delineated by a professional, according to the provisions of 310 CMR 10.0, the Massachusetts Wetland Protection Regulations, Section 404 of the Clean Water Act.
- Distance to the nearest permanent monument.
- Location of all existing buildings within ten feet (10) of property lines and within twenty-five (25) feet of street lines. In instances where a new lot line is being created, the Planning Board may require field verification of building setbacks from existing or new property lines.
- Illustration, by light broken line, for all setback lines established by the Zoning Bylaw.
- Location(s) of any easements or rights of way traversing or adjacent to the locus.

- Notice of any decisions by the Zoning Board of Appeals, including but not limited to variances and exceptions regarding the land or any buildings thereon.

E. Approval

- E1. A plan not believed to require approval may require approval of the Planning Board under the provisions of MGL Chapter 41, Section 81G as it relates to the adequacy of the streets or streets from which the lots are served. All plans must comply with applicable sections of the Code of Massachusetts Regulations 250 CMR6.00.
- E2. Within twenty-one (21) days of the date of submission of a plan believed not to require approval under the Subdivision Control Law, the Planning Board shall endorse such a plan as not requiring approval or shall notify the Applicant and the Town Clerk that in the Planning Board's opinion the plan shows a subdivision and that said plan cannot be endorsed as requested. The endorsement of a plan as not requiring approval under the Subdivision Control Law does not imply that the lots of land shown on such plan are building lots or comply with other requirements of the Zoning Bylaws of the Town of Randolph.
- E3. The Planning Board may include in its endorsement of a plan a statement that such endorsement applies only to certain lots shown on such plan or may state the reasons approval is not required, where in the opinion of the Planning Board, a plan without such explanatory statement would not qualify for the endorsement "*Approval Under the Subdivision Control Law Not Required*".
- E4. Four (4) copies of the signed plan shall be retained and transmitted to the Building Commissioner, Assessor, Department of Public Works (Engineering) and Planning. The original ink tracing and one (1) copy shall be returned to the Applicant.

F. Recording

- F1. A plan not requiring approval under the Subdivision Control Law, endorsed by the Planning Board, must be recorded at the Norfolk Registry of Deeds. Should an Applicant fail to properly record the plan, the Applicant may be required to resubmit the plan for re-endorsement by the Board and its determination of the plan does not show a change.
- F2. Within ten days of the plans being recorded with the Registry of Deeds or in the case of Registered Land, with the Land Court, the Applicant shall notify the Board and Building Commissioner by delivery or registered mail of the recording. The integrity of the plan is the responsibility of the registered surveyor/engineer until time of recording.

G. Failure of Board to Act

If the Board fails to act upon a plan submitted under this section or fails to notify the Town Clerk and the Applicant of its action within the time specified by MGL Chapter 41, Section 81P after its submission, it shall be deemed to have determined that approval under the Subdivisions 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.

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SECTION IV. PRELIMINARY SUBDIVISION PLANS

A. Pre Application Conference

An Applicant is invited to review proposed development of a parcel of land with the Planning Board or its agent in order to explore general conditions involving the site and to discuss and clarify any potential issues before a Definitive Plan is filed. Sketches, which need not be professionally prepared, assist in the discussion and should show the critical features of a Preliminary Plan.

A1. Residential

For a subdivision showing lots in a residential zone, any person, before submitting a Definitive Plan for approval, may submit a Preliminary Plan to the Planning Board.

A2. Non-Residential

For a non-residential subdivision, any person, before submitting a Definitive Plan for approval **must** submit a Preliminary Plan to the Planning Board.

B. Submission

No plan shall be deemed to have been submitted to the Board until the submission materials, including the plan together with all required accompanying application, forms, fees, lists and authorizations complying with the minimum submission and content requirements referenced herein have been received.

Submissions found to be incomplete in any respect shall be deemed not to have been submitted.

B1. A properly executed application *FORM B APPLICATION FOR PRELIMINARY SUBDIVISION PLAN* and eight (8) prints of each plan and profile shall be submitted to the Randolph Planning Board along with plans on a CD, USB flash drive or similar electronic submission.

B2. An application fee (*Appendix A*) in the form of a check payable to the Town of Randolph shall be included.

B3. The Applicant shall give written notice to the Town Clerk by delivery or by registered mail, postage prepaid, stating the date of submission of the plan to the Planning Board, in accordance with MGL Chapter 41, Section 81S. The date of submission of a Preliminary Plan shall be the date upon which all plans and information are complete and accurate in acceptable form as required herein by these rules and regulations and the filing fee is paid.

C. Preparation of Plan

The Preliminary Plan shall be prepared by a Registered Land Surveyor or Registered Professional Engineer at a scale of 1"=40' and plan sheets 24"x36" unless otherwise approved.

C1. Contents

A Preliminary Plan for subdivision shall show the following information:

- A cover sheet that includes
 - Locus map at eight hundred feet (800') to the inch showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision;
 - Proposed name of subdivision;
 - Name and address of owner of record;
 - Name and address of subdivider (if not owner of record);
 - Name and address of Registered Land Surveyor or Registered Professional Engineer;
 - Purpose of plan;
 - Zoning compliance table;
 - Date and scale of plan and a bar scale; and

- Date of survey and/or source of information.
- North arrow depicting whether it is magnetic or true.
- Names of all abutters as determined from the most recent tax list.
- Existing and proposed lines of streets, streets, easements and public areas within the plan.
- Lot lines with dimensions indicated.
- Location, names and present widths of adjacent street, indicating whether public or private.
- Topography with two foot (2') contour intervals based on U.S.G.S. datum; existing conditions (broken line) and proposed conditions (solid line).
- Distance to nearest intersection and street name.
- Size and location of existing storm drains within and adjacent to the subdivision, existing natural objects such as waterways, trees of 12" or more caliper (trunk diameter at 4.5 feet above the ground), ledge outcroppings, stone walls and the like.
- Proposed system of drainage in a general manner.
- Wetlands, wetland resource areas that may be subject to MGL Chapter 131, Section 40.
- References to any and all encumbrances and easements.

All revisions to plans must be depicted with a revision cloud, a delta change (Δ) designation with revision number and a brief description of the change.

C2. Additional documents required

A copy of the deed demonstrating ownership of the property.

D. Procedures

D1. Review of Plan

The Preliminary Plan may be transmitted to such other departments, entities as the Board may deem appropriate for review and comment.

D2. Public Discussion

The Board will hold a meeting relative to the Preliminary Plan at a regular meeting of the Board and consider all comments, reviews and reports.

D3. Action

D3a. Approval of a Preliminary Plan

After examination, the Board may give such Preliminary Plan approval in accordance with MGL Chapter 41, Section 81S, with or without modification or suggestions for revisions as it deems desirable in the public interest and, at the Board's option, review with the Board of Health, Conservation Commission, Department of Public Works, Fire Department, Police Department and other Town agencies within forty-five (45) days after submission of a Preliminary Plan. A *FORM B1 CERTIFICATE OF DECISION FOR A PRELIMINARY SUBDIVISION PLAN* will be provided to the Applicant.

Approval of a Preliminary Plan with or without modifications does not constitute approval of a subdivision and such plan shall not be recorded by the Register of Deeds. Revisions of the Preliminary Plan responding to the requirements of the Planning Board shall not be considered as a new plan and shall not require a new fee.

D3b. Disapproval of a Preliminary Plan

In the event of a disapproval of a Preliminary Plan, the Board shall state the reasons for its disapproval in accordance with MGL, Chapter 41, Section 81S. A *FORM B1 CERTIFICATE OF DECISION FOR A PRELIMINARY SUBDIVISION PLAN* will be provided to the Applicant.

D4. Effect

When a Preliminary Plan has been submitted to the Planning Board, and written notice of the submission of such plan has been given to the Town Clerk, such Preliminary Plan and the Definitive Plan evolved from therefrom shall be governed by the rules and regulations relative to subdivision control in effect at the time of the submission of the Preliminary Plan, provided that the Definitive Plan is duly submitted within seven (7) months from the date on which the Preliminary Plan was submitted.

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SECTION V. DEFINITIVE SUBDIVISION PLANS

A. Submission

No plan shall be deemed to have been submitted to the Board until the submission materials, including the plan together with all required accompanying application, forms, fees, lists and authorizations complying with the minimum submission and content requirements referenced herein have been received. Submissions found to be incomplete in any respect shall be deemed not to have been submitted.

Any person wishing to submit to the Planning Board for approval of a Definitive Plan for a proposed subdivision of land shall submit the following documents:

- A1. A properly executed application and ten (10) full-size prints of each plan and street profile
- A2. A CD, USB memory drive or similar containing the plan that complies with Level III of the current version of the **MassGIS "Standard for Digital Plan Submission to Municipalities"** (hereafter "the standard"). The standard is available on the Internet at <http://www.mass.gov/mgis/standards.htm> and must comply with Level III of the standard. Vertical datum shall be **The North American Vertical Datum 1988**.
- A3. Two (2) complete sets of drainage calculations signed and stamped by a Registered Professional Engineer.
- A4. Two (2) sets of logs of results of all test pits made.
- A5. Two (2) copies of a written narrative describing methods to be used during construction to control erosion and sedimentation. For any project that will require more than one (1) year to complete, describe the approximate size and location of the portion of the parcel to be cleared at any given time and length of time of exposure.
- A6. A certified list of abutters within three hundred (300) feet of the subject property.
- A7. A Designer's Certificate (*FORM E*).
- A8. An application fee (*Appendix A*) in the form of a check payable to the Town of Randolph.

B. Notifications

The Applicant shall give written notice to the Town Clerk by delivery or by registered mail, postage prepaid, stating the date of submission of the plan to the Planning Board, in accordance with MGL, Chapter 41, Section 81S. The date of submission of a Definitive Plan shall be the date upon which all plans and information are complete and accurate in acceptable form as required herein by these rules and regulations and the filing fee is paid.

- B1. At the time the Board accepts the filing of the Definitive Plans as specified, the Applicant will be advised of the time and date of the public hearing on said plan.
- B2. The Board shall prepare and provide the Applicant with the following documents for advertising the public hearing:
 - B2a Language for a legal advertisement to be published in a newspaper having general circulation in the Town of Randolph. Such notice must be published once in each of two (2) consecutive weeks, the first publication to be not less than fourteen (14) days prior to the hearing date.
 - B2b Notifications to abutters of the land included in the plan as they appear on the most recent tax list. Abutter notifications must be sent by certified mail, return receipt requested.
 - B2c All expenses for advertising and mailings are at the expense of the Applicant.

C. Review by Town Departments

C1. Health Department

At the time of filing of the Definitive Plan, the Applicant shall also file with the Board of Health one (1) print of the Definitive Plan, and in unsewered areas, shall submit a topographic plan with two foot

contour intervals and comply with other Board of Health requirements, including percolation tests and test excavations. The Board of Health shall, within 45 days after filing of the Plan, report to the Planning Board, in writing, its approval or disapproval of the Plan. If the Board of Health disapproves the plan, it shall make a specific report of its findings as to which, if any, of the lots shown on the plan cannot be used for building sites without injury to the public health and include such specific findings and the reasons therefore in such report, and, where possible, shall make recommendations for the adjustment thereof. The Board of Health shall provide a copy of such report, if any, to the Applicant.

C2. The Planning Board will transmit copies of the Definitive Plan to other Town officials for review and comment. Before the Definitive Plan is approved, the Board will request written statements from the following entities:

- C2a Department of Public Works – For review of the design of the street and water system, location of easements, monuments, drainage system, the sewer system, if applicable, and any other relevant matters.
- C2b Fire Department – For the location of hydrants, emergency access, adequacy of water flow, and any other relevant matters.
- C2c Conservation Commission – For review of potential involvement with MGL Chapter 131, Section 40, and the effects of the subdivision on streams, wildlife and similar considerations within the scope of the Commission.

D. Preparation of Plan

Plans submitted to the Planning Board under the Subdivision Control Law shall be drawn so as to comply with the Board's requirements listed herein with respect to size, style, form and contents. Failure to comply shall constitute a reason for rejection or disapproval of such plans by the Planning Board.

The Definitive Plan shall be prepared by a Registered Land Surveyor or Registered Professional Engineer. The classification and precision of surveys shall conform to Class A or better of the Commonwealth of Massachusetts, Land Court Manual of Instructions for the Survey of Lands and Preparation of Plans, as amended. All plans must comply with the applicable sections of 250 CMR 6.00 the Procedural and Technical Standards for the Practice of Land Surveying.

D1. Contents

A Definitive Plan for subdivision shall be drawn to a scale of one inch equal to forty feet horizontal (1"=40') and one inch equal to four feet vertical (1"=4'). Plan sheets shall be 24" by 36" and show the following information:

- A cover sheet that includes
 - Locus map at eight hundred feet (800') to the inch showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision;
 - Subdivision name;
 - Name and address of owner of record;
 - Name and address of subdivider (if not owner of record);
 - Name and address of Registered Land Surveyor or Registered Professional Engineer;
 - Purpose of plan;
 - Zoning compliance table;
 - Date and scale of plan and a bar scale; and
 - Date of survey and/or source of information.

- North arrow depicting whether it is magnetic or true.
- Names of all abutters as determined from the most recent tax list.
- Existing and proposed lines of streets, streets, easements and public areas within the plan.
- Lot lines with dimensions indicated.
- Location, names and present widths of adjacent street(s), indicating whether public or private.
- Topography with two foot (2') contour intervals for gentle slopes and five foot (5') intervals for steep slopes based on U.S.G.S. datum; existing conditions (broken line) and proposed conditions (solid line).
- Bottom elevation of all water bodies within the proposed plan and ground surface shall be identified as to type (e.g. woodland, swamp, ledge outcrops, flowage, etc.).
- Distance to nearest intersection and street name.
- Size and location of existing storm drains within and adjacent to the subdivision, existing natural objects such as waterways, trees of 12" or more caliper (trunk diameter at 4.5 feet above the ground), ledge outcroppings, stone walls and the like lying within twenty-five feet (25') of the perimeter of the proposed development.
- Location of all existing permanent monuments and all monuments required by the Board.
- Monuments required by the Board shall be of either granite or concrete, three feet six inches long (3' 6") and not less than four inches (4") square with a drill hole in the center or suitable lead plug.
- Cross section of each proposed primary and secondary street.
- Plans and profiles for proposed streets with one profile per plan sheet.
- Elevations shall be indicated and refer to National Geodetic Survey (NGS) benchmarks.
- Locations, size, slope, type and strength of pipe for each utility.
- Existing centerline in fine black solid line, existing right sideline in fine black dotted line, existing left sideline in fine black dashed line and the proposed centerline grade in heavy red line.
- Centerline elevations every fifty feet (50') except that vertical curves shall have elevations shown at twenty-five foot (25') intervals.
- Centerline intersection stations of all streets at their intersection shall be shown on the plan and the profile.
- Proposed system of drainage in a general manner.
- Wetland resource areas located on the subject plan that may be subject to MGL Chapter 131, Section 40.
- Watershed and Wetlands Protection zoning lines, flood hazard zones and floodways as shown on Flood Insurance Rate Maps (FIRM).
- Survey table closing perimeter traverse.
- Locus plan at a scale of 1"=800' showing the relationship of the subdivision to adjoining property within a radius of a quarter of a mile of the proposed subdivision.
- Provisions for the signature of five (5) Planning Board members and provision made for the signatures of the Board of Health, Department of Public Works and Fire Department.
- A revision block with spaces for indicating revision number, date and description of such revision.

Any special construction features deviating from or not covered by Town standards and specifications shall be shown on detail drawings. Such drawings may be incorporated as part of a utility plan or profile or may be executed on a separate sheet (s) and shall provide information as to dimensions, location, elevations, materials, etc. of all construction details involved. In the case of multiple lot plans, an index sheet shall be prepared to an appropriate scale.

All revisions to plans must be depicted with a revision cloud, a delta change (Δ) designation with revision number and a brief description of the revision.

E. Procedures

E1. Review of Plan

At the time of filing, the proposed Definitive Plan will be transmitted to Town departments for review and comment including but not limited to the Board of Health, Building Department, Department of Public Works, Fire Department, Conservation Commission (if applicable) and such other entities as the Board may deem appropriate for review and comment. The Applicant shall furnish and install perimeter and street survey stakes within fifteen (15) days of submitting a Definitive Plan to facilitate review.

E1a Pursuant to MGL Chapter 41, Section 81U, the Board of Health shall provide a written report to the Planning Board with its approval or disapproval of submitted plans.

E1b The Board will request written statements from applicable departments, boards and commissions with regard to the proposed subdivision in the following respects:

1. Conservation Commission as to potential involvement with MGL Chapter 131, Section 40 and the effects of the subdivision on streams, wildlife, and similar considerations within the scope of the Commission;
2. Engineering Department as to the design of the street system, location of easements, monuments, drainage, water and sewage systems and their appurtenances and relationship to existing water and drainage systems;
3. Fire Department as to location of hydrants and access for emergency vehicles;
4. Police Department as to street safety, both vehicular and pedestrian, and access for emergency vehicles; and
5. Department of Public Works as to materials conforming to that being used by the Town and stormwater management practices.

E2. Public Discussion

E2a A public hearing relative to the Definitive Plan will be held within ninety (90) days following receipt of a complete application packet unless an extension of the time limit has been requested in writing by the Applicant or owner and granted by the Board.

E2b Notification of such meeting shall be completed as specified in MGL, Chapter 41, Section 81T.

E2c The Applicant shall arrange for the Registered Land Surveyor and/or Registered Professional Engineer who prepared and stamped the Definitive Plan, and any other individuals who prepared elements of the submission packet to attend the hearing unless such attendance is not required by the Planning Board.

E3. Action

No subdivision shall be approved unless it complies with these Rules and Regulations and with applicable provisions of the Zoning and other Town of Randolph Ordinances and of the General Laws of the Commonwealth of Massachusetts, nor unless, in the opinion of the Planning Board, the proposed subdivision meets the requirements of public safety including precaution against possible natural disasters, of traffic safety and convenience, of adequate storm water management, drainage and sewer disposal and is designed with due regard for the rights, health and welfare of the Town's inhabitants, including the future residents of such subdivision.

The approval of a subdivision by the Planning Board does not affect any rights others may have in or over the land to be subdivided nor does it grant the Applicant the right to perform work on land owned by others. The acquisition of necessary rights and presentation of complete and accurate information to

the Board are responsibilities of the Applicant. Failure to obtain all necessary permits, licenses, releases or rights may constitute a reason for the disapproval or rescission of approval of a subdivision plan.

By submitting a Definitive Plan for approval, the Applicant agrees to construct streets and install all required utilities in such subdivision, including, without limitation, all work incidental hereto as outlined in these Rules and Regulations or as specifically required by the Planning Board.

- E3a The action of the Planning Board with respect to such plan shall be by voice vote. All conditions of approval or specific reasons for disapproval shall be recorded on a *FORM C1 CERTIFICATE OF DECISION FOR A DEFINITIVE SUBDIVISION PLAN* and any conditions approved by the Board recorded on a *FORM I DECISION AND CONDITIONS FOR A DEFINITIVE SUBDIVISION PLAN*, both filed with the Town Clerk and sent by hand delivery or registered mail to the Applicant.
 - 1. If the Board modifies such a plan by its vote, the plan drawings shall be amended as applicable to conform to the Rules and Regulations of the Board and any conditions for approval.
- E3b Unless an appeal of the Board decision is made to Superior Court and a notice, in writing, of such appeal is received by the Town Clerk within twenty (20) days of the filing with the Clerk, the original mylar drawings of the approved plan (with modifications as specified by the Board's vote) shall be returned to the Board for endorsement by the signatures of a majority of the Board.
- E3c Prior to final endorsement, the Board requires that the construction of streets and installations of municipal services be secured by a Performance Guarantee.
- E3d Following the appeal period where no appeal has been filed, and upon securing a Performance Guarantee from the Applicant, the Applicant shall, within thirty (30) days submit to the Town Engineer a copy of the street and lot layout plans only, at a scale of one inch (1") to one hundred feet (100'). Such submission shall occur prior to recording original plan drawings with the Norfolk Registry of Deeds.
- E3e The Board may extend the time permitted by MGL Chapter 41, Section 81U between submission of a Definitive Plan and action thereon, upon written request of the Applicant.

E4. Recording

- E4a Following the appeal period where no appeal has been filed, and upon securing a Performance Guarantee from the Applicant, the Board shall return the original mylar drawings bearing their endorsement to the Applicant.
- E4b In the case of approval, the Applicant shall record said drawings within thirty (30) days with the Norfolk Registry of Deeds or file with Land Court together with any instrument enumerating the conditions of approval and the Performance Guarantees furnished by the Applicant.
- E4c Within ten (10) days after the Definitive Plan has been recorded at the Norfolk Registry of Deeds or Land Court as applicable, the Applicant shall provide the Board with proof of such recording including book and page or document numbers.

E5. Effect and Time for Completion

The Planning Board's approval under these rules and regulations shall not take effect until an endorsed copy of the plan and decision, certified by the Town Clerk has been recorded with the Norfolk Registry of Deeds.

- E5a No permits shall be issued for the construction of a building on any lot within the subdivision without a *FORM L REQUEST FOR RELEASE OF LOTS* issued by the Planning Board.
- E5b The Board will not approve any revision of the Definitive Plans, release lots or take any other action until the Definitive Plans and instruments have been recorded or filed as applicable and evidence of such recording/filing is submitted to the Planning Board.

