

CHECKLIST FOR REVIEW OF  
PRELIMINARY/~~DEFINITIVE~~ PLAN

Topsfield, MA September 15, 2015

The accompanying Preliminary/~~Definitive~~ (cross out one) Plan was submitted on  
September 15, 2015 for the following property located in the Town of Topsfield.

1. Name of Applicant New Meadows Development, LLC  
Address 69 North Main Street, Middleton, MA 01949
2. Name of Owner of Record See attached list and authorization  
Address \_\_\_\_\_
3. Name of Designer \_\_\_\_\_  
Address \_\_\_\_\_
4. Name of Engineer The Morin Cameron Group, Inc.  
Address 447 Boston Street, Topsfield, MA 01983
5. Name of Surveyor The Morin Cameron Group, Inc.  
Address 447 Boston Street, Topsfield, MA 01983

Location and Description of Property: \_\_\_\_\_

Two Parcels of land known as 116 & 120 Hill Street, Topsfield, MA,  
Assessor's Map 68, Lots 47 & 48, containing 67.5 acres of land  
(116 Hill Street, 13.7 acres and 120 Hill Street, 53.8 acres)  
and improved with residential and accessory agricultural buildings;  
proposed 20 lot single family residential subdivision.

\_\_\_\_\_

\_\_\_\_\_

## Owners of Record

116 Hill Street – Karen L. Johnson and Paul S. Johnson, 116 Hill Street, Topsfield, MA 01983

120 Hill Street – Debra L. DiBenedetto and James W. DiBenedetto, 120 Hill Street, Topsfield, MA 01983

PRELIMINARY PLAN CHECKLIST				
The following materials are required for review of the Preliminary Plan under the Topsfield Rules and Regulations governing the Subdivision of Land:				
	Not Needed	Missing	Incomplete	Complete
<b>1. Completed and signed Application Form B</b>				
<b>2. General Requirements</b>				
a. Copy of written notice of submission and receipt from Town Clerk				✓
b. Original drawing of Definitive Plan	*			
c. Another Mylar or linen reproducible of Definitive Plan	*			
d. Six contact prints, dark line on white background				✓
e. Contact print, dark line on white background filed with Board of Health				✓
(1) One print				✓
(2) Two prints	*			
f. Copy of receipt from Board of Health				✓
g. Sketch plan showing street layout for any contiguous unsubdivided land owned or controlled by the owner of applicant (NONE)	✓			
h. Fees, payable to the Town of Topsfield				
i. List of abutters, Form C	*			
(1) Name	*			
(2) Mailing Address	*			
(3) Certificate of Board of Assessors	*			
j. Evidence from Clerk of Corporation certifying authorization of individuals to act for the Corporation	*			
k. Evidence Definitive Plan conforms to approved Preliminary Plan	*			
l. Evidence (Form B) one (1) print of Definitive Plan submitted to each of the following:	*			
(1) Board of Health	*			
(2) Board of Selectmen	*			
(3) Fire Department	*			
(4) Police Department	*			
(5) Road Commissioner	*			
(6) Board of Water Commissioners	*			
(7) Conservation Commission	*			
(8) Soil Removal Board	*			
m. Environmental Impact Statement	*			
<b>3. Contents Required</b>				
a. Plan				✓
(1) Drawn in pencil on tracing paper	✓			

	Not Needed	Missing	Incomplete	Complete
(2) Drawn in black India ink on stable base	*			
(3) Scale 1" = 40'				✓
(4) Sheet size 24" x 36"				✓
(5) 1" border on all sides	*			
(6) Subdivision Name				
(7) Boundaries				✓
(8) North Point				✓
(9) Date of Submission				✓
(10) Legend				✓
(11) Title "Preliminary Plan"				✓
b. Record Owner				✓
(1) Name				✓
(2) Address				✓
c. Applicant				✓
(1) Name				✓
(2) Address				✓
d. Designer				✓
(1) Name				✓
(2) Address				✓
(3) Seal				✓
e. Engineer				✓
(1) Name				✓
(2) Address				✓
(3) Certificate	*			
(4) Seal				✓
f. Surveyor				✓
(1) Name				✓
(2) Address				✓
(3) Certification of Conformance to Technical Standards	*			
(4) Seal				✓
g. Abutters (Form C)				✓
(1) Name				✓
(2) Plan Locations				✓
h. Existing and proposed lines of:				✓
(1) Streets				✓
(2) Ways				✓
(3) Turnarounds, including whether permanent or temporary	*			
(4) Lots	*			
(5) Rights-of-way				✓



