

HANCOCK ASSOCIATES

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March 10, 2021

Topsfield Planning Board
c/o Donna Rich, Coordinator
Topsfield Town Hall
8 West Common Street
Topsfield, MA 01983

Subject: Two-Lot Subdivision, 27 High Street a.k.a. 10 School Street, Topsfield, MA
Request for waivers to Subdivision Rules and Regulations

Dear Ms. Rich,

On behalf of the applicant, the Town of Topsfield, Hancock Associates is requesting the following waivers to the Topsfield Subdivision Rules and Regulations. This is in support of the Definitive Subdivision plan set for the proposed two-lot subdivision at 27 High Street, a.k.a. 10 School Street. The relevant sections of the regulations are reproduced and/or referenced, with the Hancock explanation in **bold**.

Requested Waivers

§4.3.2.e. "A nonrefundable fee in accordance with the fee schedule shall be payable to the Town of Topsfield at the time of submission..."

A waiver to the \$4,000 fee (per the fee schedule) is requested due to the Town's ownership of the property and involvement in the definitive subdivision process.

§4.3.2.g. "One copy of the test pit logs to the Planning Board, the reviewing engineer and the Board of Health."

No work is proposed, therefore test pit logs are not necessary.

§4.3.2.h. "One copy of the stormwater management reports to the Planning Board, Highway Department, and reviewing engineer."

No work is proposed, therefore a stormwater management report is not necessary.

§4.3.2.j. “In connection with any Definitive Plan, the applicant shall also submit an Environmental Impact Statement (the “Statement”) which shall... clearly show the relation of the proposed project to the total environment of the town and its inhabitants.”

No work is proposed, therefore an Environmental Impact Report is not necessary.

§4.4.3. “Soil surveys to establish the suitability of the land for the proposed storm and sanitary sewage installations shall be submitted.”

No work is proposed, therefore soil surveys are not necessary.

§5.1.2. “Cross sections shall be in accordance with the standards as shown on Plates 1 and 2.

We request a waiver to allow the existing road configuration on School Avenue and 27 High Street to serve the subdivision.

§5.1.3. – Alignment, grade, dead end, and intersections shall be in accordance with the standards in Table 1 (Subdivision Minor Street).

- Required: Right-of-Way = 50 feet; **Proposed: 30.35 feet**
- Required: Pavement width = 26 feet; **Proposed: 18.5’ +/- to 30.35’ +/-**
- Required: Maximum grade = 8.0%; **Proposed: 8.37%**
- Required: Minimum turnaround radius at roadway edge = 55 feet; **Proposed: No turnaround within School Avenue Right-of-Way.**
- Required: Minimum turnaround radius at property line = 65 feet; **Proposed: No turnaround within School Avenue Right-of-Way.**
- Required: Minimum sight distance = 200 feet; **Proposed: Existing site distance to serve subdivision.**

We request a waiver to allow the existing alignment, grade, and dead end on School Avenue and 27 High Street to serve the subdivision.

§5.1.5. – Site and Earthwork

- **§5.1.5.a** (MassDOT Section 100), **§5.1.5.c** (Grading), **§5.1.5.d** (Clearing), **§5.1.5.e** (Topsoil), **§5.1.5.h** (Subgrade)

We request a waiver to allow existing grades and subgrade to serve the subdivision.

§5.1.6. – Pavement Structure

- **§5.1.6.a** (MassDOT Section 400)
- **§5.1.5.b** (Gravel Base Course)
- **§5.1.5.c** (Crushed Stone Base)
- **§5.1.5.d** (Binder Course)

We request a waiver to allow the existing pavement structure on School Avenue and 27 High Street to serve the subdivision.

§5.1.7.b. “Driveway aprons shall be paved, provided with a bituminous concrete berm and so graded to provide positive drainage towards streets by the developer and/or owner from the edge of public roadway to the property line.”

We request a waiver to allow the existing grading on driveways of abutting lots to remain along with existing drainage patterns to serve the subdivision.

§5.2. “Shoulders shall not be allowed in place of sidewalks, curbs, and grass strips, shown on Plates 1 and 2 unless permission is specifically granted by the Board. When permitted, they shall be constructed of gravel, in accordance with Section 5.1.5.b., covered with 6 inches of loam to the required width. They shall be brought to a finished grade flush with that of the adjacent pavement or curbing.”

We request a waiver to allow the existing road configuration (curbs, etc.) to serve the subdivision.

§5.3. “Bituminous concrete berm shall conform to the materials and construction methods as specified in Section 470 of the Standard Specifications and as indicated on Plates 1 and 2. It shall be installed along both edges of all roadways in Type II subdivisions... The Board may require that it also be installed along one or both sides of all roadways in Type I subdivisions...”

We request a waiver to allow the existing drainage patterns and pavement to serve the subdivision.