E5c The endorsement of the plan approval by the Board shall be valid for a period of two (2) years from the date of said endorsement; required improvements for the subdivision as specified on the approve plans must be completed within the two (2) year period.

1. Prior to the expiration of the two (2) year approval period, the Applicant and/or owner shall request, in writing, to the Board an extension of time, if necessary. Such request for extension shall state the reasons for the request. The first extension shall not exceed one (1) year. Additional extensions after the first may be applied for but shall not exceed one (1) year.
2. If the streets in any subdivision are not completed and the utilities aforesaid are not installed within the time so required by the Board, any bond or surety may be enforced and any such deposit may be applied by the planning Board for the benefit of the Town.
3. Failure to request an extension of time prior to the expiration of the two (2) year approval period shall result in the Board's notification to applicable Town departments and, to the Building Commissioner for no additional building permits to be issued in said development without approval from the Planning Board.

E6. Distribution

Within ten (10) days after the return of the Definitive Plan and applicable recording at the Norfolk Registry of Deeds or Land Court the Applicant shall deliver to the Board five (5) full size (24" x 36") prints of said Plan as endorsed and approved for distribution to appropriate Town agencies. The Board shall distribute as follows:

- Planning Board Files (full set)
- Department of Public Works/Engineering (full set)
- Assessor's Office (layout only)
- Inspectional Services (layout only)
- Fire Department (layout and utilities)

The Applicant shall deliver to the Board one (1) copy of the layout plans and profiles for each approved street on mylar for distribution to the Engineering Department.

The Board shall notify the Building Commissioner by providing a copy of the Definitive Plan layout as approved and endorsed. In accordance with the Subdivision Control Law, the Building Commissioner shall not issue any permit for the construction of a building on any lot within the subdivision without receipt of a Lot Release endorsed by the Planning Board.

F. Employment of Outside Consultants

When reviewing an application for, or when conducting inspections in relation to applications submitted to the Planning Board for approval, the Planning Board may determine that the assistance of outside consultants is warranted due to size, scale, technical or scientific complexity of a proposed project, because of a project's potential impacts, or because the Town of Randolph lacks the necessary personnel to perform the work related to the specific approval. The Board may engage engineers, planners, lawyers, designers or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

- F1. If the Planning Board determines that such assistance of outside consultant(s) is warranted, it may require the Applicant to pay a Project Review Fee pursuant to MGL Chapter 44, Section 53G for the

employment of outside consultants engaged by the Board. Funds received by the Planning Board pursuant to these rules shall be deposited with the Town Treasurer/Collector who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the Planning Board without further appropriation. Expenditures from this special account shall be made for services rendered in connection with a specific project or projects for which a review fee has been or will be collected from the Applicant. Accrued interest may be spent for this purpose.

F2. No review work shall commence until the fee has been paid in full. Failure of an Applicant to pay a review fee shall be grounds for denial.

F3. Where more than one type of application has been submitted for Planning Board action, only the greatest of the Project Review Fees shall be collected for deposit and not the sum of those fees.

F4. At the completion of the Planning Board's review of a project, any excess amount in the account including interest attributable to a specific project shall be repaid to the Applicant or the Applicant's successor in interest. For the purpose of this rule, any person or entity claiming to be an Applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

F5. Replenishment

When the balance in an Applicant's Project Fee account falls below fifty percent (50%) of the Initial Project Review Fee as imposed, the Planning Board shall consider whether to require a supplemental project Review Fee to cover the cost(s) of remaining project review.

F6. Appeal

An Applicant may take an administrative appeal relative to the selection of the outside consultant to the Planning Board. Such appeal must be made in writing within twenty (20) days after the initial selection. The required time limit for action upon the application by the Planning Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Planning Board within one (1) month following the filing of the appeal, the selection made by the Planning Board shall stand. Grounds for appeal may be the result only from:

F6a Conflict of Interest

A consultant shall not have a financial interest in the project under review or be in a position to financially benefit in some way from the outcome of the pending review process.

F6b Qualifications

A consultant shall possess the minimum required qualifications consisting of either a professional license, an educational degree in, or related to, the field at issue or three (3) or more years of practice in the field at issue.

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SECTION VI. PAPER STREETS/UNACCEPTED STREETS

Streets shown on plans recorded at the Registry of Deeds prior to April 2, 1951, when the Town adopted the Subdivision Control Law, but never built on the ground, private streets on recorded plans that have not been fully constructed and private streets fully constructed that have not been certified by the Randolph Town Clerk as “used and maintained as public ways” that are proposed to be constructed or approved are subject to the conditions of this Section.

Any proposed improvement or modification of such a street that affects those property owners with rights in the street including but not limited to alteration of the shape or area of lots, access, drainage, and imposed easements, shall be approved by the Planning Board. No such approval shall be granted without the consent of all parties having rights therein (see MGL Chapter 41, Section 81W).

A. General

- A1. All new buildings, additions and alterations, excluding accessory structures, shall have frontage on ways which, in the opinion of the Planning Board, provide adequate access for the entire length of the way up to and including the minimum lot frontage required.
- A2. No building permits shall be issued until plans for construction or upgrading of the way have been approved by the Planning Board or a certification from the Town Clerk that the private street is “maintained and used as a public way” has been submitted.
- A3. The way shall be improved from the nearest way in existence which meets standards acceptable to the Planning Board.
- A4. No occupancy permit shall be issued until the way, which a lot fronts on, is complete and in compliance with the Planning Board standards.
- A5. The layout and design of the way shall be stamped by a professional engineer and shall demonstrate compliance with the standards in these regulations.
- A6. All necessary wetland approvals shall be obtained for road construction prior to issuance of any road opening permits as applicable.
- A7. A bond or other form of security may not act as a substitute for completion of the way.
- A8. Ways approved under the Subdivision Control Law are exempt from this section.

B. Minimum Standards

- B1. Streets shall be continuous and in alignment with existing streets, as far as practicable, and shall comprise a convenient system, with connections adequate to ensure free and safe circulation of vehicular travel.
- B2. Where a street cannot be a through way, a paved turn-around at the closed end acceptable to the Planning Board shall be constructed.
- B3. Visibility from the centerline of a street shall never be less than stopping site distance as defined by AASHTO (current edition).
- B4. Street layout shall not be less than twenty feet (20') with no less than twenty feet (20') paved.
- B5. All other design standards, stormwater management and specifications as stipulated in these regulations are applicable.

C. Exemption from Standards

Such streets/ways eligible for improvement under these regulations are exempt from the installation of sidewalks, grassy strips and street trees when the street layout is twenty four feet (24') or less.

D. Submission

No plan shall be deemed to have been submitted to the Planning Board until the submission materials,

including the plan together with all required accompanying application, forms, fees, lists and authorizations complying with the minimum submission and content requirements referenced herein have been received. Submissions found to be incomplete in any respect shall be deemed not to have been submitted. Any person wishing to submit to the Planning Board for approval shall submit the following documents:

D1. A completed *FORM P APPLICATION FOR PAPER OR PRIVATE STREET IMPROVEMENT*.

D2. A copy of the recorded layout depicting the street, with recording information and identification of the lot(s) in question.

D3. The chain of title to the lot(s) dating to 1951 when the Town adopted the Subdivision Control Law.

D4. Information (street status, layout, width, utilities, etc.) for all ways within five hundred feet (500') of the lot to assist in understanding interconnections with constructed roadways.

D5. Plans and documents as specified in Section V.D. of these regulations.

E. Procedures

The procedures for distribution and of the proposed plans, notifications and hearings shall be as outlined in Section V of these regulations.

F. Performance Guarantee

The Planning Board shall not endorse any plans until the Applicant has secured the construction and installation of such improvements by a Performance Guarantee by one, or in part by one and in part by the other, of the methods outlined in Section XII of these regulations in accordance with MGL Chapter 41 Section 81U.

SECTION VII. NAMING OF STREETS & ASSIGNMENT OF ADDRESSES

A. General

The requirements set forth are intended to promote the general health, safety, welfare and convenience of the inhabitants of the Town of Randolph by reducing the difficulty in responding to locations in cases of police, fire, medical or other emergency situations requiring immediate location determination and response; by facilitating the delivery efforts of the United States Postal Service through the creation of a naming and numbering system for all delivery locations; by decreasing the potential for traffic accidents caused by motorists searching for address locations; by allowing the use of information technology to provide for the efficient administration of Town government; by improving local census data gathering capabilities; by improving the accuracy of important real property legal documents requiring location information; and by assisting the planning efforts of a growing community.

No right-of-way established in the subdivision of land shall remain unnamed. The way providing frontage to a building lot shall have a name assigned as specified herein.

B. Selection of Street Names

To prevent duplication of street names or the use of similar sounding names, all street names must be approved by the Planning Board which will collaborate with the Fire Chief, E911 database and Town Engineer prior to approval. The Planning Board may consider, but need not use, names submitted by other parties.

C. Street Ownership Category

These street naming principles apply regardless of the legal ownership category of the roadway which vehicles traverse.

D. Private Driveways

Naming of private driveways or shared driveways shall be prohibited unless the Fire Chief and Town Engineer determine a name is necessary for public safety.

E. Street Type

The street type is used to describe the characteristics of a way. Street types may not be used in place of or within a street name

<i>Type</i>	<i>Abbreviation</i>	<i>Type</i>	<i>Abbreviation</i>
Avenue	Ave	Circle	Cir
Boulevard	Blvd	Court	Ct
Drive	Dr	Lane	Ln
Parkway	Pkwy	Path	Path
Road	Rd	Place	Pl
Street	St	Terrace	Ter
		Way	Way

F. Name Selection

F1. The name or number to be given to any way in the Town will be authorized and passed by vote of the Planning Board. Any person may suggest names for streets. The Planning Board may include the request in their discussion and deliberation however is not obligated to do so.

F2. New streets in subdivisions shall be named to provide continuity with existing streets or neighborhoods and to prevent conflict with identical or similarly spelled or phonetically pronounced names in other

parts of the community.

F3. In assessing the appropriateness of a proposed name, consideration shall be given first to geographic location, historic reference and compatibility with surrounding street names.

G. Criteria for Names of Streets

- G1. The primary name of a street must be fewer than 20 characters long with no punctuation or special characters. Only alphabetical letters A through Z, numbers 0 through 9 and blank spaces may be used in names.
- G2. Names of streets shall be unique and not repeated with the exception of continuation of existing streets. Variations of the same name with a different street designation or same name with a different spelling shall be prohibited (example Pine Road, Pine Street, Pine Lane, McDonald Road/MacDonald Road).
- G3. Streets named after people shall adhere to the following criteria:
 - G3a. Only a person's last name shall be used as a street name. Special exceptions may be approved by the Planning Board.
 - G3b. Names of living persons should be used only in exceptional circumstances to acknowledge significant contributions made to the community.
- G4. Requests to honor veterans will be completed by dedication of the way using special signage. Any request for dedication of an existing private way, or proposed way in a subdivision shall be made to the Planning Board by *FORM V VETERAN STREET SIGN NOMINATION*. Requests for dedication of an existing public way shall be made to the Town Council.
- G5. Anytime that a street makes a directional change of approximately ninety degrees the street name shall change unless said directional change is a result of an approved radius curve in the street.
- G6. Existing street names shall continue across intersections except when crossing state numbered roads.

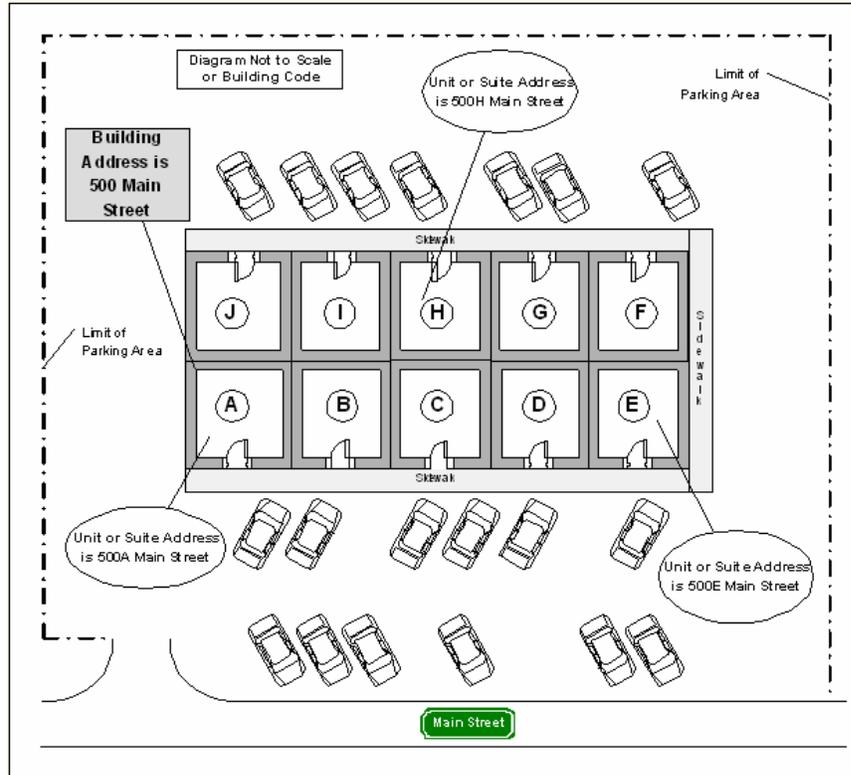
H. Address Numbering

Numbers shall be assigned only by the Town Engineer on submission of an application for a building permit. No building permit shall be issued for any principal building until a street number has been assigned by the Town Engineer.

H1. Property numbers shall be based on twenty-foot (20') intervals along the center line of the street.

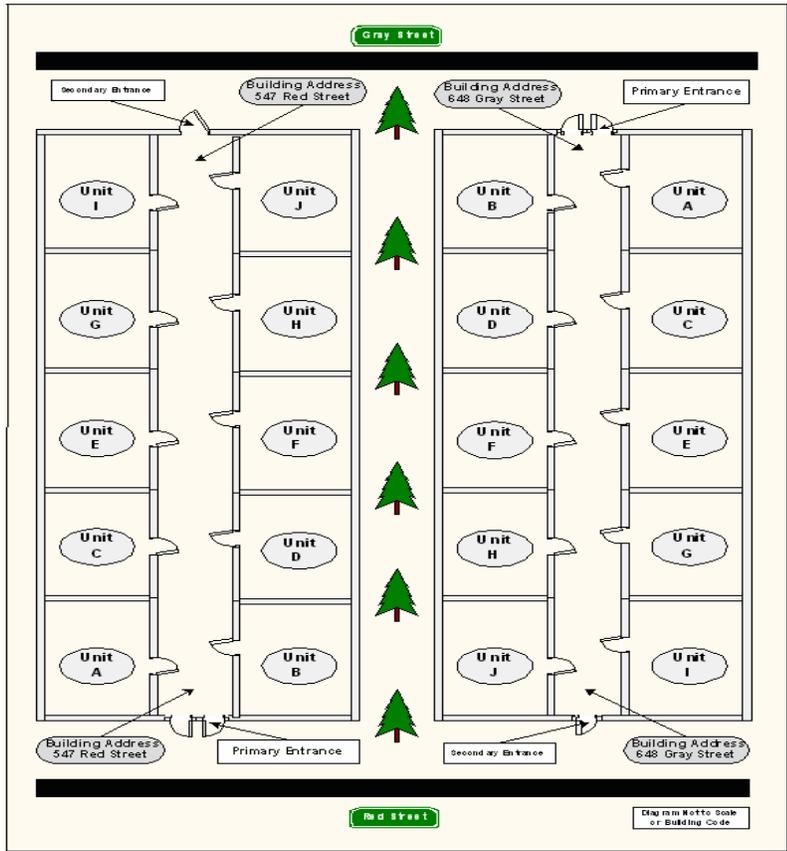
I. Address Numbering for Buildings with Multiple Exterior Entrances

- 11. Buildings will have one street number assigned and each external entrance will be assigned a unit letter (see figure below)
- 12. All units with external entrances will be assigned an alphabetic unit designation starting, when facing the building from the vehicular access, beginning with the left-hand corner and progressing from left to right (in a counter-clockwise direction) as shown on the figure below.
- 13. When, in the opinion of the Town Engineer, this becomes impossible or impractical, the units will be assigned street numbers using the twenty-foot (20') interval.



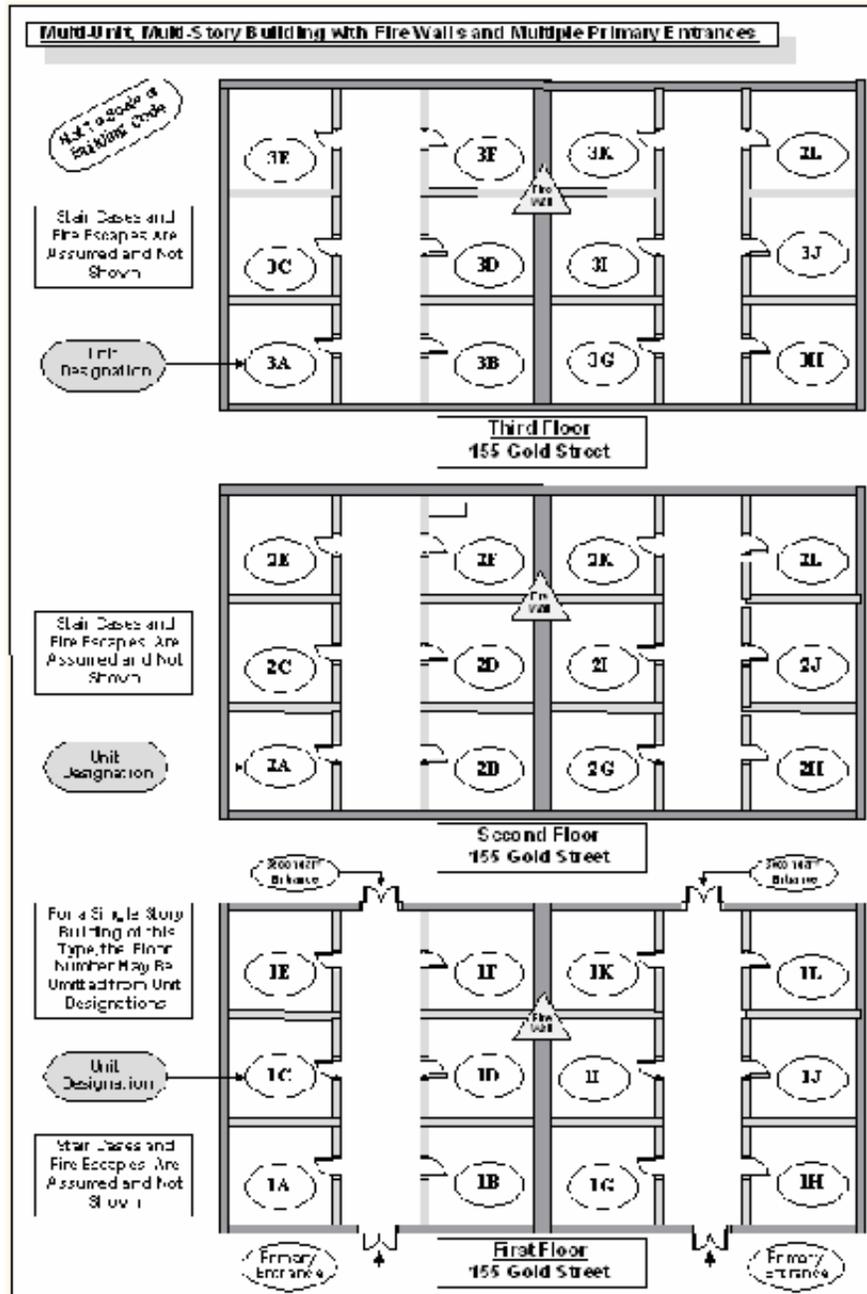
J. Address Numbering for Single Story Buildings with Multiple Internal Entrances

J1. All units with internal entrances will be assigned an alphabetic unit designation from left to right alternating along the inside of the hallway as shown on the figure below.



K. Address Numbering for Multi-story Buildings with Multiple Internal Entrances

K1. All units with internal entrances in buildings with multiple floors will be assigned a floor number followed by an alphabetic unit designation from left to right alternating along the inside of the hallway. Units accessed by a separate external entrance shall be assigned a floor number followed by an alphabetic unit designation as shown on the figure below.



L. Fractional Numbers in Addresses

Fractional numbers shall not be used. Alphabetical suffixes are acceptable when a secondary property designation must be assigned and no valid number is available. Alphanumeric suites and apartment numbers may also be used.

M. Numbers Assigned to Front Entrance

Numbers shall be assigned based on the frontage of the building. Consideration may be given by the Town Engineer, in consultation with the Fire Chief, for the assignment of numbers based on the location of vehicular access to the building when there is a demonstrated need for assigning the number in such a manner.

N. Address Numbering for Duplexes

Each unit in a duplex dwelling shall be assigned an alphanumeric designation in accordance with the provisions stated for multifamily houses.

O. Address Numbering for Multifamily Developments

Each unit in a multifamily dwelling shall be assigned an alphanumeric designation.

- O1. Single-story multifamily dwellings: the unit's designation shall be composed of one or more alphabetic characters.
- O2. Multistory multifamily dwellings: the unit's designation shall be composed of one or more numeric characters followed by one or more alphabetic characters. Spaces or hyphens between the numeric characters and alphabetic characters are not allowed. The numeric characters shall identify the floor upon which the unit is located, and the alphabetical characters shall uniquely identify the unit on that floor.
- O3. Each floor in a multifamily building shall be assigned a unique floor number with the ground floor being the first floor and increasing sequentially for each floor above the first floor, except basement units which shall be assigned the prefix "LL" (lower level).
- O4. Each unit on a floor in a multifamily building shall be designated alphabetically with Unit A starting at the left corner of the building when facing the building from the vehicular access to the building. If there are more than 26 units on a floor, Unit 27 will be designated "AA," Unit 28 will be "BB" and so forth.