	Not Needed	Missing	Incomplete	Complete
(6) Easements, including purpose				✓
(7) Zoning district boundaries	*			
(8) Public or common areas				✓
(9) Proposed street names in pencil	*			
i. For every street, way, lot and boundary line:				✓
(1) Lengths to nearest 0.01'	*			
(2) Bearings to nearest 0.01'	*			
(3) Radii to nearest 0.01'	*			
(4) Tangent distances to nearest 0.01'	*			
(5) Central angles	*			
j. Permanent Monuments				✓
(1) Location	*			
(2) Type	*			
(3) Existing or proposed	*			
k. Proposed Lots				✓
(1) Boundary Lines				✓
(2) Areas in square feet				✓
(3) Dimensions				✓
(4) Designated numerically and in sequence	*			
l. Boundary lines of entire original tract of land, if severed from larger tract	*			
m. Existing streets bounding, approaching, or within 400' of subdivision				✓
(1) Location				✓
(2) Names				✓
(3) Widths				✓
n. Major site features				
(1) Stone walls	*			
(2) Fences	*			
(3) Buildings	*			
(4) Trees larger than 8" in diameter or within the proposed rights-of-way and 20 feet beyond	*			
(5) Rock ridges	*			
(6) outcroppings				✓
(7) Historic features	*			
(8) Wooded areas	*			
(9) Bridle trails or paths	*			
(10) Natural waterways, including direction of flow				✓
(11) Water bodies or wetlands				✓
o. Locus Map				✓
(1) Scale 1" = 600'				✓

	Not Needed	Missing	Incomplete	Complete
p. Key Map				✓
(1) Scale 1" = 200'				✓
q. Space to record action of Board and signatures on each sheet	*			
r. Appropriate notation if improvements by covenant	*			
s. Existing and proposed topography				✓
(1) 2-foot contour intervals				✓
(a) when required by Board				✓
(b) for 150-feet either side of proposed road	*			
(2) 5-foot contour intervals for subdivision	*			
(3) 10-foot contour intervals U.S.G.S. map at scale 1" = 40' acceptable	✓			
(4) Existing information on:				
(a) elevations	*			
(b) location and direction of flow of natural water-courses, brooks, streams, drainage ditches				✓
1. spot elevations at respective entrances and exits to the subdivision	*			
(c) ponds, swamps, low areas subject to flooding; with elevations	*			
(d) drainage structures with elevations	*			
(e) outcroppings of rock and ledge <b>NONE</b>				✓
(5) Areas to be excavated or filled				✓
(6) General soil types				✓
(7) Borings				✓
(a) location				✓
(b) results				✓
(c) dates				✓
(8) Depth to groundwater as determined December through April				✓
(9) Location and results of soil percolation tests on all lots at existing and proposed grade				✓
t. Street Trees				✓
(1) Proposed				✓
(a) location				✓
(b) species				✓
(2) Existing trees over 8" in diameter within 20 feet of street right-of-way				✓
(a) location				✓
u. Location of proposed street lights				✓
v. Location of proposed sidewalks				✓
w. Profiles of centerline of proposed streets				✓
(1) Existing and proposed ground				✓
(2) Scale: Horizontal (1" = 40') and Vertical (1" = 4')	*			
(3) U.S.G.S. datum	*			

	Not Needed	Missing	Incomplete	Complete
(4) Permanent bench mark	*			
(5) Location of intersecting public or private ways	*			
(6) Existing location and size of:				
(a) storm drains	*			
(b) water mains	*			
(c) sanitary sewers	*			
(d) other underground utilities	*			
(7) Stationed centerline	*			
(8) Proposed utility layouts				✓
(a) storm drainage				✓
(b) water supply				✓
(c) sewage disposal system				✓
(d) design computations				✓
x. Design computations of streets	*			
(1) Horizontal curves	*			
(2) Vertical curves	*			
y. Multiple sheets	*			
(1) Match lines				✓
(2) Index plan, 24" by 36"				✓
z. Site Plan				✓
(1) Street names				✓
(2) Lot numbers	*			
(3) Areas	*			