§5.4. – Sidewalks

- **§5.4.1** – “Bituminous concrete sidewalks shall conform to the material and construction methods as specified in Section 701 of the Standard Specifications and as indicated on Plates 1 and 2.”
- **§5.4.2** – “...Sidewalks may be constructed only on one side of the roadway at the property line on minor streets as indicated on Plate 1 unless, in the opinion of the Board, they are not warranted...”
- **§5.4.3** (Lift depths, Material requirements and depths)

No sidewalk is proposed due to the restrictive width of the School Avenue Right-of-Way along the stream crossing and abutting residential lots, therefore, we request a waiver.

§5.5. – Grass Strips

- **§5.5.1.** (Location based on Plates 1 and 2)
- **§5.5.2** (Finished grade)
- **§5.5.3** (Shade trees)
- **§5.5.4** (Loam and seed)

As described above, no sidewalk is proposed. Therefore, we request a waiver to the grass strip requirements.

§5.9. "Underground distribution systems shall be provided for all utility systems both public and private, including water, sanitary sewerage, drainage, electrical, telephone, television, and any similar such systems."

We request a waiver to allow the existing underground utility configuration and overhead wires to serve the subdivision.

§5.12.1.b. "All utility lines shall be installed in the location indicated and with the minimum cover as shown on Plates 1 and 2."

We request a waiver to allow the existing underground utility configuration and cover to serve the subdivision.

§5.12.1.i. "All lot connections shall be installed to the right-of-way line, marked or surveyed so as to be easily located in the future."

We request a waiver to allow the existing underground utility configuration to serve the subdivision.

§5.12.2. – Water

- **§5.12.2.a** – "The applicant shall connect to the public water system..."
- **§5.12.2.c** – "Water pipe diameter shall not be less than 8 inches..."
- **§5.12.2.d** – "Hydrants shall be located at each street intersection and not more than 500 feet apart. Each hydrant shall be served directly from the water main."

We request a waiver to allow the existing hydrant at the existing 1 ½ story brick building and the existing 8" water line serving the 1 ½ story

§5.12.3. – Drainage

- **§5.12.3.a.** – "The construction of the drainage system, including methods of construction and quality of materials used, shall be in conformity with the definitive plan and Section 200 of the Standard Specifications."
- **§5.12.3.b.** – (Drain pipe capacity and runoff calculations)
- **§5.12.3.c.** – (Flood impact analysis)
- **§5.12.3.d.** – "The drainage system shall not wrongfully overburden continuous existing drainage systems, either natural or artificial..."
- **§5.12.3.e.** – (Drain pipe material)
- **§5.12.3.f.** – "Stormwater runoff shall not be permitted to flow upon the road surface for a longer distance than 300 feet before it enters the underground system... Catch basins shall be located on both sides of the roadway on continuous grades at intervals of not more than 300 feet, at all sags in the roadway, and near the corners of the roadway at intersecting streets... Granite curb inlets conforming to Section 500 of the Standard Specifications shall be installed at all roadway catch basins but shall not be required for area catch basins."
- **§5.12.3.g.** – (Existing and proposed peak flow and hydrograph)

- §5.12.3.k. – (Pipe trenching)
- §5.12.3.l. – (Manholes and catch basins)
- §5.12.3.m. – (Drain manhole locations)
- §5.12.3.n. – (Frames and covers)

No work is proposed. Therefore, we request a waiver to allow the existing drainage system, which consists of two (2) catch basins that presumably outlet via pipes of unknown size and material directly to the stream, to continue to serve the subdivision. We request waivers to allow stormwater runoff to flow for approximately 325 feet to the existing catch basins and catch basin curbs to remain as exists. Since no work is proposed, runoff calculations are not necessary.

§5.12.4.b. – “Private on-lot sewerage systems shall be designed and constructed in accordance with the requirements of the Board of Health of the Town of Topsfield and articles of the sanitary code of the Commonwealth of Massachusetts.”

We request a waiver to allow the existing sewage disposal systems to serve the existing buildings in the subdivision. Existing buildings are to remain.

§5.20. – Tree Planting

- §5.20.1. – (Tree species, quantity, and spacing)
- §5.20.2. – (Brush clearing)
- §5.20.3. – (Tree health and liability)
- §5.20.4. – (Bank stabilization)

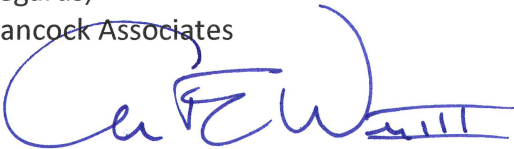
We request a waiver to allow the existing lawn and shrubbery on School Avenue and 27 High Street to serve the subdivision. No street trees are proposed.

§5.21. – “As-built plans showing the location, grades, and other significant information regarding utilities and roads shall be prepared by the applicant and submitted to the Board within six months following the final approval..”

No work is proposed, therefore an as-built plan is not required.

Please do not hesitate to contact our office should you have any questions or concerns.

Regards,
Hancock Associates



Charlie E. Wear, III, P.E.
Engineering Manager/Senior Project Manager