P. Address Numbering for Accessory Apartments

When an accessory apartment has been authorized on a particular piece of property, the primary residence shall use the assigned street number for the property. The accessory residence shall use the assigned street number for the property followed by an "A."

Q. Address Numbering for Apartments and Residential Condominiums

Each primary private access road to an apartment or residential condominium complex with three or more buildings shall be named, and a standard Randolph street sign shall be installed. At the discretion of the Town Engineer and Fire Chief, in cases where the apartment units or residential condominiums are located near the vehicular access to the building a separate street name may not be required.

R. Address Numbering for Commercial, Office and Industrial Complexes

- R1. Each principal building in the complex requires a separate number.
- R2. For strip mall type shopping center developments, one number shall be assigned to each freestanding building in the strip mall and each individual business shall be assigned a unique alphabetic unit or suite designation. Basement units shall be designed with the prefix "LL" (lower level). For security and emergency response purposes, the assigned address of each business shall be placed on all of its

entrances and loading areas.

- R3. Interior mall shopping centers shall have one number assigned for the entire mall. Individual businesses shall be assigned a unique alphabetic unit or suite number. For security and emergency response purposes, units in such interior mall shopping centers with individual external entrances shall display the assigned address at all external entrances and loading areas.

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SECTION VIII. DESIGN STANDARDS

A. General

All subdivisions shall be designed and laid out so that, in the opinion of the Board, they meet the requirements of public safety including safe vehicular travel, adequate storm drainage, sewage disposal and water supply, utilities and precautions against possible natural disasters. All streets in the subdivision shall be designed to provide for safe travel, livability and amenity of the subdivision.

Subdivision design shall conform to the rules and accepted principles of correct land use, sound planning and good engineering as defined and set out in the latest edition of the following publications: (1) *Massachusetts Department of Public Works Standards and Specifications for Highstreets, Bridges and Waterways; the Manual on Uniform Traffic Control Devices (MUTCD)* and (2) *AASHTO*. All plans shall be prepared in English units rather than metric.

All Applicants shall observe the following principles in the design, layout, engineering and construction of the proposed subdivision:

- A1. The subdivision shall be designed, laid out and constructed to blend into the landscape to obviate the need for fencing and screening in order to minimize the change in the natural drainage pattern and the existing vegetative cover, groundwater or surface contours present and not create excessive slopes or walls.
- A2. Natural features, ledge outcrops, large trees, water courses, scenic points, historic resources and similar community assets that add value and attractiveness to the subdivision and the Town shall be protected and preserved.
- A3. Surface runoff is to be directed into infiltration based systems and the use of Low Impact Design (LID) standards is encouraged for stormwater management.
- A4. Only that area upon which construction is actively being undertaken shall be exposed during development.
- A5. Land exposed during development shall be left in such a condition only as long as construction is being undertaken on that portion of the subdivision.

B. Streets

All streets in a subdivision are private streets unless and until the owner(s) petition the Town Council for acceptance as a public way according to any rules and regulations stipulated. For purposes of these Standards, streets shall be classified as Primary, Secondary or Subsidiary.

Primary - A street that, in the opinion of the Board, is being used or will be used as a thoroughfare within the Town of Randolph that will connect communities or that will otherwise carry a heavy volume of traffic.

Secondary - A street intercepting one (1) or more streets and that, in the opinion of the Board, is used or will be used primarily to provide access to abutting lots.

Subsidiary – A private street that serves as legal frontage for, or actual access to, not more than one (1) lot except where an existing lot has a majority of its frontage on the existing street.

B1. Adequacy of Streets

Streets within a subdivision shall be considered to provide adequate access if they comply with the standards established in the Board's Subdivision Rules and Regulations. Prior to construction on any

lots, the Applicant must ensure that such access is in compliance with the Subdivision Regulations.

- B1a. **To an ANR Lot** – streets providing access to a lot(s) developed pursuant to MGL Chapter 41, Section 81P shall be considered adequate for access if said way provides reasonable access and turning capability for fire, police and emergency vehicles at all times.
- B1b. **Within a subdivision** – streets within a subdivision shall be considered to provide adequate access if in compliance with the standards established in these Rules and Regulations.
- B1c. **To a subdivision** – existing streets providing access to streets within a subdivision shall be considered to provide adequate access if such existing way meets the standards set forth herein for right of way width, pavement width, and maximum grade and sight distance requirements.
- B1d. The Board may waive strict compliance with these access regulations only following consultation with Police, Fire, Department of Public Works and Engineering that the way, in fact, will be sufficient to serve the needs for access to potential uses of land abutting on or served by the way in question.

B2. Location

Streets are to be laid out so as to connect to existing streets and shall show future extensions to existing streets over lands not yet developed. No subdivision shall be approved, unless the streets therein connect to and are accessible from a public way or a private way open and dedicated to public use, having, in the opinion of the Planning Board, adequate construction, width and grades.

B3. Intersection Spacing and Offset

Intersection spacing is the minimum distance between intersections on the same side of the street and is measured between the nearest curb returns on the through street. In each zoning district, streets entering from the same side as an existing, proposed or approved street shall be laid out with the following minimum intersection spacing:

Residential Districts – two hundred feet (200')

CSBD, NRBD, WCBD, OSBD – three hundred feet (300')

BRHD, GBHD, Industrial – three hundred ninety feet (390')

In any other district unnamed, the minimum spacing shall be two hundred feet (200') and shall meet applicable AASHTO sight distance standards.

Intersection offset is the distance between intersections on opposite sides of the through street and is measured between centerline points of intersection on the through street. Minimum offset shall be two hundred feet (200') but may be decreased when a raised median is constructed to prohibit a through movement at one of the intersections and turning movements are limited.

For purposes of this section, extension of an existing street shall be considered a proposed street. If a zoning district divides a property along its frontage then the greater spacing shall apply.

B4. Alignment

Streets shall be laid out so as to intersect as nearly as possible at right angles. No street shall intersect any other street at less than sixty degrees (60⁰). The maximum number of streets converging at an intersection shall be limited to four (4).

- B4a. Street jogs with centerline offsets of less than one hundred twenty-five feet (125') shall be avoided.

B4b. The minimum centerline radii of curved streets shall be as follows:

Primary – one hundred twenty feet (120')

Secondary – one hundred feet (100')

B4c. All changes in direction of the street shall be by means of curves in the exterior lines.

B4d. Reverse curves shall be separated by a tangent of at least one hundred feet (100') except where at least one centerline radius is more than five hundred feet (500').

B4e. All corners of street intersections shall be rounded or cut back to provide for a minimum radius:

Minimum radius for corner intersection	
Primary	30 feet
Secondary	25 feet
Subsidiary	25 feet

B4f. For intersections greater or less than ninety degrees (90°), the radius on each corner of the intersection will be increased one foot (1') for each two degrees (2°) greater or less than ninety degrees (90°).

B5. Width

Ways shall be laid out to a widths of forty feet (40') or fifty feet (50') based on type. Ways of greater width may be required by the Board where traffic or other considerations warrant.

	Right-of-Way Width	Paved Width
Primary	50 feet	30 feet
Secondary	40 feet	24 feet
Subsidiary	40 feet	20 feet

B6. Grades

Streets having a grade of less than one percent (1%) shall be approved only in the Board's discretion. Maximum centerline grade for streets shall be as follows:

	Road Length	
	0-200'	>200'
Primary	7%	6%
Secondary	8%	7%
Subsidiary	8%	8%

B6a. Where changes in grade exceed one-half of one percent (0.5%), vertical curves shall be designed.

B6b. Where the grade of any street entering another street exceeds three percent (3%), a leveling area shall be provided on the entering street for a distance of not less than fifty feet (50') as measured from the nearest edge of the traveled way.

B6c. The grade from the crown of street shall be one-quarter inch (¼") per foot.

B7. Street Length

B7a. Streets should be laid out so as to connect to existing streets. Where not possible to connect streets, any street designed to be a permanent dead-end shall be not less than two hundred fifty

feet (250') and no longer than six hundred feet (600') and shall have a paved turn-around at the closed end as specified below.

- B7b. The length of the dead-end street shall be measured from the intersection with a street providing alternate access to the beginning of the cul-de-sac
- B7c. No new dead-end street shall originate from an existing dead-end street unless the total length of the combined streets is less than six hundred feet (600').
- B7d. The Board may grant a waiver from the maximum length of the dead-end street if it determines that there is a reasonable expectation that the street will become an additional means of access or egress to a future street connection on adjacent, undeveloped land.
- B7e. Hammerhead or "t-shaped" back-up strips shall be permitted **only** for subsidiary streets.
- B7f. No non-residential dead-end streets shall be permitted unless the Fire Department, Department of Public Works and Police Department provide the Board with written determination that there will be no compromise to public safety of both pedestrian and vehicular traffic.

C. Radius Curbing

- C1. Multi-Family Zoning Districts - Primary and Secondary streets shall have a minimum radius for a circular turnaround of sixty feet (60').
- C2. Residential Zoning Districts – Secondary streets shall have a minimum radius for a circular turnaround of fifty feet (50').
- C3. Temporary Easements – a temporary turnaround easement shall have a minimum radius of fifty feet (50').

D. Drainage

The Applicant shall, at his/her own expense, employ a professional Land Surveyor or Engineer to lay out any drains and sewers before any such construction shall begin. Any survey work so required shall conform to the Code of Massachusetts Regulations 250 CMR6.00 as most recently amended.

D1. Design Analysis

Each drainage plan submitted for approval shall be accompanied by a design analysis prepared by a qualified Registered Professional Civil Engineer. The analysis shall clearly indicate all the computations for the drain including determination of pipe size and strength, and a statement concerning the disposition of flow.

D2. Drainage Area Map

A map shall be prepared for each section of a subdivision and all other watershed areas tributary to the subdivision drainage system.

- D2a. The contour interval shall be two feet (2') unless in a very flat terrain, in which case the contour shall be one foot (1'). The drainage area map shall show the acreage for each collection point, and the boundaries of said acreage shall be clearly defined.
- D2b. The inlets and pipes shall be shown on the map with the areas contributing water to each inlet clearly marked. The "C" factor for each area and the number of acres in the area shall be shown on the Drainage Area Map.

D3. Design Storm

A rainfall having a frequency of occurrence of once in ten (10) years shall be used for design computations for street drainage. This storm amounts to one and eight tenths inches (1.8") of rain in one (1) hour.

- D3a. A twenty-five (25) year design storm computation shall be used for any culverts where brooks or

streams cross a street. This storm amounts to two and one-half inches (2.5") of rain in one (1) hour.

D3b. Intensities for small areas shall correspond to the time of concentration for the area.

D3c. Subdivisions which involve Flood Hazard Areas and Floodways as shown on the HUD Flood Insurance Rate Map (FIRM) or which are zoned as Watershed and Wetlands Protection Districts shall have the drainage systems within those areas designed on the basis of a one hundred (100) year storm.

D4. Computation of Runoff

Runoff for any area shall be calculated by using the "Rational Formula" which allows for infiltration, filling minor depressions and other losses. The facts used in the Rational Formula are based on the assumption of built up areas throughout the Town. Pipe sizes computed on this basis will be slightly oversized for present land development, but will allow adequate capacity for future land development.

D5. Drain Size

The proper drain size shall be calculated by using "Manning's Formula" with a "Kutter's" "n" value of .013 for concrete pipe, and .024 for corrugated metal pipe. Standard charts for deriving runoff and drain sizes using these figures may be obtained upon request from the office of the Town Engineer. For culverts less than thirty feet (30') in length on all drains, the minimum size of pipe shall be twelve inches (12") in diameter. Culverts longer than thirty feet (30') shall be a minimum of fifteen inches (15") diameter. The culverts and drains shall be large enough to pass the design storm without surcharge.

D6. Type of Pipe

All storm drains shall be reinforced concrete of adequate strength as determined by the Planning Board except that in off-street locations bituminous coated, galvanized, corrugated metal pipe or pipe arch may be used if approved by the Planning Board after consultation with the Town Engineer. All pipes shall conform to the Massachusetts Highway Department Standard Specifications for Highstreets and Bridges, as amended.

D7. Slope of Pipe

All pipes shall be laid out on a slope so that the minimum velocity with the pipe flowing full shall be two feet per second (2.0'/sec). Consideration will be given to flatter slopes if adequate provisions are made for cleaning the pipes. All plans having drains with slopes which will produce pipe velocity less than two feet per second (2.0'/sec) flowing full shall be accompanied by a letter stating the reason for the flat slope. The letter shall have a space for approval by the Town Engineer and the drain shall not be constructed until the slope has been approved, through his/her signature, by the Town Engineer.

D8. Inlet

D8a. Inlets shall have an adequate waterway opening to pass the design storm with not more than two tenths of a foot (0.2') of surcharge.

D8b. Grates and frames shall be cast iron suitable for the loads that will occur during construction and afterward.

D8c. Inlets shall be constructed of either brick and mortar with eight inch (8") thick walls, pre-cast segmental concrete blocks not less than six inches (6") thick mortared in place or of precast pipe sections.

D8d. Inlets shall be set on a base of either poured concrete eight inches (8") thick or pre-cast segmental base blocks not less than four inches (4") thick.

D8e. Inlets shall be used in off-street locations and the grate frame shall be mortared in position with

the top two-tenths of a foot (0.2') below the grade of the finished ground surface.

- D8f. Side openings may be used in lieu of a grate if the quantity of runoff exceeds the capacity of a grate of reasonable size as approved by the Town Engineer.
- D8g. Inlets shall be four feet (4') inside diameter below the corbelling and shall not be used on drains greater than thirty inches (30") in diameter.
- D8h. A shaped invert is not required but the bottom of the inlet shall be finished at the same grade as the lowest pipe invert.
- D8i. At inlets where the outlet pipe is larger than the inlet pipe, the crown of the outlet pipe shall be at the same elevation or lower than the crown of the inlet pipe.

D9. Catch Basins

- D9a. Drain inlets located in streets shall be catch basins with a sump twenty-four inches (24") or more lower than the invert of the outlet pipe.
- D9b. The grate shall be "D" or square shaped, cast-iron designed for the same loading as the street.
- D9c. A granite curb inlet eight inches (8") thick shall be used at each catch basin.
- D9d. Catch basins shall be constructed of one of the materials specified in Section X and shall be four feet (4.0') in diameter below the corbelling
- D9e. Catch basins shall be located as required to collect the runoff but shall not be spaced more than two hundred fifty feet (250') apart on each side of the street.
- D9f. The top of the grate shall be set zero point one foot (0.1') lower than the finished street surface and the street surface shall be shaped to the grate in a smooth uniform transition
- D9g. Drains may extend from catch basin to catch basin provided the drain is not larger than twenty four inches (24") in diameter and the crown of the outlet pipe is at or below the crown of the inlet pipe.

D10. Manholes

Manholes shall be constructed similar to an inlet except that a solid cast iron cover of adequate strength shall be provided in lieu of a grate. The top of the cover shall be at the same elevation or above the adjacent ground or street surface as directed. An inlet, catch basin or manhole shall be used at every change in pipe size or direction vertical or horizontal. Where the drain is larger than twenty four inches (24") in diameter, manholes only shall be constructed on the drain with inlets and catch basins discharging into the drain through a manhole. Manhole covers shall have the word "DRAIN" in letters at least three inches (3") cast into the cover. Manholes over six feet (6') deep shall be constructed with cast iron or aluminum "drop-front" type manhole steps placed twelve inches (12") on center.

D11. Excavation

- D11a. The trench for the pipe shall be excavated to the required line and grade including earth, boulders and ledge. Trenches for storm drains shall be no wider than the outside diameter of the pipe plus sixteen inches (16") for pipes through eighteen inches (18") nominal diameter and the outside diameter plus twenty four inches (24") for pipe larger than eighteen inches (18"). This trench width shall apply from the top of the pipe to the bottom of the trench. Above the top of the pipe the trench may be as wide as necessary to properly install the pipe. Trenches with wide side slopes steeper than the natural angle of repose of the soil shall be sheeted in at an approved manner as necessary to avoid cave-ins and sloughing. Before any pipe is placed in a newly constructed fill, the contractor shall, as directed by the Town Engineer or the agent for the Planning Board, place the fill two feet (2") above the theoretical top of the pipe after which the pipe trench may be excavated. If any cross pipes, conduits, drains or other unforeseen obstacles are encountered and which cannot be relocated, the drains shall be redesigned to

avoid the obstruction in a manner specifically approved by the Town Engineer.

D11b. All excavations shall be properly barricaded and lighted at night where they are close to pedestrian or vehicular traffic.

D12. Bedding

Trenches may be excavated with a flat bottom but the full length of the pipe, except the bell, must rest upon undisturbed soil except as hereinafter specified. Where trenches have been over excavated, a selected earth or gravel foundation, thoroughly compacted, shall be provided for proper pipe bedding. Soil which is considered to be unstable by the Town Engineer or Inspector shall be removed to a depth of not less than two feet (2") below the bottom of the pipe and replaced with compacted sand and gravel to the bottom of the pipe. Unstable soil or other unsuitable material shall be disposed of off-site.

D13. Pipe Laying

Pipe shall be laid starting with the downstream end. Grade boards or other approved devices shall be provided to ensure that the pipe is laid true to line and grade. Reference bench marks shall be clearly marked to enable an Inspector to quickly check the grade and invert elevations. The joints of all pipes shall be filled with mortar composed of one (1) part Portland Cement to three (3) parts sharp sand. Lime may be added up to twenty five percent (25%) of the cement and enough water to make a workable mix. The downstream pipe shall be laid with groove or bell end facing upstream in the proper position and a dab of mortar shall be placed in the bell or groove. The spigot or tongue end shall be placed in the bell or groove such that the inverts match and the peripheral space shall be filled with stiff mortar. All mortar squeezed out on the inside of the pipe shall be removed before it sets.

D14. Back Filling

The trench shall be back filled only after the pipe has been laid and inspected. The space under the pipe haunches shall be carefully filled with selected material free from stones or frozen earth and compacted carefully to prevent the pipe from moving. The layer of backfill up to twelve inches (12") over the top of the pipe shall also be of material free from stones and frozen earth well compacted. The remainder of the trench shall be back filled in twelve inches (12") layers except as noted and each layer shall be fully compacted in an approve manner. Under streets or other traffic areas, the trench shall be back filled in six inch (6") layers with each layer compacted to the density of the surrounding soil. Pavement and base course materials removed during the excavation proves shall be replaced with pavement and base course to match those removed. Temporary pavement shall be provided as directed by the Town Engineer when, in the Engineer's opinion, the excavation is deep enough to warrant. Trenches not in pavement shall be left in a mounded condition as directed by the Town Engineer.

D15. Debris Grates

Debris grates shall be provided at the entrance to all culverts or open pipe drains. The grate shall be constructed of steel bars not less than one-half inch (1/2") diameter welded together to provide a grate not smaller than the pipe opening. The vertical bars shall be placed with two inch (2") clear openings between them and the horizontal bars shall be placed twelve inches (12") on centers. The grate shall be installed not closer than one (1) pipe diameter upstream from the entrance in a manner approved by the Town Engineer.

D16. Headwalls

Concrete or rubble masonry headwalls shall be provided at both ends of culverts and the discharge ends of storm drains and shall conform to the Standard Specifications and Construction Standards of the Massachusetts Highway Department.

D17. Scour Protection

- D17a. The discharge ends of all drains with flowing velocities of four feet per second (4.0'/sec) or more shall be protected with a rip-rap apron of a width not less than three (3) times the nominal diameter of the pipe.
- D17b. The rip-rap apron shall extend for a distance of not less than ten (10) times the nominal pipe diameter from the end of the discharge pipe.
- D17c. The rip-rap for exit velocities of ten feet per second (10.0'/sec) or less shall be composed of a layer of stones twelve inches (12") in thickness or more placed upon a bed of sand and gravel six inches (6") in thickness.
- D17d. The stones shall be sized so that not less than sixty percent (60%) shall have one dimension twelve inches (12") or more and, after being laid, shall be carefully chinked by hand to make a reasonably smooth and shaped surface.
- D17e. Where exit velocities are greater than ten feet per second (10.0'/sec), the thickness of stones and the dimensions of the individual pieces shall be sized to prevent displacement by the flow. Details shall be submitted to the Town Engineer for approval.

D18. If the flow is discharged to the ground surface on land not belonging to the Applicant, then a flowage easement over the ground subject to flow shall be obtained by the Applicant, and a statement to that effect shall be included with the design analysis.

D19. Drainage facilities in the form of detention or retention basins or subsurface infiltration systems may not be located within any street right-of-way, nor on any proposed building lot, nor within any open space area intended to be conveyed to the Town. Such facilities, if required as part of a subdivision, shall be located on separate parcels which are to be retained by the Applicant or conveyed to a successor organization.

E. Utilities

All required utilities exclusive of transformers shall be placed underground at the time of initial construction. Where adjacent property is not subdivided, or where all the property of the Applicant is not being subdivided at the same time, provision shall be made for the extension of the utility systems by continuing the mains the full length of streets and to the exterior limits of the subdivision at such grade and size that will, in the opinion of the Board, permit their proper extension at a later date.

Connections for drain, water, gas, sewer, electric and telephone service from the main structure in the way to the exterior line of the way shall be constructed for each lot whether or not there is a building thereon, except that the Board may waive such requirement, in whole or in part, in the case of a lot to be used for a park, playground, or for any other purpose for which, in the opinion of the Board, such connections shall not be required.

All underground utilities and other structures located within the right-of-way shall be installed to the right-of-way upon completion of the roadway subgrade and before placing of the sub-base, gravel base courses, sidewalk or pavement. If the pavement is removed, excavated or damaged, the trench shall be covered with a poured reinforced concrete slab to the lines, grades and dimensions approved by the Planning Board upon advice of the Town Engineer.

E1. Lighting

- E1a. Street lighting shall be supplied by the Applicant to provide sufficient light for pedestrian safety and guidance, and guidance for vehicles traveling on the street.

- E1b. The Applicant shall install lighting of a design approved by the Planning Board (*Appendix C*)
- E1c. Lights shall be installed at a ratio of one (1) light for every four (4) lots or not more than five hundred feet (500') of separation whichever is less.
- E1d. No lots shall be released for construction unless/until street lighting has been installed and is functional.
- E1e. Lights shall remain lit at the expense of the Applicant until such time as the street is accepted by the Town. An escrow account may be required for payment of costs for street lighting.

E2. Electricity

- E2a. Transformers, switches and other such equipment shall be placed on the ground in approved locations, screened from view with evergreen shrubbery.

E3. Water

- E3a. All subdivisions shall provide for the installation of water mains, including all related apparatus, and fire hydrants to meet the requirements of fire safety and of anticipated water consumption. Such water mains shall be installed in strict compliance with the approved Definitive Plans according to the Town of Randolph specifications.
- E3b. Water mains shall be connected to the Town of Randolph water supply system with size and location of pipes, valves and fittings as approved by the Department of Public Works.
- E3c. Dead end water mains are prohibited. Water mains must be looped systems connected to adjacent subdivisions and roadways.
- E3d. All house connections shall be installed in accordance with the requirements of the Water Department.
- E3e. If the Planning Board and the Board of Health approve a private well or private water system, the requirements of the Board of Health shall govern the design of the well or system.
- E3f. A 1000 gallon per minute (GPM) minimum flow shall be required for all new subdivisions.

E4. Hydrants

- E4a. Hydrants shall be provided every five-hundred running feet (500') or portion thereof on one (1) side of each street unless a greater distances is approved by the Fire Department in writing.
- E4b. A hydrant shall, in all cases, be installed at the terminal end of each water main and of a type approved by the Randolph Fire Department.
- E4c. All residential units shall be serviced by a water supply that provides a minimum flow in gallons per minute at 20 psi or current ISO and NFPA standards, whichever is more restrictive. Final flow test shall be required for approval.
- E4d. All non-residential units shall be serviced by a water supply that provides a minimum flow in gallons per minute that meets current ISO and NFPA standards, whichever is more restrictive.
- E4e. The approved water supply system and accessibility to it must be in place and approved prior to storage or use of any combustible materials.

E5. Sanitary Sewer Pumping Stations

- E5a. Sanitary sewer pumping stations shall consist of dual alternating pumps with electronic controls providing for automatic operation.
- E5b. Pumps shall be located in a separate chamber outside the wetwell. Sewer pump stations shall have auxiliary power consisting of gas powered generators with electronic controls providing for automated operation of the generator.
- E5c. Sanitary sewer pumping stations shall be provided on separate parcels and shall not be included in any buildable lot.

- E5d. Vehicle access shall be provided for inspection and maintenance. The access drive shall have a maximum slope of eight percent (8%) and a minimum paved width of fifteen feet (15') and, if more than forty feet (40') in length, shall have a hammerhead turnaround.
- E5e. Force mains shall be poly vinyl chloride (PVC) pressure rated pipe and shall be installed with a five foot (5') depth of cover minimum and located within the right-of-way.
- E5f. Sewer pumping stations shall be privately operated and maintained by a homeowners association (HOA) acceptable to the Planning Board. Evidence of a HOA and recording in the Registry of Deeds shall be submitted to the Board prior to lot release.

F. Easements

- F1. Where water mains, sewer mains or storm drains require a location outside of any street line, there shall be reserved and shown on the plan, easements of a minimum width of twenty feet (20') and accessible by maintenance vehicles.
- F2. No structures shall be constructed within utility easements.
- F3. Access easements to park and/or conservation land shall be provided, if required by the Planning Board. Such easement shall be at least twenty feet (20') wide and accessible by emergency services and/or maintenance vehicles.
- F4. Where a subdivision is traversed by a water course, drainage way, channel or stream, the Planning Board may require that a stormwater easement of adequate width to conform substantially to the lines of such water course, drainage way, channel or stream for construction or other necessary purposes, and may further require that such water course, drainage way, channel or stream be enclosed.
 - F4a. All watercourses, drainage streets, channels and streams shall be unobstructed and free from debris.
- F5. Easements for drainage across lots, usually along rear or side lot lines, shall be provided where necessary and shall be at least twenty feet (20') wide. Such easements shall be of adequate width to provide for the construction of such drainage and for proper maintenance thereof.
- F6. Where the side slopes hereinafter required will extend outside of the street right-of-way lines, suitable slope easements which may be temporary, shall be provided of sufficient dimensions to accommodate all portions of the slope above or below the finished grade of abutting lots.
- F7. All lines of all easements will be calculated and described on the subdivision plan with a bearing and a distance.
- F8. If on the Preliminary or Definitive Plan an area is left for possible future construction of a street to back or adjacent land, a ten foot (10') wide slope easement shall be shown on all lots abutting such street area to enable proper slope construction if, and when, the street is built. The slope easements shall accompany the easement for future roadway and utility construction of the street area.
- F9. Temporary construction easements shall be shown on all lots adjacent to the proposed roadways to allow for construction of back-slopes from the street onto the lots. The easement shall extend a minimum of ten feet (10') into each lot, or a greater distance, if required by the proposed construction. The easements shall terminate prior to release of surety/bond and/or acceptance of the street by the Town.

G. Driveway Opening/Curb Cuts

Driveway aprons shall be shown on Definitive Plans.

- G1. Vehicle access curb and sidewalk openings shall be limited to one (1) in each one hundred feet (100') of frontage.
- G2. Any portion of any entrance or exit driveway shall not be closer than fifty feet (50') to the curb line of any intersecting street.
- G3. Residential subdivision – driveways may not exceed twenty feet (20') in width measured at the throat of

the opening.

- G4. Commercial subdivision – driveways may not exceed thirty feet (30') in width measured at the throat of the opening.
- G5. For commercial subdivisions, a plan stamped by a licensed professional engineer showing the manner in which the proposed entrance meets these specifications must be submitted to the Town Engineer and approved before such entrance is constructed. The plan must include calculated safe sight distances in each direction.
- G6. Any two (2) driveways leading to or from a street OR to or from a single lot shall not be within thirty feet (30') of each other at their intersections with the front lot line for an interior lot and forty feet (40') for a corner lot.
- G7. All above ground utilities and street trees shall be a minimum of ten feet (10') from the driveway.
- G8. All changes in width and location of the driveway openings prior to construction shall constitute a modification of plan. Changes after construction shall require a curb-cut permit from the Department of Public Works.

H. Sidewalks

- H1. All sidewalks shall conform to American Disabilities Act requirements and Massachusetts Architectural Access Board standards, 521 CMR as may be amended.
- H2. Portland Cement Concrete sidewalks of not less than five feet (5') in width shall be constructed on one (1) side of a **secondary** street within a residential subdivision.
- H3. Portland Cement Concrete sidewalks of not less than five feet (5') in width shall be constructed on both sides of a primary street.
- H4. Bituminous concrete sidewalks of not less than eight feet (8') in width shall be constructed on both sides of the street within a commercial subdivision.
- H5. Sidewalks are not required for **subsidiary** streets.
- H6. Sidewalks shall have a minimum of a three foot (3') grass strip between curbing and sidewalk.
- H7. Sidewalk slopes shall pitch away from property line at a rate of ¼ inch per foot.
- H8. All sidewalks shall have wheelchair ramps with gray Detectable Warning Panels installed in accordance with the Rules and Regulations of the Architectural Access Board 521 CMR most recently amended. The owners shall be responsible for all costs associated with any changes necessary to meet the current laws before the Town accepts ownership of the property or streets.
- H9. The sidewalk(s) must be installed prior to the release of any lot(s) for construction.

I. Curbing

- I1. For primary streets, all streets shall be required to have vertical granite curbing installed on both sides of each street for the entire length including all radii.
- I2. For secondary streets, all streets shall be required to have vertical curbing on all sides of the street where sidewalks are installed.
- I3. Vertical curbing is not required for **subsidiary** streets.
- I4. When a waiver for vertical curbing is requested and approved, the sidewalk width must be increased by one foot (1').
- I5. In subdivisions, where a lot(s) will remain vacant, curbing shall be installed with no driveway openings.

J. Guardrails, Fences and Walls

Wherever the approved street differs substantially from the grade of adjacent land, or where otherwise necessary for public safety, the Applicant shall be required to erect retaining walls and guard rail fences or provide slopes no steeper than four feet (4') horizontal to one foot (1') vertical to ensure proper protection and lateral support.

- J1. The Planning Board shall approve the type of such walls, fences or slopes and all work shall conform to the Section 600 of the “Standard Specifications” and Section 4 of the “Construction Standards” of the Commonwealth of Massachusetts Highway Department.
- J2. Walls greater than four feet (4') in height shall require the submission of a structural plan.
- J3. Where retaining walls of eight feet (8') or over in height are proposed as part of the site preparation, details of said wall (s) and related safety features shall be included as part of the submission and must include:
 - General Structural Notes and Specifications
 - Site Retaining Wall Plan
 - Site Retaining Wall Profiles
 - Site Retaining Wall Details
 - Proposed Drainage and Grading Plan
- J4. All work shall be completed in accordance with the requirements of the Town of Randolph Building Department and the Massachusetts State building code (MSBC – latest edition). The wall must be certified after completion by a Structural Engineer.
- J5. Construction details of all fences, rails and walls shall be shown on the Definitive Plan.

K. Mail Delivery – Location of Mailboxes

The US Postal Services (USPS) is responsible for determining the method/mode of delivery for all developments both residential and commercial. The mode of delivery includes the type of mailbox used and the location of the mailbox for each delivery address. Centralized delivery using Cluster Box Units (CBUs) may be required for mail delivery in developments. Prior to submission of a Definitive Plan to the Planning Board, the Applicant should contact the local postmaster to determine the location of collection units and note the approved location on the plans.

K1. Cluster Box Units

- K1a. In general, CBUs should be located in common areas, near lot lines, outside of utility easements and storm drainage easements, and at least 10 feet away from water meters, cleanouts, and hydrants.
- K1b. CBU sites should be selected to preserve necessary lines of sight at intersections, driveways, and horizontal and vertical curves, located outside the influence area of adjacent intersections and not impede driveways or other functional areas of access.

L. Natural Features

Regard shall be shown for all natural features, such as large trees, water courses, scenic points, historic spots, and similar community assets, which, if preserved, will add attractiveness and value to the subdivision. In order to enhance and maintain property values and to protect existing natural characteristics within the subdivision, major site features as identified in the contents of the Definitive Plan shall be preserved to the approval of the Planning Board and/or the Conservation Commission. If it shall be the natural order of things to remove or damage said features in order to provide for the elements of the subdivision, the Applicant shall take every means possible to replace and restore the land to its original definition based on reasonable Planning Board and/or Conservation Commission stipulations. Where feasible, the layout of lots and the location of buildings shall be accomplished with due regard given to preserving the major site features so identified and located in the Definitive Plan.

M. Street Trees

The Board recommends existing healthy trees of caliper six inches (6”) or greater located adjacent to any right-of-way be preserved in lieu of installing new plant material as required herein.

M1. New or significantly healthy existing trees shall be planted with street trees.

- M2. Trees shall be planted on both sides of the street. The minimum spacing shall be forty feet (40') on center.
- M3. Trees to be planted shall be of a caliper of not less than two and one half inches (2 ½) inches (diameter at 4.5 feet above grade) and of a species listed in *Appendix D*.
- M4. Required trees shall be certified to be in a healthy condition at the time of final inspection of the subdivision. The Applicant shall guarantee each tree for a period of one (1) year after final release of bond and shall plant replacement trees if required by the Planning Board.
- M5. Trees shall be located in bioswales or green strips at intervals specified unless otherwise directed by the Planning Board. The required street trees shall be planted between the roadway pavement and the sidewalk in a planting strip. At the discretion of the Board, an easement, of such width as requested, outside the exterior way lines may be required for the planting of trees.
- M6. Trees shall be planted in order to adhere to the following standards:
- M6a. Six feet (6') from fire hydrants
 - M6b. Ten feet (10') from utility poles/street lights
 - M6c. Ten feet (10') from a curb cut or driveway
 - M6d. Three feet (3') from a gas/water valve
- M7. Trees and other plantings shall be maintained by the Applicant until the final release of the bond. They shall be watered regularly and in a manner appropriate for the specific plant species through the first growing season, and dead and dying plants shall be replaced by the Applicant during the next planting season.
- M8. During construction no temporary buildings, structures, storage of materials, or parking of equipment shall be permitted under the drip line of any tree or within any buffer area that is designed to remain in the subdivision. Buffer areas shall be maintained, protected and kept free of all debris, rubbish, weeds, and tall grass.
- M9. On any way with a center island, a landscape plan of such island shall be submitted as part of the overall landscape plan. Plantings and landscaping requiring a minimum amount of maintenance that are salt tolerant shall be proposed for center islands and shall conform to restrictions specified for sight distance. An acceptable fabric landscape weed barrier shall be used on all such center islands. Grading shall permit stormwater from the street to enter and curbing shall be designed with inlets to accommodate sheet flow into the area.

N. Cut and Fill

Cut and/or fills in conjunction with subdivision construction in excess of six feet (6') as measured from the original natural grade to the finished grade shall not be allowed without written approval from the Superintendent of the Department of Public Works.

O. Watershed & Wetlands Protection Districts and Flood Insurance Rate Zones

All plans submitted shall be reviewed to determine whether the improvements to be constructed will be reasonably safe from flooding. If any part of a subdivision is located within numbered or unnumbered A zones as shown on the Flood Insurance Rate Map most recently amended, or within the Watershed and Wetlands Protection District established under the Town of Randolph Zoning Ordinances, the delineation of the zone(s) shall be shown on the subdivision plans. Such plans will be reviewed to assure that:

- O1. The proposal is designed to be consistent with the need to minimize flood damage;
- O2. All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
- O3. Adequate drainage systems are provided to reduce exposure to flood hazards.

P. Traffic Impact Analysis

A traffic impact analysis shall be prepared for subdivisions where the number of new lots in the proposed

subdivision is ten (10) or greater. Such analysis shall be conducted, at the Applicant's expense, by an engineer registered in the Commonwealth of Massachusetts having experience in traffic and transportation and shall include:

- P1. Analysis of existing traffic conditions at the existing connections or intersection streets including: average daily and peak hour volumes, peak hour and other hour(s) speeds as determined by the Planning Board, accident data, levels of service (LOS) at the proposed points(s) of intersection of the new street system with the public street system.
- P2. A description of the projected impacts of the proposed development including projected peak hour and daily traffic, sight lines, proposed traffic controls, projected post-development traffic volumes and levels of service of intersections and streets at the proposed point of intersection of the new street(s) with the public street system.

If it is the opinion of the Planning Board or its consultants that the proposed development will create operational hazards and issues and that surrounding street(s) may not have adequate capacity to accommodate the increased vehicular traffic, not less than two (2) alternative designs shall be proposed to address the identified problem(s). The engineering and cost of construction and implementation shall be the full responsibility of the Applicant.

SECTION IX. STORMWATER MANAGEMENT

A. General

The stormwater management system shall collect, convey, treat, control discharges, and recharge stormwater in a manner which will ensure protection of property, preservation of existing hydrology, protection and enhancement of water resources, minimization of environmental impacts, and protection of public and environmental health by providing adequate protection against pollution, flooding siltation and other problems caused by uncontrolled stormwater runoff.

The stormwater management system shall maintain predevelopment drainage patterns, predevelopment water quality, and predevelopment hydrological conditions in surface and groundwater and shall comply with the criteria, specifications, and performance standards of the Massachusetts Stormwater Management Standards (310 CMR 10.05(6) (k)), the Massachusetts Stormwater Handbook and the Town of Randolph Stormwater Ordinance, Chapter 195 as most recently amended.

The stormwater management system shall be designed, constructed, and maintained incorporating *Low Impact Development (LID)* techniques to the maximum extent feasible and *Best Management Practices (BMPs)* to mimic predevelopment hydrologic conditions and mitigate the adverse impacts of the proposed development on downgradient properties, waterways, and wetland and other environmentally sensitive resource areas.

B. Permit Required

An application for Stormwater Management, along with all required plans and supportive information and documentation, must be submitted concurrently with the Definitive Subdivision Plan submission. No work shall commence on the construction of an approved Definitive Subdivision Plan until a Stormwater Management Permit, or other written approval from the Randolph Stormwater Authority, has been issued and a copy provided to the Planning Board.

C. Location

C1. Stormwater Structures

Stormwater drainage structures, not located within the proposed existing street right-of-way, must be located on their own individual parcel and may not be included as a part of any intended building lot. Such individual parcel shall be placed under the ownership control and responsibility of a Homeowners Association or other entity approved by the Planning Board created for such purpose. An easement shall be granted to the entity owning the street (including its successors and assigns) authorizing the discharge of stormwater into said drainage structure(s).

C2. Stormwater Systems

Stormwater systems may include swales, check dams and below grade engineered infiltration systems installed to reduce runoff, collection basins and other similar systems which discharge to either open waters or the Town's stormwater collection system. Such stormwater systems may be located on individual lots.

D. Operations and Maintenance

A Long Term Operation and Maintenance Plan (O&M Plan) structured and implemented in perpetuity in a manner that ensures proper operation of all best management practices is required at the time of application and shall include:

- The signature(s) of the owner(s) and all persons responsible for operation and maintenance, financing,

and emergency repairs, as defined in the Maintenance Agreement, if maintenance is to be performed by an entity other than the owner.

- The names(s) and contact information for the owner(s) for all components of the system.
- The Maintenance Agreement that specifies the names and addresses of the person(s) responsible for operation and maintenance.
- A map showing the location of the systems and facilities including all structural and nonstructural stormwater Best Management Practices, catch basins, manholes/access lids, pipes, and other stormwater devices.
- The operation and maintenance of stormwater systems on individual lots is the responsibility of the property owner, Homeowners Association or other approved entity.

The plan showing such systems and facilities to be privately maintained, including associated easements shall be recorded with the Registry of Deeds prior to lot release or release of security for the subdivision improvements.

E. Stormwater Structures and Systems on Private Property

The Applicant or property owner shall grant an easement to the Town of Randolph allowing entry on the property as necessary to inspect, repair or maintain the stormwater structure or system(s). In the event the Town must maintain or repair a private stormwater component, said cost shall be assessed by the Town to the responsible party. Likewise, if the failure of the responsible party to properly perform its duties results in damages to the Town's stormwater collection system, said costs shall be assessed by the Town to the responsible party.

SECTION X. SPECIFICATIONS FOR CONSTRUCTION

A. General

Streets within subdivisions shall be where and as designated by the Board. No street or way through private property shall be accepted by the Town unless the same be previously constructed and completed in accordance with the specifications herein.

- A1. To ensure high quality and uniformity of construction and, unless otherwise specified, all work and the materials used in the work shall conform to the requirements of the "Commonwealth of Massachusetts Department of Public Works, Standard Specifications for Highstreets and Bridges 1988 Edition" as amended; hereinafter referred to as the "Standard Specifications" .
- A2. Supplementing the aforesaid Standard Specifications, certain specifications or special provisions shall apply particularly to the work to be done hereunder. References in the following specifications, unless otherwise stated, are to the aforesaid Standard Specifications, amendments or addenda. These specifications and special provisions shall take precedence and shall govern when they are stricter.

B. Clearing

All vegetation and debris shall be removed within the Right-of-Way except as specified herein. All material that does not conform to Special Borrow (MassDOT Standard Specifications M1.02.0) shall be removed to a depth of sixteen inches (16") below finish grade. No utilities shall be installed until this requirement is completed.

C. Erosion Control Measures

Adjacent property, public and private, shall be protected from damage, hazard or pollution which may result from land disturbing operations. Stock piles of soil, fill and loam shall be protected from wind and water erosion. Dust shall be controlled in the entire development.

An Erosion and Sedimentation Control Plan prepared by a Registered Landscape Architect or a Registered Professional Engineer shall be submitted. In preparing such plan, due regard shall be given to minimizing the amount of clearing, grading and slope modifications and making use of existing topography and natural land features and preservation of existing vegetative cover. Permanent vegetative plantings to control erosion shall be of a variety compatible with specific soil and site conditions.

D. Materials

- D1. **Special Borrow** for fill shall conform to MassDOT Standard Spec M1.02.0.
- D2. **Processed Gravel** shall conform to MassDOT Standard Spec M1.03.1.
- D3. **Gravel Borrow** shall conform to MassDOT Standard Spec M1.03.0, Type b.
- D4. **Crushed Stone** shall be washed and range in size from ¾ inch to 1 ½ inch, conforming to MassDOT Standard Spec M2.01.4 to M2.01.2 and shall be hard, durable and reasonably free from flat or laminated particles.
- D5. **Dense Graded Crushed Stone** shall conform to MassDOT Standard Spec M2.01.7.
- D6. **Loam Borrow** shall conform to MassDOT Standard Spec. M1.05.0 or shall be the product of a commercial sand and gravel processing facility. It shall be uncontaminated by saltwater, foreign matter or substances harmful to plant growth. The acidity range of the Loam Borrow shall be pH 5.5 to 7.0.
- D7. **Fertilizer** shall be of a 10-6-4 composition.
- D8. **Grass Seed** composition shall be 60% Red Fescue, 20% Red Top, 20% Kentucky Blue. Seed shall be of the previous year's crop and in no case shall the weed seed content exceed 1% by weight.
- D9. **Hot Mix Asphalt (HMA)** shall conform to MassDOT Standard Spec M3.11.00.

- D10. **Portland Cement Concrete** shall conform to the applicable requirements of MassDOT Standard Spec M4.701. FIBERMESH fibers (100% virgin polypropylene, collated, fibrillated fibers) at a rate of 1.5lb per cubic yard of concrete shall be added for reinforcement.
- D11. **Granite Curbing** shall conform to MassDOT Standard Spec M9.04.1 for VA4. Granite Curb Inlets shall conform to MassDOT Standard Spec. M9.04.5.
- D12. **HMA Berm** shall conform to MassDOT Standard Spec M3.11.0. HMA Curb shall conform to MassDOT Standard Spec. M3.12.0.
- D13. **Retaining Walls** shall be constructed of cast-in-place, precast reinforced concrete, stone and mortar, or prefabricated block. Prefabricated block retaining walls shall conform to all dimensional requirements as specified by the manufacturer. Methods of concrete construction shall conform to the applicable requirements of MassDOT Standard Spec. 901. Cement shall be Portland cement meeting the requirements of ASTM C150. Steel reinforcement shall meet ASTM A615 or A616, whichever is applicable. Reinforcing steel shall be free of rust and dirt. The aggregate shall be crushed stone or screened gravel and clean hard sand and shall conform to ASTM C33 latest revision. Water for concrete shall be clean and free from injurious amounts of mineral and organic substances.
- D14. **Granite Bounds** shall conform to MassDOT Standard Spec M9.04.8. They shall be four feet (4') in length, of sound granite with the top and bottom faces parallel. The front and back shall be straight split.
- D15. **Guardrails** shall be of the type, size and location as specified by the Board after consultation with the Department of Public Works.
- D16. **Pavement Marking**
- D16a. Existing pavement marking applications shall be white or yellow reflectorized thermoplastic, epoxy or other matching material conforming to MassDOT Standard Spec M7.01.
 - D16b. New roadway construction pavement markings shall be white or yellow reflectorized epoxy pavement markings conforming to MassDOT Engineering Directive E-05-003, dated June 16, 2005 and to MassDOT Standard Section 860.
- D17. **Street Signs** including orientation shall conform to the latest version of MUTCD.
- D18. **Traffic Signs** shall be reflectorized aluminum in conformation with MassDOT Standard Sections 828 and M9.30.0. Signs shall not be screen printed with the exception of STOP, YIELD and DO NOT ENTER. All should be of a vandal/graffiti proof type. Sign orientation to the roadway shall follow the latest version of the MUTCD.
- D19. **Dust Control** when required by the Board shall consist of the application of calcium chloride to be measured in specified amounts (gallons per square yard for liquid form and pounds per square yard for flake form). The contractor may be required to provide sprinkler trucks or hoses to wet down surfaces in lieu of applying calcium chloride if approved, in advance, by the Department of Public Works.
- D20. **Handholes** shall have minimum dimensions of 36"l x 36"w x 24"d unless otherwise approved by the Department of Public Works. They shall be designed to meet ASTM C-858 and ACI 318 with AASHTO HS-20 highway loading. Handholes shall be of Quazite polymer concrete or equal. They shall have 5,000 psi strength after 28 days. Reinforcing steel shall meet ASTM A-615 grade 60 with a minimum of one inch (1") of cover provided. Handholes shall be provided with 12" x 18" knockouts as required.
- D21. **Handhole Frame and Covers** shall be cast iron conforming to the details show on the drawings. Cast iron shall be minimum Class 25 conforming to ASTM A48 and as follows:
- D21a. Castings shall be free from scale, lumps, blisters and sand holes
 - D21b. Frames and covers shall be of cast iron with diamond cover surface design. Machine contact surfaces to prevent rocking.
 - D21c. Thoroughly clean and hammer inspect.
 - D21d. Capable of meeting or exceeding AASHTO HS-20 loading unless otherwise indicated or specified.
- D22. **Manhole Frame and Covers** shall have minimum internal dimensions of 36"l x 36"w x 24"d unless otherwise approved by the Department of Public Works. They shall be designed to meet ASTM C-858

and ACI 318 with AASHTO HS-20 highway loading. They shall have 5,000 psi strength after 28 days. Reinforcing steel shall meet ASTM A-615 grade 60 with a minimum of one inch (1") of cover provided. Handholes shall be provided with five inch (5") knockouts as required.

D22a. Castings shall be free from scale, lumps, blisters and sand holes.

D22b. Frames and covers shall be of cast iron with diamond cover surface design. Machine contact surfaces to prevent rocking

D22c. Thoroughly clean and hammer inspect.

D22d. Capable of meeting or exceeding AASHTO HS-20 loading unless otherwise indicated or specified.

E. Utilities

Excavation for structures, including foundations for drains, sewers, gas and water pipes, walls and other structures shall be made to the depth indicated on the Definitive Plan or established by the Town Engineer as appropriate. Rocks encountered in trench excavation determined to be Class B shall be removed as directed by the Planning Board Engineer. All trenches must comply with regulation 520 CMR 14.00. Any excavation greater than three feet (3') in depth and is fifteen feet (15') or less between soil walls must have an excavation permit, be attended, barricaded or back-filled. Any trench/hole that is excavated on public streets or public areas is the jurisdiction of the Department of Public Works and, on private property is the jurisdiction of Inspectional Services.

F. Preparation of Subgrade

- F1. All fill areas within 4 feet of the proposed subgrade shall be filled with Special Borrow except it shall contain no stone larger than six inches (6") in greatest dimension and shall be placed and compacted in layers not exceeding twelve inches (12") in depth, compacted measurement.
- F2. All cut areas shall be excavated to sixteen inches (16") to twenty inches (20") below finish grade, unless the material meets the standard for Gravel Borrow. Fill areas with a depth four feet (4') or greater shall be filled with Special Borrow. All filled areas shall be rough graded and compacted to not less than ninety-five percent (95%) of the maximum dry density of the material as determined by the Standard AASHTO Test Designation T99, Compaction Test Method C at optimum moisture content.
- F3. The subgrade shall be shaped to a true surface conforming to the proposed cross section of the roadway and compacted in accordance with the procedure stated above. All depressions and high spots shall be filled with special borrow or removed and compacted until smooth and satisfactorily compacted. A tolerance of one half inch (1/2") above or below the finish subgrade will be allowed provided that one half inch (1/2") above or below grade is not maintained for a distance longer than fifty feet (50') and that the required grade is maintained in the subgrade. Any portion of the subgrade which is not accessible to a roller shall be compacted with mechanical tampers. The Town Engineer shall approve subgrade construction before sub-base material and pavement is applied.

G. Gravel Sub-base

Before the gravel is spread, the subgrade shall be prepared as noted above and shaped to a true surface conforming to the proposed profile and cross section of the street. Gravel shall be spread and rolled true to lines and grades with an approved three-wheel roller or approved equal, weighing not less than ten (10) tons to yield an eight inch (8") depth after rolling. All sub-base layers shall be compacted to not less than ninety-five percent (95%) of the maximum dry density of the material as determined by the Standard AASHTO T99 compaction test method C at optimum moisture content. Any depression that appears during or after rolling shall be filled with gravel borrow or dense-graded crushed stone and compact until the surface is true and even. When required by the Town Engineer, samples of the gravel to be used shall be tested for gradation by a sieve analysis and the compacted gravel shall be tested for compaction. All tests

shall be paid for by the Applicant.

H. Foundation

The gravel base course shall conform to Section M1.03.0 Type A of the Standard Specifications and shall be placed, graded and compacted in accordance with Sections 150 and 170 of the Standard Specifications to a compacted depth of twelve (12) inches.

I. Base Course

- I1. Gravel Base shall conform to section M1.03.0 Type C of the Standard Specifications and shall be placed, graded and compacted in accordance with sections 150 and 170 to a compacted depth of three (3) inches. When required by the Board, a dense graded crushed stone base conforming to Section M2.01.7 of the Standard Specifications will be utilized in lieu of the gravel base course specified in this section. Dense graded crushed stone base shall be placed and compacted in accordance with Sections 150, 170 and 402 of the Standard Specifications.
- I2. Bitumen for Penetration. The bituminous material for penetration shall consist of the following types. The type used and its rate of application shall be approved by the Town Engineer.
 - I2a. Type SC-70 Oil Asphalt shall conform to AASTO Standard Specification M141.
 - I2b. Refined tar which shall conform to designation M52, AASHO grades RT-3 or RT-4.
 - I2c. Cut-back asphalt RC-70 and RC-250 or MC-70 and MC-250 shall conform to Section M3.020.0 of the Standard Specifications.
 - I2d. Asphalt emulsions, MS-1 or RS-2 shall conform to section M3.03.0 of the Standard Specifications.

J. Sand Cover

A light covering of clean sharp sand, free from loam and clay, shall be uniformly spread over bitumen treated surfaces to absorb all surplus bitumen and form a true surface.

K. Roadway Surfacing

- K1. Pavement shall consist of four inches (4") compacted depth of Class I, Type I-1, bituminous concrete composed of mineral aggregate, mineral filler and bituminous material, plant mixed and laid hot by the use of approved mechanical, self-powered spreaders, capable of spreading the mixture true to line, grade and crown required.
- K2. The pavement shall be constructed in two (2) courses of compacted depth each, or as otherwise directed by the Town Engineer, upon the prepared base course in strict accordance with these Specifications and in conformance with the lines, grades and typical cross sections shown on the approved Definitive Plans; Placement and compaction of bituminous concrete pavement shall be in accordance with Section 460 of the Standard Specifications. The pavement shall consist of a binder course of two and one-half inches (2 ½") inches compacted depth and a top course of one and one-half inches (1 ½") compacted depth in accordance with Section M3.11.03, Table A of the Standard Specifications.
- K3. No bituminous work shall be done during rainy or snowy weather or when weather conditions as to temperature or otherwise are, in the Town Engineer's judgment, unfavorable for obtaining satisfactory results.

K4. Composition of the bituminous concrete mixture must be within the following allowable tolerances of the job mix specifications.

	Job Ave	Single Max
Asphalt	0.25%	0.50%
Aggregate (Pass No. 4 sieve or larger)	+/-7%	+/-10%
Aggregate (Pass No. S sieve or smaller)	+/-4%	+/-8%
Aggregate (Pass No. 200 sieve)	+/-2%	+/-4%
Delivery temperature	Within 15° F	Within 25° F

K5. Mineral aggregate shall conform to Section M3.11.04 of the Standard Specifications.

K6. Mineral filler shall conform to Section M3.11.04 of the Standard Specifications.

K7. Bituminous material shall conform to Section M3.11.06 of the Standard Specifications.

K8. Where new bituminous paving is feathered onto existing pavement, the existing pavement shall be treated with a tack coat of bituminous material consisting of either emulsified asphalt (AASTO Designation M140-49, Type RS-1) or cut back asphalt (Standard Specification RC-1 or RC-2) to ensure adhesion of new paving.

L. Sidewalks

L1. Where sidewalks are constructed, the back edge of the finished sidewalk surface shall be at the correct line and grade relative to the centerline finished grade of the roadways

L2. All sidewalks shall consist of at least eight inches (8") of gravel borrow placed on the prepared sub-grade and two and one half inches (2 ½") compacted depth of Portland cement placed in two (2) courses, a binder course of one and one half inches (1 ½") compacted depth and a top or wearing course of one inch (1") compacted depth.

L3. Where bituminous concrete sidewalk surfaces and driveway aprons are permitted, they shall be adequately rolled with a self-propelled power roller of at least two and one half (2 ½) tons weight to a smooth uniform surface and such that the finished sidewalk surface pitches uniformly three-sixteenths inch (3/16") per foot to the roadway gutter.

L4. Specifications for sidewalk gravel and bituminous concrete shall be the same as roadway specifications outlined in these specifications except that the top course of bituminous concrete shall be Type I-1 dense mix conforming to Section M3.11.03 of the Standard Specifications.

L5. The area in back of the sidewalk, or where no sidewalk is constructed, in back of the required berm, shall be graded to a point where it coincides with the finished grade off abutting lots in such a manner that no portion thereof within the exterior lines of the street will project above a plane sloped four (4) to one (1) upward from the edge of sidewalk or berm, or be below a plane sloped four (4) to one (1) downward. Loam shall be applied to a depth of not less than four inches (4") rolled and seeded. Where ledge is encountered, ledge should be removed so that it will be sloped one (1) foot horizontal to ten feet (10').

M. Curbing

M1. Where required, vertical face granite curbing with a seven inch (7") reveal shall be installed at the edge of the pavement along subdivision roadways interrupted only by catch basin inlets or driveway approaches.

M2. At driveway approaches, the granite curbing shall be eliminated for a distance of approximately fourteen feet (14') to sixteen feet (16') to accommodate the required paved aprons from gutter line.

M3. Vertical face granite curbing is required at all drain catch basin inlets and radius curbing.

M4. Detectable warning surfaces are required and shall adhere to the Rules and Regulations of the State Architectural Barriers Board as most recently amended.

M5. Curbing shall be installed prior to final course of paving.

M6. Where curbing ends at driveways, ramps, and the like, it shall be tapered down in workman like manner.

N. Curb Cuts

- N1. Driveway approaches in subdivisions containing single family residential dwellings shall be at least ten feet (10') wide and shall have an opening of at least sixteen feet (16').
- N2. Driveway approaches for multiple dwellings and all non-residential uses shall be at least twenty feet (20') wide and shall have an opening of at least twenty-six feet (26') at the gutter line.
- N3. Driveway cuts shall not be constructed within the intersection radius.
- N4. If driveways slope from the edge of the street right of way to the edge of the pavement, there shall be a grade of not less than one percent (1%) but not more than eight percent (8%).

O. Monuments, Bounds and Markers

- O1. Monuments shall be set by the Applicant at all points of intersections of streets with each other and at all points of change in direction and at all points of curvature.
- O2. Monuments shall be a standard permanent granite conforming to MassDOT Standard Specifications M9.04.8 and of not less than four feet (4') in length and not less than six inches (6") in width and breadth and shall have a one-half inch (1/2") diameter hole and one and one-half inches (1 1/2") deep, drilled in the center of the top surface.
- O3. Bounds shall not project above the ground more than six inches (6") after final grading.
- O4. Bounds located in lawns shall be set with the top of the bound two inches (2") below the surface.
- O5. Bounds located in sidewalks or drives shall be set with the top of the bound flush with the surface.
- O6. When the bound location falls on solid ledge and the use of a drill steel rod is directed by the Engineer, a one and one-half (1 1/2") hole shall be drilled to a depth of eighteen inches (18") and a drill steel rod as specified under MassDOT Standard Specification Section 710 shall be placed in the hole. The rod shall be set so that the hole is on the bound point. The drill steel rod shall project above the ledge from one inch (1") to two inches (2") and shall be grouted with a 1:1 mortar mix.
- O7. All existing roadway monumentation shall remain and be protected. Any existing bounds or monuments which have been disturbed or destroyed shall be reset by the Applicant's Professional Land Surveyor.
- O8. Markers shall be installed at each point where the lot line intersects the street right-of-way at all corners of lots, and at all other points where, in the opinion of the Planning Board, markers are necessary.
- O9. Markers may be one row pipes, one row pins or granite bounds
- O10. The placement and accurate location of these monuments and markers shall be certified by a registered land surveyor and properly located on the As-Built plans and a *FORM N FINAL CERTIFICATE OF COMPLETION* endorsed by the engineer and surveyor for the Applicant, indicating the location of such bounds. The As-Built shall include tie sketches to each bound point taken from at least two (2) permanent features (e.g., corner of house, spike in utility pole, drill hole in curb inlet, etc.), indicate the date each bound point was set and the type of bound set (e.g. concrete, granite or spike, etc.).

P. Street Signs

- P1. From the time of rough grading, the sign posts at the intersection of such street with any other street shall have affixed thereto a sign designated such street as a private way. The words "**Private Way**" shall be lettered on a separate sign placed above the street name sign. This separate sign shall be removed only if and when the street is accepted by the Town as a public way.
- P2. Where a street is constructed as a dead-end, there shall be a sign "Not A Thru Way" installed at the intersection of such street with a through way.
- P3. Street signs for each intersecting street shall be installed to conform to the specifications of the Randolph Department of Public Works.
 - P3a. Posts shall be 14 gauge galvanized square posts with reflector strips and 7/16" holes spaced 1"

- apart on center.
- P3b. The bottom of the lowest mounted sign shall not be less than seven feet (7') above grade.
 - P3c. Street name letters shall be six inches (6") in height for primary streets and four inches (4") in height for secondary and subsidiary streets.
- P4. No street sign, temporary or permanent shall be installed showing a name other than the one approved by the Planning Board.

Q. Cleaning Up

No lot shall be considered complete until all stumps, brush, roots and like material, and all trees, rocks and boulders not intended for preservation by the Applicant shall have been removed and disposed of in a manner satisfactory to the Planning Board. Any fire hazard shall be removed promptly to the satisfaction of the Fire Department.

R. Maintenance of Improvements

For the purpose of protecting the safety, convenience, and welfare of the Town's inhabitants, for the provision of adequate access to all of the lots in a subdivision, and for streets that will be safe and convenient for travel, for reducing the danger of life and limb in the operation of motor vehicles, for securing safety in the case of fire, flood, panic and other emergencies; under MGL Chapter 41, Section 81M as amended, the Applicant or his successor shall provide for the proper maintenance and repair of improvements during the period of construction and continuing until such time as the way has been accepted as a Town way.

S. Provision of Competent Supervision

The Applicant shall provide competent supervision during the development of their subdivision. If at any time it becomes apparent that the supervision is not satisfactory, the Planning Board may order the discontinuance of the development until competent supervision is provided.

The Applicant may be required to provide for the necessary funds for an outside consultant to provide competent supervision or inspection services. Said funds shall be deposited with the Town Treasurer who will establish a special account for this purpose. The Planning Board may then expend funds in connection with the employment of an outside consultant to provide these services. Expenditures from this special account shall be made only in connection with oversight and inspection of a subdivision approval for which the funds have been required. Accrued interest may also be spent for this purpose.

If the funds deposited are insufficient to cover the costs of the services, the Board may require the Applicant to provide additional funds. Failure of an Applicant to provide the funds necessary to provide this service shall be grounds for denial of the subdivision application. After completion of the project, any excess amount in the account, including interest attributable, shall be repaid to the Applicant and/or their successor in title. Any person or entity claiming to be an Applicant's successor in title shall provide the Board with documentation establish such succession in title.

T. Field Changes

Inspection of construction of the subdivision improvements also includes evaluation of proposed field changes or other minor changes to approved plans and requirements. Requests for authorization of any proposed field changes shall be made in writing and shall include sketch plans, manufacturer's literature, manufacturer's technical drawings similar in content to shop drawings that clearly illustrate the proposed work. Field changes may be submitted to the Planning Board office for determination or to the Planning Board Engineering Consultant for a non-binding opinion.

If submitted for a non-binding opinion, the Planning Board Engineering Consultant will evaluate any proposed field changes. If in the opinion of the Planning Board Engineering Consultant, the change is substantive the change shall be referred to the Planning Board for decision. If in the opinion of the Planning Board Engineering Consultant, the change is de minimis, the Planning Board Engineering Consultant will allow the change to be incorporated in the work. In proceeding with the change, the Applicant acknowledges that the change is made “at risk” and any improvements installed “at risk” shall promptly be removed upon a decision by the Planning Board.

SECTION XI. INSPECTIONS AND CERTIFICATIONS

A. General Provisions

For the purpose of requiring close adherence to all construction specifications, the Planning Board and/or its agent shall conduct regular on-site inspections as specified herein. Inspections shall be carried out by agents from the applicable Town Departments and may be supplemented by outside consultants where deemed necessary by the Board. Inspections of the quality of materials used and methods of installation of the improvements within a subdivision by the Board's Engineer, are required to protect the health and welfare of the future subdivision residents, and of the Town.

A1. Access

The Applicant will provide safe and convenient access to all parts of the subdivision, for the purpose of inspection, to representatives of the Board or other Town departments and boards.

A2. Responsibility

The Applicant is responsible for requesting inspections at the proper stage in the process of installation of improvements, as provided below. Should an inspection not be performed due to the failure of the Applicant to notify the inspector, the Applicant may be required to uncover the improvements. No work will be accepted that has been covered before inspection.

A3. Applicant's Engineer and Surveyor

The Applicant shall engage a Civil Engineer to prepare design revisions if required and to visit the site during construction to enable the Town Engineer or Engineering Consultant to prepare the required certification that the subdivision improvements have been completed in compliance with the approved Definitive Subdivision Plans and the Planning Board Decision.

The Applicant shall engage a Surveyor to provide line and grade. The Planning Board representative (such as Engineering Consultant) shall observe that benchmarks, stakes, pins, and bounds are in place but does not verify the accuracy of location. The Applicant's Surveyor shall certify that the elevation, inverts, and location of all subdivision improvements are accurate and have been completed in compliance with the approved Definitive Subdivision Plans.

B. Inspections

B1. The Applicant shall submit to the Planning Board within forty-five (45) days of the date of endorsement of the Definitive Plan, a proposed construction schedule, outlining proposed times for construction of the items listed below.

B2. Inspections shall be for the purposes listed below. Each item identified below shall be inspected and accepted as correct by the Town Engineer or agent before proceeding to the next step in the construction of the project.

- The Prepared Site: clearing and grubbing, stump removal, erosion control, material stockpiles and other proper site preparations.
- Installation of detention basins, catch basins and drain lines, water mains, sewer lines & other utilities with open trenches and all other appurtenances.
- All required testing and As-Built locations of mains and services.
- Backfill of trenches including compaction and borrow materials.
- Installation of stormwater systems.
- Roadway subgrade, roadway gravel, gravel placement, depths, compaction, lines and grades prior to placement of the binder course.
- Placement of the binder course including proper mix, depth and compaction.

- After binder course for the proper raising of castings to binder grade, binder conformance to design grade and functioning drainage.
 - Construction of curbs, sidewalks, and top course pavement.
 - Cleaning up of the site.
 - Installation of plantings, loaming and seeding and stabilizations of any areas necessary.
 - Installation of street signs.
 - Installation of bounds.
- B3. The Applicant shall notify the Planning Board or its agent prior to the commencement of each of the major phases of construction. Requests for inspection must be made to the Town’s Engineer or agent no less than two (2) business days prior to the beginning of any stage of construction above.
- B4. The Board will require satisfactory completion of one (1) step before the subdivider proceeds to the next. It may require tests to be done by the subdivider at his expense as a condition for approval when in the opinion of the Board it is advisable.
- B5. Approval for backfilling will not constitute final approval of the utility until such lines are properly pressure tested, in the case of water main installation, and television inspected in the case of sewer and drain lines.
- B6. Failure to comply with the inspection procedure may necessitate removal of improvements at the expense of the Applicant or rescission of the approval of the plan in accordance with MGL Chapter 41, Section 81W.

C. As-Built Plans

C1. General

Throughout the construction of the subdivision improvements, the Engineer or the Surveyor shall perform as-built surveys recording the location, inverts, depth, materials, class and diameter of all subsurface utilities.

C2. Benchmark

A benchmark through the placement of an iron rod in the centerline of the roadway or specified lot corner at the time of initial construction shall be maintained as a uniform point of reference throughout the entire period of construction and shall not be removed until the final release of the Performance Guarantee by the Planning Board.

C3. Interim As-Built Plan

Prior to the installation of the top course of pavement, the Engineer or Surveyor shall perform as-built survey and submit an Interim As-Built Plan showing all complete subsurface utilities, the location and elevations of the binder course of pavement and curbing and shall certify compliance with the grades and locations indicated on the approved Definitive Plan. As-built plans shall be submitted to the Planning Board (1 set on mylar, 2 print copies and 1 CD, USB flash drive or similar containing the plan that complies with Level III of the current version of the ***MassGIS “Standard for Digital Plan Submission to Municipalities”*** depicting the following:

- Location of the centerline of the street.
- Roadway width and elevation of finished grade.
- Location of permanent monuments.
- Location of all water mains, valves, hydrants, services and curb stops.
- Location of all gas mains, valves and curb stops.
- Location of all underground telephone, CATV, electrical lines, copper/fiber optic internet and communications systems if within the limits of pavement.
- Location of all easements.
- Location of sewer structures, lines and services.
- Location of all drainage pipes, headwalls, swales and stormwater utilities.

C4. Final As-Built Plan

The Final As-Built Plan shall show all plans and profiles corrected by the Engineer or Surveyor to depict actual as-built locations and elevations of streets, street section elements and utilities. Said plans shall be submitted to the Planning Board (1 set on mylar, 2 print copies and 1 CD, USB flash drive or similar containing the plan that complies with Level III of the current version of the **MassGIS “Standard for Digital Plan Submission to Municipalities”**) and prepared in a manner suitable for records at the Registry of Deeds and include the following:

- Location of traveled streets, curbs, sidewalks, cul-de-sacs and street trees.
- Elevation of finished grade.
- Location of all water mains, valves hydrants, services and curb stops shown in plan view and profile.
- Location of all gas mains, valves and curb stops shown in plan view and profile.
- Location of all sewer structures, lines and services (with profiles) shown in plan view and profile.
- Location of all underground telephone, CATV, electrical lines, copper/fiber optic internet and communications systems.
- Location of all above ground boxes for cable TV, electricity and telephone.
- Location of all drainage structures, mains and piping shown in plan view and profile.
- Location of all lighting, lighting hand holes and wiring (in plan view).
- Location of survey monuments.

A scale of one inch equals forty feet (40’) horizontal and one inch equals four feet (4’) vertical is desired whenever possible. Utilities should be shown on the same sheet. If presentation requires separation of utilities, water and drainage shall be depicted on the same sheet.

As-Built Plans shall include written certification signed and stamped by a Registered Land Surveyor and a Registered Professional Engineer indicating that such As-Built Plans accurately reflect the conditions in the completed subdivision in compliance with the approved Definitive Plan.

D. Lot Release

Permits for erection of a building shall not be granted until the Planning Board has received an Interim As-Built Plan and executed a *FORM L REQUEST FOR RELEASE OF LOTS*.

D1. All requests for the release of lots for building shall be in writing on a *FORM L REQUEST FOR RELEASE OF LOTS* by the Applicant and acted upon at a regularly scheduled meeting of the Board. The Board will not grant partial releases of lots in a subdivision except where a subdivision includes the construction of more than one way, then the Board may release all lots on the finished way meeting the following specifications:

- D1a. Underground utilities have been installed.
- D1b. Gravel base course and base course pavement have been installed for the entire roadway length.
- D1c. Sidewalk(s) have been installed.
- D1d. Associated street lighting has been installed and is operational.

E. Final Certificate of Completion

Immediately prior to requesting acceptance by the Planning Board of the subdivision street(s) and/or utilities as complete, the Applicant shall cause all parts of the drainage system to be cleaned, ensure all utilities are in good working condition, all rights-of-way cleaned, mowed and put in workmanlike order, and so maintained until completion of the acceptance process.

E1. The Applicant shall submit to the Board the following:

- E1a. Final As-Built Plans with accompanying cross sections and profile for each street in the

subdivision as specified in Section XI.C4

- E1b. *FORM N FINAL CERTIFICATE OF COMPLETION* endorsed by a Professional Engineer certifying that streets, drainage and utilities conform to the Board's requirements in accordance with the approved Definitive Plan and also endorsed by a registered Surveyor certifying the placement of monuments and bounds.
- E1c. Written confirmation that the binder course was exposed to one winter season (Nov. 15-April 30) prior to the application of the wearing course and that the completed street, drainage and utility improvements have been exposed to the natural elements and weather conditions during one additional winter season (Nov. 15-April 30) without substantial damage, or that damage, if incurred, has been repaired to the satisfaction of the Town Engineer.
- E1d. Written certification by a Registered Landscape Architect or Certified Arborist that installation of street trees and other plantings required by the Rules and Regulations and the approved Definitive Plans have been completed satisfactorily, that such plantings have been exposed to one winter season (Nov. 15-April 30) and that damaged plantings, if incurred, have been replaced to the satisfaction of the Board.

E2. Conveyance of Easements and Utilities

The Applicant shall execute a *FORM M CONVEYANCE OF EASEMENTS AND UTILITIES* that conveys or transfers title or rights as follows:

E2a. Conveyance of Travel Easements

- 1. Convey to the Town of Randolph the right to use streets and any travel easements in the subdivision for the purposes of public travel, installation of utilities and all other purposes for which streets are or may be used in Randolph. This shall not be construed to relieve the Applicant and his successors in title to any portion of a street in a subdivision from the responsibility of maintaining said street in good repair until it is accepted by vote of the Town Council.

E2b. Conveyance of Drains

- 1. Convey to the Town of Randolph the right and easement to construct, extend, operate, remove, replace, repair and maintain all surface and subsurface drains and their appurtenances, such as inlets, catch basins, manholes, wing walls, ditches, and paved sluiceways, in and under streets and easements, and where necessary indicate such easements on the subdivision plans at least ten feet (10') from the centerline. This shall not be construed to relieve the Applicant and his successors in title from the responsibility of maintaining all drainage systems in good repair until the streets and appurtenant drainage easements are accepted by vote of the Town Council.

E2c. Conveyance of Water

- 1. Convey to the Town of Randolph the right and easement to construct, extend, operate, remove, replace, repair and forever maintain all water mains, valves, pipes, hydrants and other appurtenances in and under streets and easements, indicating where necessary such easements on the definitive subdivision plan as extending at least ten feet (10') from the centerline of the water pipe on each side. This shall not be construed to relieve the Applicant and his successors in title from the responsibility of maintaining all water supply piping and appurtenances in good repair until and unless the streets and appurtenant easements are accepted by vote of the Town Council.

E3. The Board shall obtain, in writing from the Town Engineer or consultant, a statement that the subdivision has been inspected and the Applicant has completed the work in accordance with the

requirements of these Rules and Regulations and has approved the methods of construction and materials in the performance of such work.

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SECTION XII. PERFORMANCE GUARANTEE AND REQUIREMENTS PRIOR TO ENDORSEMENT OF DEFINITIVE PLANS

A. Guarantee Required

Following the expiration of the mandatory twenty (20) day appeal period or after issuance of a final decree of the court sustaining approval, the Planning Board shall not endorse any Definitive Plan until the Applicant has secured the construction and installation of such improvements by a Performance Guarantee by one, or in part by one and in part by the other, of the methods outlined herein in accordance with MGL Chapter 41, Section 81U. The Applicant shall notify the Board of the method chosen at the time of approval of the Definitive Plan.

A1. Documents Required

- A1a. A revised Definitive Subdivision Plan with the necessary corrections if conditional approval was given or modifications required.
- A1b. Two (2) sets of the mylar originals, one (1) copy in a digital format and two (2) paper copies sized 24" x 36".
- A1c. Municipal lien certificate indicating that all taxes, assessments and charges for the Town of Randolph are current.
- A1d. Deeds of easements as shown on the plan.
- A1e. All documents including, but not limited to master deeds, restrictive covenants, deed restrictions, shared land, open space and homeowner's/landowner's association documents.
- A1f. A proforma or sample of the individual property deeds to the individual homeowners to be used.

B. Approval with Covenant

- B1. A Performance Guarantee may be provided by the owner(s) of record, by a covenant (*FORM F COVENANT AGREEMENT*) running with the land, and shall provide that no lot may be conveyed, other than by mortgage deed, until such streets and services, as required in the Rules and Regulations, have been completed and approved as provided hereafter.
- B2. Such covenant shall be recorded, at the expense of the Applicant, at the Registry of Deeds, or registered in the Land Court, and shall be binding upon the land within the subdivision. The Applicant shall notify the Board in writing of the date of such recording, submitting evidence thereof satisfactory to the Board.
- B3. Upon receipt of notification of recording the Board shall file one print of the Definitive Plan with the Building Inspector. In accordance with the statute, where approval with covenant is noted thereon, the Building Inspector shall not issue any permit for the construction of a building on any lot within the subdivision without receipt from the Board of a copy of the Release of Covenant.

C. Partial Release of Covenant

- C1. The Applicant may request a release of some, but not all, lots from Covenant using *FORM F1 REQUEST FOR COVENANT RELEASE* in exchange for a financial guarantee provided that:
 - C1a The requested lots run consecutively and are released on both sides of the road simultaneously, beginning with the lots nearest any intersection of the subdivision road and a through road;
 - C1b Such lots front on, are connected, or are otherwise served by such streets, utilities and other improvements.
- C2. A bond or cash surety shall be posted by the Applicant sufficient to cover the costs of completion of the remaining roadway and infrastructure work plus a twenty percent (20%) contingency fee.

D. Enforcement of Covenant

All required construction must be substantially complete within two (2) years from the date of endorsement of the plan unless otherwise approved by the Board. If the Board should determine that construction has not been substantially completed or that due diligence is not being provided to complete said construction, it may move to rescind its approval of the project in accordance with MGL Chapter 41, Section 81W. The same action may occur if the Board should determine default at any time thereafter.

E. Approval with Cash Surety

- E1. The Applicant may provide a surety in the form of a cash deposit of money using *FORM G PERFORMANCE SECURED BY DEPOSIT* to the Town of Randolph which shall be deposited in an interest bearing account through the Treasurer's Office.
- E2. The amount of surety shall be calculated by the agent of the Planning Board based on estimates of the quantity of materials necessary to complete the required construction. The value of the surety shall equal the total of schedule of values, total cost of completion of the project, costs adjusted to account for municipal prevailing wage rates plus a twenty percent (20%) contingency fee.
- E3. The surety shall include an As-Built Plan fee of \$5,000 or \$1,000 per lot for residential subdivisions, \$5,000 or \$2,000 per lot for commercial subdivisions, whichever is greater, to be released upon receipt of the Final As-Built Plan and as specified in these regulations.
- E4. If the Board shall have decided, at any time during the term of the surety, that the cost of the improvements have risen substantially and the Performance Guarantee is no longer sufficient to cover construction costs, the Board may increase the value of such surety by an appropriate amount.
- E5. The penal sum of any such deposit held shall bear a direct and reasonable relationship to the expected cost, including the effects of inflation, necessary to complete the subject work. Such amount(s) may, 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.
- E6. The terms of the surety shall remain in effect until the Planning Board determines that all required construction has been completed in accordance with the Rules and Regulations. No surety shall contain language specifying a period of time after which the terms of the surety will expire.
- E7. In no event shall the contingency fee or any portion thereof be released prior to the final release of the Performance Guarantee.

F. Reduction of Cash Surety

Upon written request by the Applicant by *FORM G1 REQUEST FOR REDUCTION OR RELEASE OF DEPOSIT*, the Board may reduce the surety except for any portion of the contingency fee, by an amount equal to the cost of the required improvements that have been completed. However, no portion of the surety shall be reduced until an As-Built plan has been submitted. The written request shall detail the work completed to date and the remaining work on the site. Subsequent to the inspection of the work by the agent to the Planning Board, the Board shall notify in writing the petitioner and, when applicable, the holder of the surety, as to its decision. If all or a portion of the requested funds are not released, the Board shall specify in its decision how the completed work does not comply with the Rules and Regulations and any conditions for the project.

G. Approval with Performance Bond

- G1. The Applicant may provide a surety in the form of a bond using *FORM H PERFORMANCE SECURED BY NEGOTIABLE SECURITIES* issued by a Surety Company acceptable to the Planning Board.
- G2. The amount of surety shall be calculated by the agent of the Planning Board based on estimates prepared and certified by the engineer for the project indicating the quantity of materials necessary to complete the required construction, total cost of completion of the project, costs adjusted to account

for municipal prevailing wage rates plus a twenty percent (20%) contingency fee.

G3. The value shall include an As-Built Plan fee of \$5,000 or \$1,000 per lot for residential subdivisions, \$5,000 or \$2,000 per lot for commercial subdivisions, whichever is greater, to be released upon receipt of the Final As-Built Plan as specified in these regulations.

H. Reduction of Performance Bond

Upon written request by the Applicant (*FORM H1 REDUCTION/RELEASE OF NEGOTIABLE SECURITIES*), the Board may partially release the performance guarantee except for any portion of the contingency fee, by an amount equal to the cost of the required improvements that have been completed. However, no portion shall be released until an As-Built Plan has been submitted. The request shall detail the work completed to date and the remaining work on the site. Subsequent to the inspection of the work by the agent to the Planning Board, the Board shall notify in writing the petitioner and, when applicable, the holder of the performance guarantee, as to its decision. If all or a portion of the requested funds are not released, the Board shall specify in its decision how the completed work does not comply with the Rules and Regulations and any conditions for the project.

I. Enforcement of Performance Guarantee

11. Default shall occur anytime an Applicant fails to comply with the conditions set forth within a letter from the Planning Board within a period of time as the Board shall specify. The letter shall inform said Applicant of deficient or incomplete work which does not conform to the approved subdivision plan and any conditions. Failure to comply shall cause the Planning Board to initiate one or both of the following actions:

- 11a Amend, modify or rescind the plan in accordance with MGL Chapter 41, Section 81W.
- 11b Enforce or apply the surety for the benefit of the Town.

J. Conveyance of Utilities and Easements

Prior to the release of a bond or other security, or to the issuance of any document fully releasing the Applicant from the conditions of a covenant, or any other instrument intended to secure the performance of required work, the Applicant shall, without cost to the Town, execute a *FORM M CONVEYANCE OF EASEMENTS AND UTILITIES* that conveys or transfers title or rights as specified in *Section XI.E*.

K. Release of Performance Guarantee

Before the Board will release interest of the Town required for which security was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the Applicant shall submit certification(s) as specified in *Section XI.E*.

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SECTION XIII. SUBSEQUENT ACTIONS TO AN APPROVED DEFINITIVE PLAN

A. Maintenance of Streets and Utilities

A1. Maintenance Responsibility

The Applicant, or successor such as a Homeowners Association, shall maintain all portions of the subdivision, curbs, sidewalks, streets and utilities within the roadway right-of-way, utility easements, and common areas until and unless the Town Council votes to accept the streets and/or any of the utilities therein constructed. Snow removal, salting and sanding of roadway surfaces adequate for public safety shall be included in the maintenance responsibility.

A2. The Applicant, or successor such as a Homeowners Association, shall be financially responsible for the lighting of roadways in a subdivision until and unless the Town Council votes to accept the streets and/or any of the utilities therein constructed.

A3. The responsibilities for maintenance of stormwater management are outlined in Section IX of these Rules and Regulations.

B. Modification, Amendment, or Rescission

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

B1. No modification, amendment or rescission of the approval of a subdivision plan or change in such plan shall affect the lots which have been sold or mortgaged subsequent to the approval of the plan, or any rights appurtenant thereto, without the consent of the owner of such lots, and of the mortgagee, if any, thereon.

B2. No modification, amendment or rescission or change in an approved plan shall take effect until the applicable provisions of MGL Chapter 40A, Section 81W are complied with.

B3. The failure of an Applicant to complete work in a subdivision within two (2) years of the approval of the Definitive Plans, or extension granted by the Planning Board, shall constitute a reason for the rescission of such approval.

B4. Major Modification

A major modification shall be considered any modification that results in the alteration of the roadway width or length, increase in the number of lots, type of housing, number of units or significant change to the stormwater management system as determined by the Stormwater Management Authority. The filing fee shall be tendered by certified check payable to the Town of Randolph at the time of submission. The Applicant shall be responsible for all advertising and notification costs as well as any fees for peer review as applicable.

B5. Minor Modification

A minor modification shall be considered any modification other than those specified above and a filing fee shall be tendered by certified check payable to the Town of Randolph at the time of submission.

C. Acceptance of Streets

Approval and completion of a Definitive Subdivision Plan by the Planning Board does not constitute acceptance as a public way nor imply that the Town Council will vote to accept the street or utilities. The Applicant shall be responsible for petitioning the Town Council for the acceptance of streets.

C1. Streets Not Intended for Acceptance

Definitive Subdivision Plans that were designed with the intent to not become a public way shall not be

considered for acceptance. Definitive Subdivision Plans that are typically not eligible for acceptance include the following:

- C1a. Streets that were designed at lessor standards than the requirements of these Rules and Regulations at the time of approval; or
 - C1b. Those plans that contain a note specifically stating that the street is not intended for acceptance as a public way. A petitioner may improve the street to conform to the requirements of the Department of Public Works (DPW) and these Rules and Regulations and then be eligible for the acceptance as a public way.
- C2. Financial and Legal Responsibility
- Street acceptance procedures, as specified by the Town Council, may require construction costs, fees, peer and/or legal review. Petitioners shall bear all responsibility for any and all construction costs and/or fees incurred during the street acceptance process.
- C2a. Construction Costs
Petitioners shall be responsible for all construction and/or maintenance costs associated with the streets being prepared for acceptance as a public street or way.
 - C2b. Fees
Petitioners shall submit associated fees to the municipal authority specified at the time the request for acceptance of the street is made. All fees shall cover street acceptance procedure expenses. Expenses incurred by the Town may include but are not limited to site inspections and departmental reviews.
 - C2c. Legal Review
The Town of Randolph requires legal review of all streets under consideration for acceptance for public use. The petitioner may be required to provide a retainer for legal review services based on a scope of work prepared by Randolph's legal counsel. Such scope may include the review and/or preparation of documents associated with the acceptance such as recording of deeds, fees payable to the Norfolk County Registry of Deeds or land court, subordination of mortgages, and/or other applicable fees. Any unused funds shall be returned to the petitioner.
- C3. Recommendation for Acceptance
- C3a. The Planning Board shall not recommend that a way be eligible for acceptance by the Town as a public street unless such street, utilities and all other required improvements are in compliance with all design and construction standards in effect at the time of approval of the subdivision or, if the way was laid out prior to the Town's adoption of the Subdivision Control Law, the minimum standards outlined in Section VI of these Rules and Regulations.
 - C3b. The Planning Board may recommend that streets approved with waivers be ineligible for acceptance as public streets, unless the subdivision is subsequently resubmitted to the Planning Board for approval as an amended subdivision and the streets and other improvements are brought to the current standards for a subdivision.
- C4. Process for a Public Way
- After all subdivision improvements have been installed and a *FORM N FINAL CERTIFICATE OF COMPLETION* has been signed by the Planning Board, the Applicant may submit, according to the form and schedule prescribed by the Town Council, a petition seeking acceptance of the street(s) by the Town pursuant to MGL Chapter 82.

SECTION XIV. ADMINISTRATION

A. Authority

- A1. At the Annual Town Meeting of 1931, it was VOTED: "To establish a Planning Board under the provisions of MGL Chapter 41 sections 70-72".
- A2. At the Annual Town Meeting of the Town of Randolph on April 2, 1951, it was VOTED: "To establish a Planning Board under the provisions of C. 41, Section 81A-81Y, of the General Laws."
- A3. At a meeting held by the Planning Board of the Town of Randolph on March 22, 1955, it was unanimously VOTED: "That under the authority granted the Planning Board of the Town of Randolph by Section 81Q of Chapter 41 of the General Laws these Rules and Regulations are established governing the submission and approval of plans in connection with the subdivision of land in the Town of Randolph. From and after this date, previous rules and regulations are no longer in force with respect to applications for the approval of subdivisions hereinafter filed."
- A4. After a public hearing held on May 12, 1969, the Planning Board voted on September 22, 1969 to adopt revised Subdivision Regulations and Procedural Rules and filed the same at the Norfolk Registry of Deeds on December 3, 1969.
- A5. After a public hearing held on April 24, 1978, the Planning Board voted on April 24, 1978 to revise the Subdivision regulations by adding a new section titled "Subdivision Standards in Watershed and Wetlands Protection Districts."
- A6. After a public hearing held on June 30, 1981, the Planning Board voted on November 16, 1981 and on March 2, 1982 to adopt revised Subdivision Regulations and Procedural Rules.
- A7. After a public hearing held on April 1, 1985 the Planning Board voted on April 9, 1985 to adopt amendments to Subdivision Regulations and Procedural Rules of the Planning Board.
- A8. After a public hearing held on September 15, 1986, the Planning Board voted on September 15, 1986, to adopt revised Subdivision Regulations and Procedural Rules.
- A9. After a public hearing held on February 18, 2005 and March 21, 2005, the Planning Board voted on March 21, 2005 to adopt revised Subdivision Regulations and Procedural Rules.
- A10. After a public hearing held on January 28, 2020 the Planning Board voted on January 28, 2020 to adopt revised Subdivision Regulations.

B. Validity

If, in any respect, any provision of these Rules and Regulations in whole or in part, shall prove to be invalid for any reason, such invalidity shall only affect the part of such provision which shall be invalid and in all other respects these Rules and Regulations shall stand as if such invalid provision had not been made, and they shall fail to the extent, and only to the extent, of such invalid provision, and no other provision of these Rules and Regulations shall be invalidated, impaired or affected thereby.

C. Appeals

Appeals may be taken from the determination of the Planning Board in accordance with the provisions of MGL Chapter 41, Section 81BB.

D. References

These standards draw and refer to the *Commonwealth of Massachusetts – Massachusetts Highway Department: Standard Specifications for Highstreets and Bridges* (1995 et seq.) and the *Commonwealth of Massachusetts – Massachusetts Highway Department: Construction and Traffic Standard Details* (1996 et seq.). These two documents are referred to collectively as the MassDOT Standards.

In addition to the MassDOT Standards, the Town references AASHTO and ASTM as guidance for the materials and execution of work performed on the Town roadway infrastructure. The latest revision of each standard shall be referenced. For matters not covered by these Rules and Regulations reference is made to MGL Chapter 41, Sections 81A to 81GG.

<u>Standard</u>	<u>Title/Subject</u>
521 CMR	Rules and Regulations of the Architectural Access Board
AAB	Architectural Access Board
ADA	Americans with Disabilities Act
AASHTO	American Association of State Highway and Transportation Officials
ASTM/ASTM International	American Society for Testing and Materials
ISO	Insurance Services Office
MUTCD	Manual on Uniform Traffic Control Devices
NFPA	National Fire Protection Association

E. Repealer

Previous rules and regulations are no longer in force with respect to applications for the approval of subdivisions filed after the effective date of these rules and regulations.

F. Effective Date

These rules and regulations shall be effective on and after the 28th day of January, 2020.

APPENDICES

Appendix A – Fee Schedule

Appendix B – Street Light Standard

Appendix C – Street Trees

Appendix D – Typical Cross Section Primary Road

Appendix E – Typical Cross Section Secondary Road

Appendix F – RESERVED FOR FUTURE USE

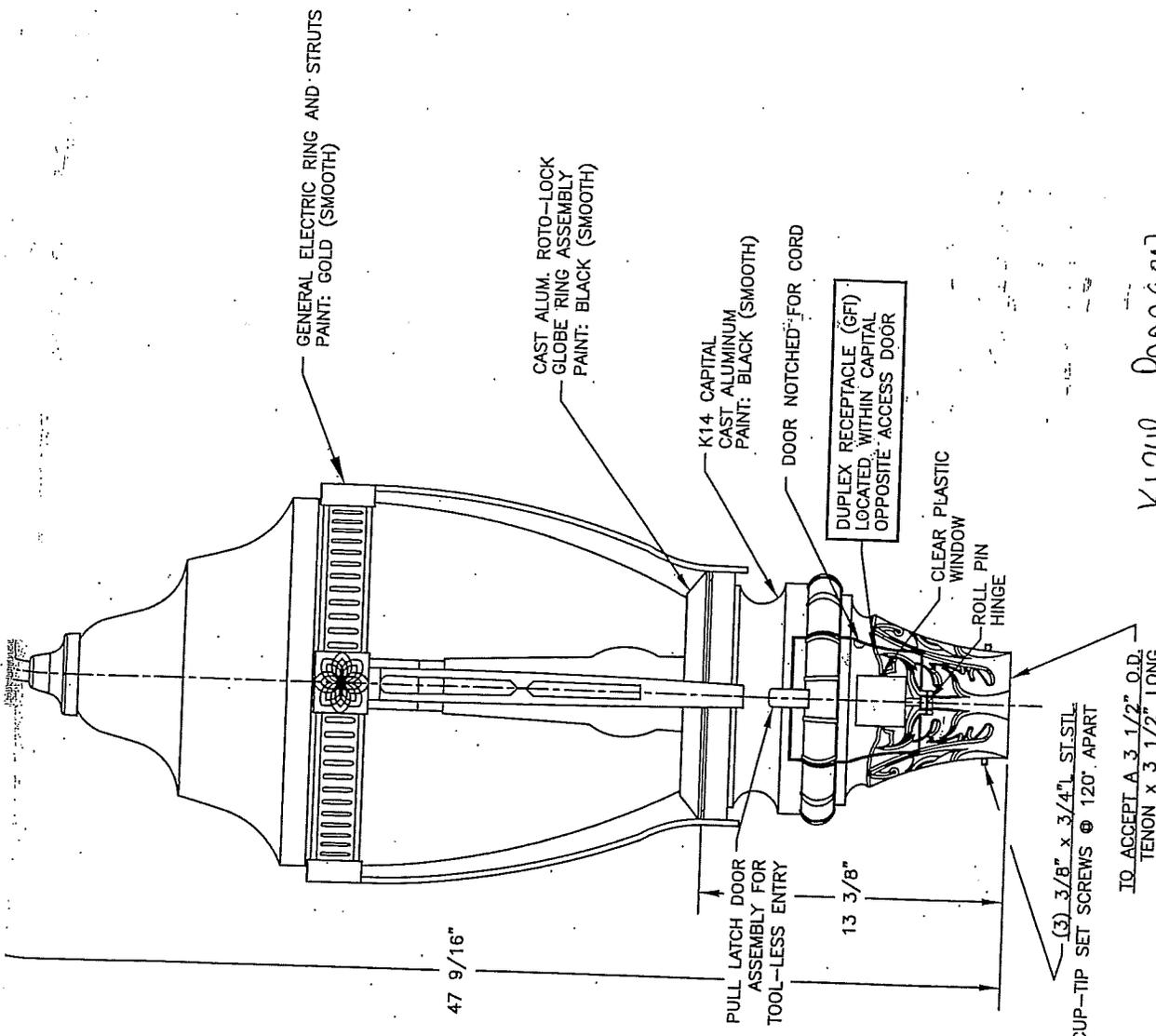
Appendix G – Typical Permanent Cul-de-sac for 60ft and 50ft radius

Appendix H – Typical Wing Headwall

Appendix I – Typical Temporary Back-up Strip and Temporary Turnaround

APPENDIX A - FEE SCHEDULE

<u>ITEM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Approval Not Required	Town Fee: \$250 + \$100 per buildable lot	Town fee – non-refundable
Preliminary Subdivision – residential	Town Fee: \$500 plus \$100 per lot	Town fee – non-refundable
Preliminary Subdivision – commercial	Town Fee: \$1,000 plus \$100 per lot	Town fee – non-refundable
Definitive Subdivision – residential	Town Fee: \$2,000 plus \$300 per new and existing lot	Town fee – non-refundable
Definitive Subdivision – residential <i>(if preliminary plan was provided)</i>	Town Fee: \$1,500 plus \$300 per new and existing lot Peer review fee: \$3,000 initial deposit	Peer review – refundable
Definitive Subdivision – commercial	Town Fee: \$4,000 plus \$500 per new and existing lot Peer Review Fee: \$4,500 initial deposit	Town fee – non-refundable Peer review – refundable
Modification of a Definitive Plan – <i>minor</i>	Town Fee: \$500	Town fee – non-refundable
Modification of a Definitive Plan – <i>major</i>	Town Fee: \$1,000 Peer review fee: \$2,500 initial deposit	Town fee – non-refundable Peer review – refundable
Lot Releases	\$100 per request + \$10 per lot requested	Town fee – non-refundable
As-Built Plan Fee – Residential	\$5,000 or \$1,000 per lot <i>(whichever is greater)</i>	Refundable
As-Built Plan Fee – Commercial	\$5,000 or \$2,000 per lot <i>(whichever is greater)</i>	Refundable



K124R PARAGON

(3) 3/8" x 3/4" ST.STL.
CUP-TIP SET SCREWS @ 120° APART
TO ACCEPT A 3 1/2" O.D.
TENON x 3 1/2" LONG

OPTICAL SYSTEM: SEGMENTED ACRYLIC RIPPLED
IES CLASS: TYPE III
WATTAGE: 150W
SOCKET TYPE: MOGUL
LIGHT SOURCE: HIGH PRESSURE SODIUM
LINE VOLTAGE: 120
POLE ADAPTOR: K14
OPTIONS: GENERAL ELECTRIC RING AND STRUTS
DUPLEX RECEPTACLE
#11 FINIAL

ANSI S54 LAMP BY OTHERS

BALLAST INFORMATION:

SUPPLIED
BALLAST TYPE: HX-HPF
BALLAST MANU.: ADVANCE
CATALOG NUMBER: 71A8192

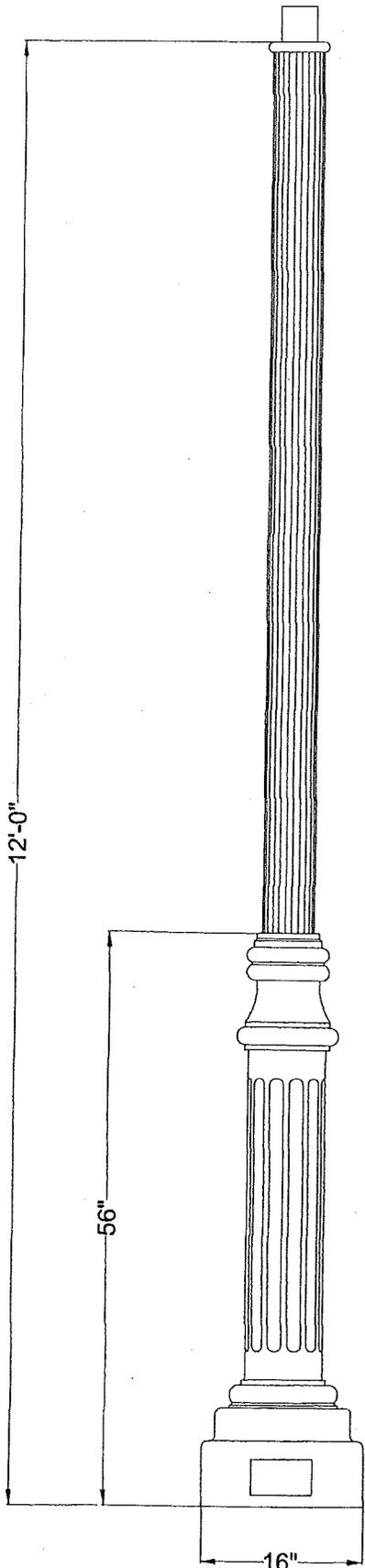
OPTIONS:

QUICK DISCONNECT
 TERMINAL BLOCK
 OTHER: PLEASE SELECT ONE

FOR WIRING DIAGRAM SEE
DRAWING 209B0435

 <p>King Luminaire • Stresscrete • Est. 1953 STRESSCRETE GROUP</p>		<p><i>Manufacturing Locations:</i> Burlington, Ontario 1-800-268-7809 Northport, Alabama 1-800-435-6563 Atchison, Kansas 1-800-837-1024 Jefferson, Ohio 1-800-268-7809</p>	
PROJECT/CUSTOMER: RANDOLPH, MA			
DRAWN BY: M.Y	AT: SC1	CHECKED BY:	DATE: 03/12/10
DRAWING TYPE: CONCEPT DWG		REVISION: A	
		DRAWING NUMBER: 206A5746	

APPENDIX B

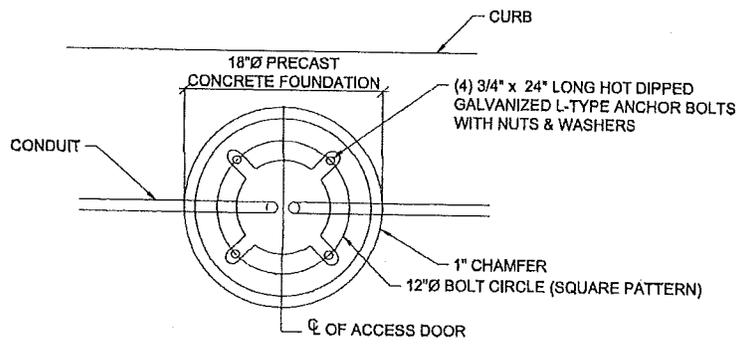


POLE SPECIFICATIONS

STYLE: HANCOCK SERIES
HEIGHT: 12'-0" OVERALL POST HEIGHT
BASE DIAMETER: 16"
TENON: 3 1/2" DIA x 3 1/2" TALL
MATERIAL:
BASE: HEAVY WALL CAST ALUMINUM 356 ALLOY
SHAFT: 5" EXTRUDED FLUTED ALUMINUM .250 WALL THICKNESS
FINISH: GLOSS BLACK ENAMEL
ANCHOR BOLTS: 3/4" DIA. x 24" L + 3" HOOK H.D. GALVANIZED

CATALOG NO.: ACDP-HANCOCK-12-E-BK

QUANTITY: 2



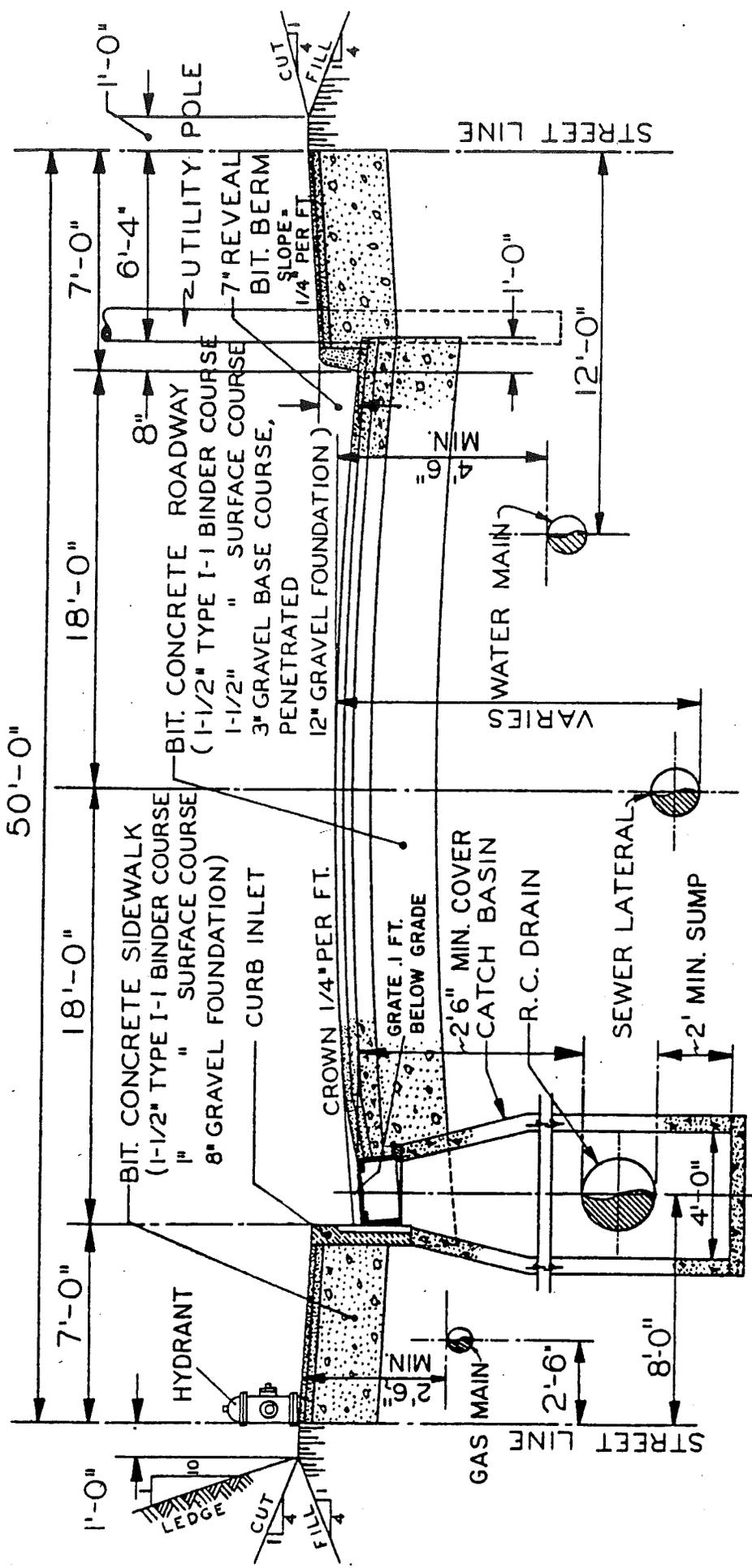
 From: ALLOY CASTINGS CO., INC. <i>Quality Aluminum Castings Since 1948</i> 151 West Union Street • East Bridgewater, MA 02333 Telephone: (508) 378-2541 • FAX: (508) 378-1240 www.alloycastings.com			
DESCRIPTION	HANCOCK POST		
JOB	RANDOLPH, MA - TOWN HALL PARKING		
SCALE	DRAWN BY:	DATE	DRAWING NO.
N.T.S.	PMT	12-7-2016	RANDOLPH-1

APPENDIX C - STREET TREES

Large Trees (mature size approximately 50-70')				
Botanical Name	Common Name	Cultivars	Size	Characteristics
<i>Acer rubrum</i>	Red Maple	'Red Sunset', 'Armstrong', 'Bowhall', 'Columnare'	40-75'	Does not tolerate heavily polluted areas, dry soils. Prefers acid soils.
<i>Celtis occidentalis</i>	Common Hackberry		40-60'	Wind tolerant, salt and drought resistant. Subject to pests and disease.
<i>Fraxinus pennsylvanica</i>	Green Ash	'Marshall's Seedless', 'Summit'	50-60'	Tolerant of heat, cold, wet and dry soils. Subject to borers and scale. Select male cultivars.
<i>Ginkgo biloba</i>	Ginkgo	'Autumn Gold', 'Princeton Sentry'	50-80'	Tolerates extremes of soil, heat and pollution. Choose male clones only.
<i>Gleditsia triacanthos</i> var. <i>inermis</i>	Thornless Honeylocust	'Skyline', 'Shademaster'	30-70'	Very adaptable to soils and tolerant of salt, drought, and soil compaction. Over-used. Subject to pests and disease.
<i>Platanus x acerifolia</i>	London Planetree	'Bloodgood', 'Columbia', 'Liberty', 'Yarwood'	70-100'	Tolerates wide range of soils. Select anthracnose resistant cultivars. Best where has large space.
<i>Quercus palustris</i>	Pin Oak	'Crownright', 'Sovereign'	60-70'	Fairly tolerant of city conditions. Intolerant of high pH soils. May need to be limbed up.
<i>Quercus robur</i>	English Oak	'Fastigiata'	40-50'	'Fastigiata' is good for restricted areas, but red and pin oak are better choices where space allows. Mildew can be a problem.
<i>Quercus rubra</i>	Northern Red Oak		60-80'	Tolerates range of soils, withstands pollution. Intolerant of high pH.
<i>Tilia cordata</i>	Littleleaf Linden	'Corinthian', 'Glenleven', 'Greenspire'	60-70'	Tolerates pollution and pruning. Susceptible to salt, as well as aphids and Japanese beetle.
<i>Ulmus americana</i>	American Elm	'Princeton', 'Valley Forge', 'New Harmony'	60-80'	Withstands extremes of soil conditions, salt tolerant. Subject to pests and decay. Select Dutch elm resistant cultivars.
<i>Ulmus parvifolia</i>	Chinese Elm	'Allee', 'Athena', 'Milliken'	40-50'	Adaptable to wide range of soil, tolerant of urban conditions. Resistant to Dutch elm disease, elm leaf beetle and Japanese beetle.
<i>Ulmus</i> sp.	Elm hybrids	'Frontier', 'Regal', 'Homestead'	40-50'	Tolerant of urban conditions. Select resistant cultivars. Susceptible to elm leaf beetle.
<i>Zelkova serrata</i>	Japanese Zelkova	'Green Vase'	50-80'	Tolerant of soils, wind, drought, pollution. Good resistance to Dutch elm disease, elm leaf and Japanese beetle.

Medium Trees (mature size approximately 30-40')				
Botanical Name	Common Name	Cultivars	Size	Characteristics
Acer campestre	Hedge Maple		25-35'	Very adaptable, tolerant of dry soils, soil compaction and air pollution. Withstands severe pruning.
Koelreuteria paniculata	Golden Raintree	'Fastigiata'	30-40'	Tolerant of heat, drought, wind, compacted soils, and air pollution. Possibly weak
Pyrus calleryana	Callery Pear	'Aristocrat', 'Chanticleer'	30-35'	Adaptable to soils, tolerates dryness and pollution. Overplanted. Use only disease/pest resistant cultivars, narrow cultivars for restricted space.

Small Trees (mature size less than 30')				
Botanical Name	Common Name	Cultivars	Size	Characteristics
Acer ginnala	Amur Maple		15-20'	Adaptable to wide range soils, tolerant of wind and drought. Select single stem. May need to be limbed up.
Amelanchier sp.	Serviceberry	'Autumn Sunset', 'Cumulus'	15-25'	Adaptable to soil, not pollution tolerant. Subject to insects and diseases. Select resistant cultivars and single stem.
Malus sp.	Crabapple	'Wyman', 'Cardinal', 'Prairifire', 'Snowdrift', 'Zumi'	15-30'	Tolerant of drought, salt, air pollution. Wide variety of sizes and shapes. Select disease/pest resistant cultivar. Fruit litter -- choose species with small fruit, or that hold fruit. Low branching can be issue, especially near walkstreets.
Syringa reticulata	Japanese Tree Lilac	Ivory Silk', 'Regent', 'Summer Snow'	25-30'	Adaptable to difficult sites. Resistant to mildew, borers and scale.

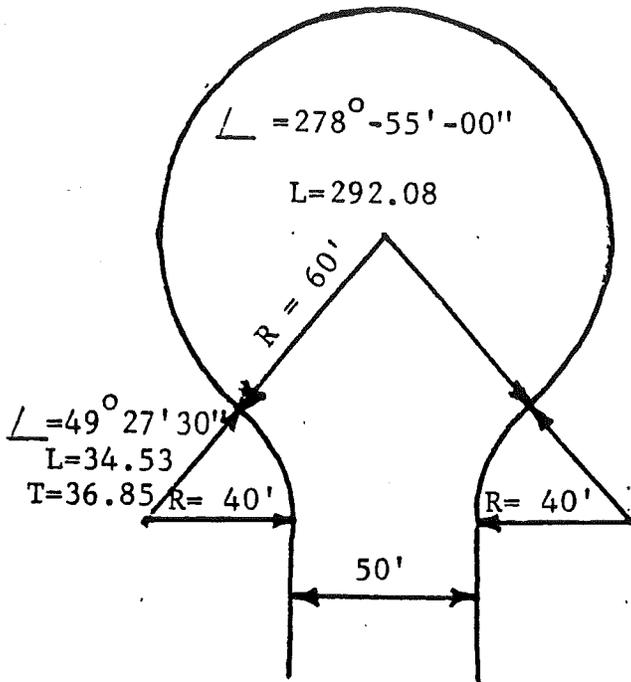


TYPICAL CROSS SECTION
PRIMARY ROAD

TWO 5-27-80

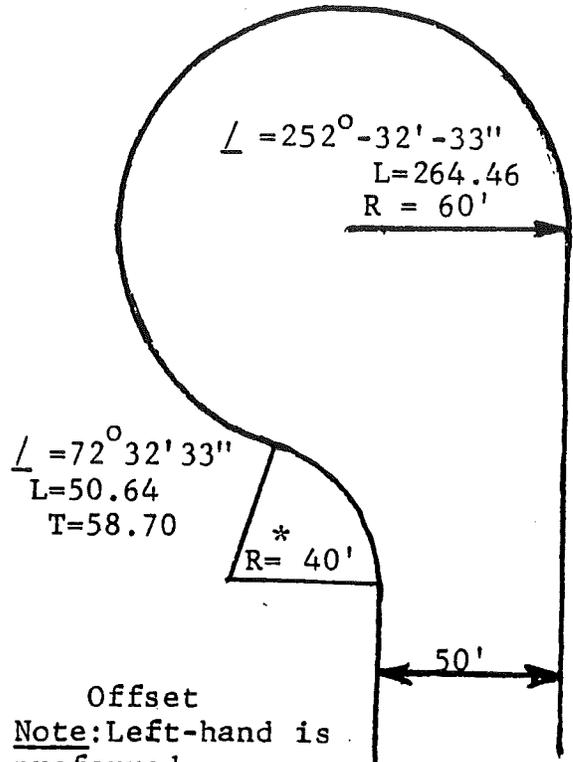
NOT TO SCALE

APPENDIX G



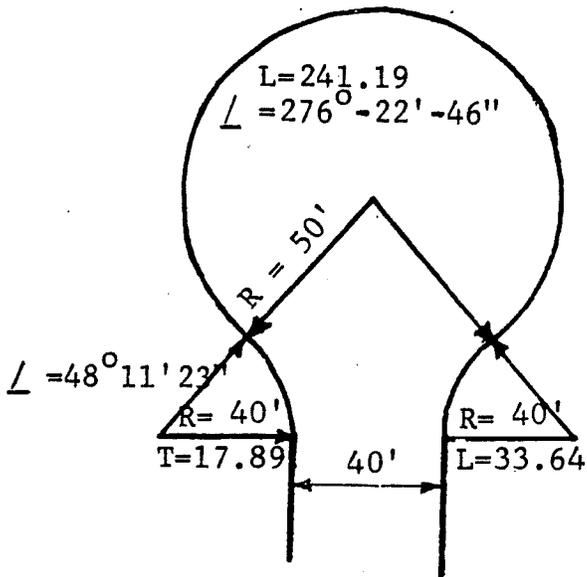
Symmetrical about ϵ

Typical Permanent Cul-de-sac for Primary Roads (60 ft radius)



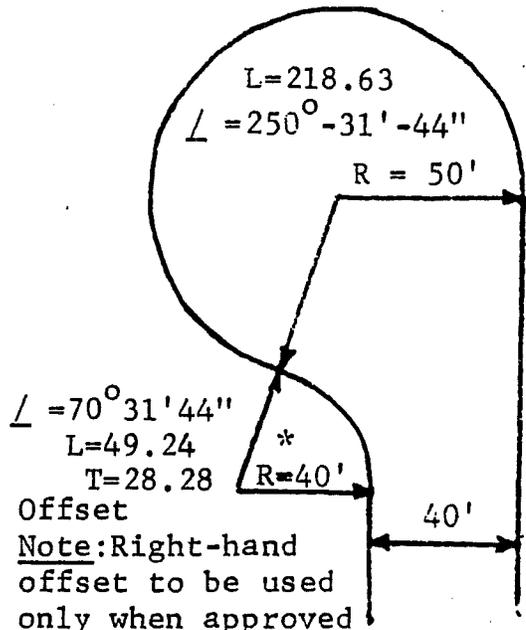
Offset
Note: Left-hand is preferred

* Increase Radius to 60' on Right Hand



Symmetrical about ϵ

Typical Permanent Cul-de-sac for Secondary Roads (50 ft radius) for Residential Zoned Areas only



Offset
Note: Right-hand offset to be used only when approved by Planning Board in unusual cases

* Increase to 60' on Right Hand Offset

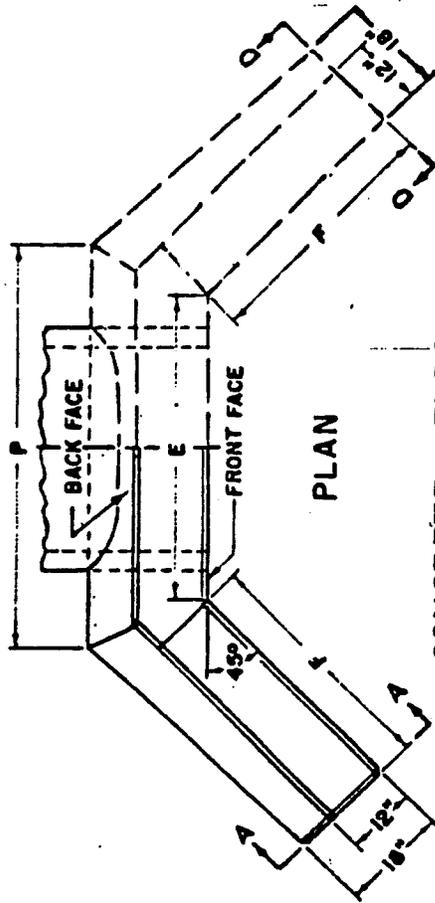
APPENDIX H

CONCRETE AND FIELD STONE MASONRY ENDS FOR 12" TO 30" PIPE

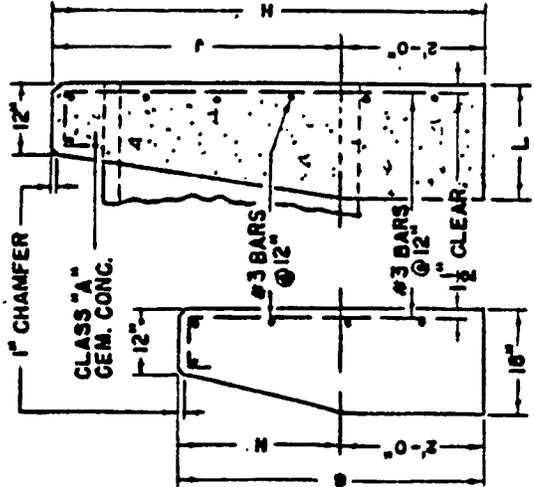
NOTE

1. FOR DESCRIPTION, MATERIALS, AND CONSTRUCTION METHODS, SEE SPECIFICATIONS.
2. ALL CONCRETE DIMENSIONS SHOWN ARE MINIMUM.

		1 1/2 : 1 AND 2 : 1 SLOPES										1 1/2 : 1		2 : 1	
D	E	G	H	J	L	N	P	F	CU. YDS.	F	CU. YDS.	F	CU. YDS.		
12"	2'6"	3'3"	4'0"	2'0"	1'6"	1'3"	3'9"	1'6"	.80	2'0"	.90				
15"	2'9"	3'5"	4'3"	2'3"	1'6"	1'5"	4'0"	1'9"	1.05	2'5"	1.20				
18"	3'0"	3'6"	4'6"	2'6"	1'6"	1'6"	4'3"	2'0"	1.32	2'9"	1.53				
21"	3'3"	3'8"	4'9"	2'9"	1'6"	1'8"	4'6"	2'3"	1.61	3'2"	1.89				
24"	3'6"	3'9"	5'0"	3'0"	1'6"	1'9"	4'9"	2'6"	1.92	3'6"	2.28				
27"	3'9"	3'11"	5'3"	3'3"	1'6"	1'11"	5'0"	2'9"	2.25	3'11"	2.70				
30"	4'0"	4'0"	5'6"	3'6"	1'6"	2'0"	5'3"	3'0"	2.60	4'3"	3.16				



CONCRETE ENDS



FIELD STONE MASONRY ENDS

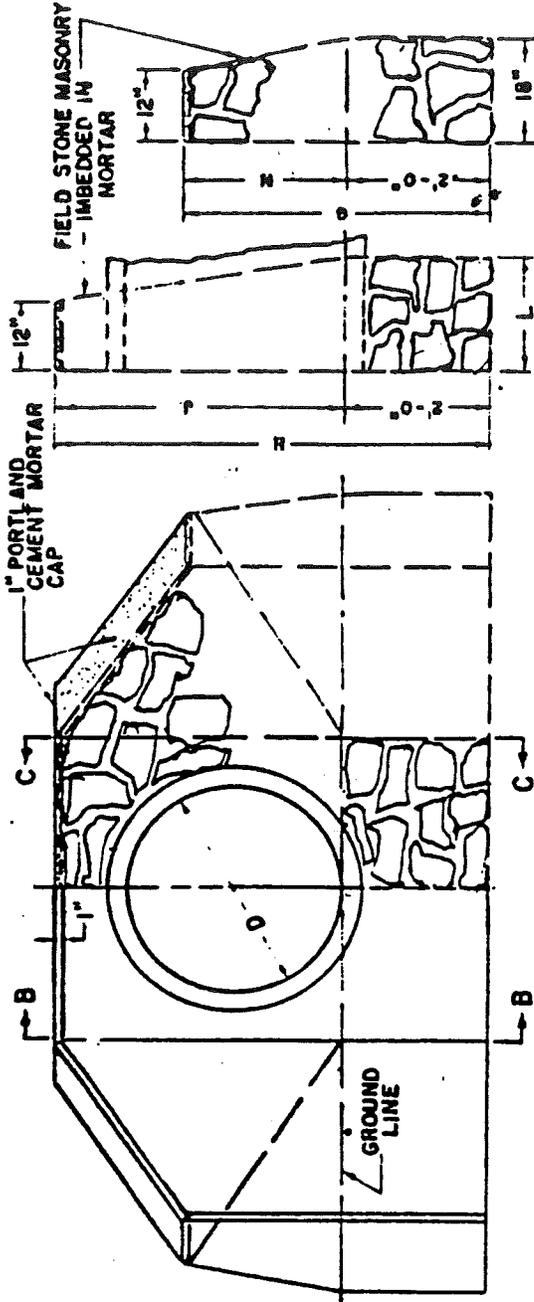
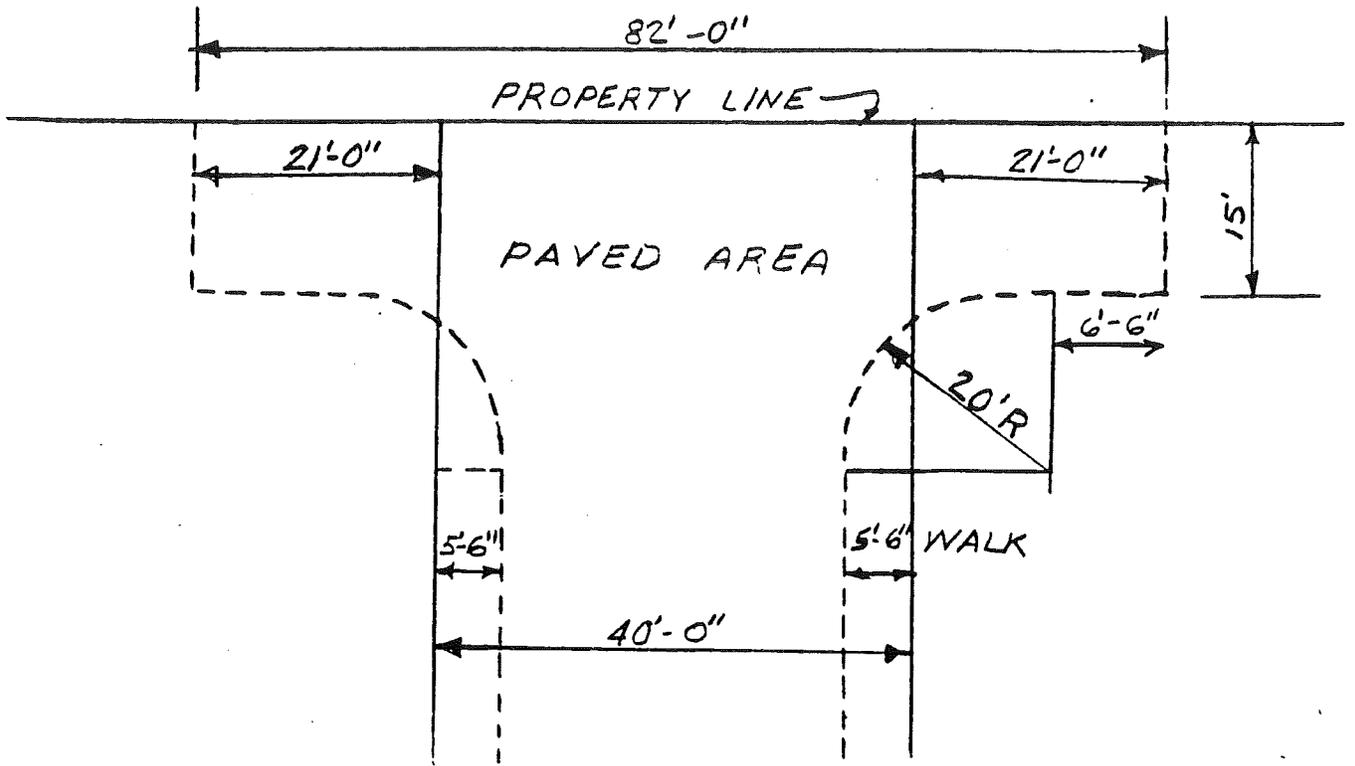


Figure 4



TYPICAL MINIMUM TEMPORARY BACK-UP STRIP

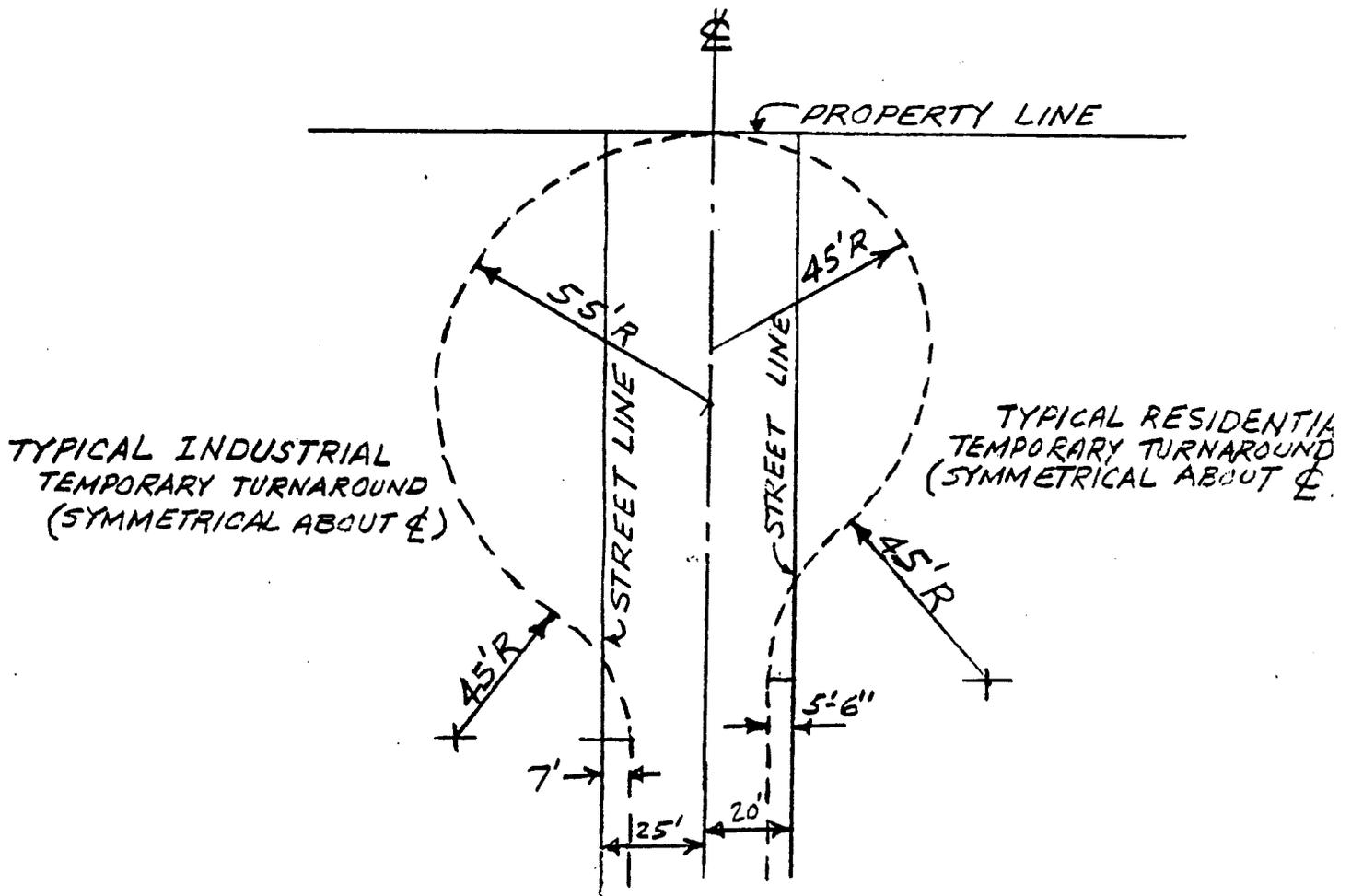


Figure 5