

## **Appendix D**

### **Subdivision Application Forms**

**FORM A                    APPLICATION FOR ENDORSEMENT OF A PLAN BELIEVED  
NOT TO REQUIRE APPROVAL**

**FORM A-2                DETERMINATION THAT SUBDIVISION APPROVAL IS  
NEEDED**

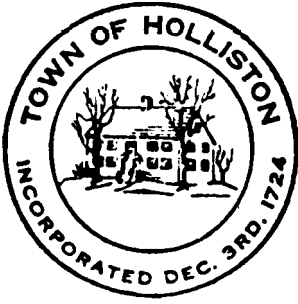
**FORM B                   APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN**

**FORM C                   APPLICATION FOR APPROVAL OF A DEFINITIVE  
SUBDIVISION PLAN**

**FORM D                   SUBDIVISION INSPECTION CHECKLIST**

**FORM F                   ENGINEER'S CERTIFICATE OF COMPLETION**

**Note:**  
**FORM E                   CONSTRUCTION COST ESTIMATE FOR PERFORMANCE  
GUARANTEE is a spreadsheet and is available as a separate  
document. The form prices are updated annually. Residential and  
industrial projects are treated separately.**



TOWN OF HOLLISTON  
PLANNING BOARD  
TOWN HALL

HOLLISTON, MASSACHUSETTS 01746

**FORM A**  
**APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED NOT TO**  
**REQUIRE APPROVAL**

Holliston, MA

Date: \_\_\_\_\_

To the Planning Board:

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

1. Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

2. Name of Surveyor \_\_\_\_\_

Address: \_\_\_\_\_

3. The owner's title to the land is derived under deed from \_\_\_\_\_ dated  
\_\_\_\_\_ and recorded in Middlesex South District Registry of Deeds,  
Book: \_\_\_\_\_ Page: \_\_\_\_\_ or Land Court Certificate of Title Number \_\_\_\_\_,  
Land Court Case Number \_\_\_\_\_, registered in the Middlesex Land Registry District Book  
\_\_\_\_\_, Page \_\_\_\_\_.

4. Location and Description of Property:

The parcel or parcels shown on the accompanying plan are noted on the Town of Holliston Assessor's Maps as Map \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_.

**Form A – Holliston Planning Board**  
**Page 2**

Please indicate the grounds on which you believe your plan not to be a subdivision:

A. Each lot on the plan or altered by it meets one of these criteria (Please circle and indicate applicable lot numbers): Lot Numbers

1. Has all the frontage required under current zoning on:
  - A public way; or
  - A way, which the Town Clerk certifies is maintained and used as a public way; or
  - A way shown on a subdivision plan approved and endorsed earlier by the Planning Board, namely \_\_\_\_\_ on \_\_\_\_\_; or
  - A way in existence and registered in the Land Court prior to February 1, 1952, the date when the Subdivision Control Law became effective in Holliston, having, in the opinion of the Planning Board, sufficient width, grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed purpose of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and buildings erected or to be erected thereon, namely \_\_\_\_\_.
2. Has been clearly marked on the plan to be either:
  - Joined to and made a part of an adjacent lot, or
  - “Not a building lot”

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

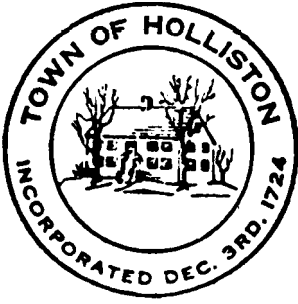
C. Two or more buildings were standing on the lot which existed prior to the effective date of the Holliston Subdivision Regulations and one of such buildings remains standing on each of the lots as shown on the plan. Evidence of the existence of such buildings prior to the effective date of the subdivision Control Law is as follows:

The undersigned hereby certifies that he/she has read and examined this application and that the proposed project is accurately represented in the statements made in this application.

Signature of Professional Engineer or Land Surveyor: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_



TOWN OF HOLLISTON  
PLANNING BOARD  
TOWN HALL  
HOLLISTON, MASSACHUSETTS 01746

**FORM A-2**  
**DETERMINATION THAT SUBDIVISION APPROVAL IS REQUIRED**

Date: \_\_\_\_\_

TO: Town Clerk

RE: Application for endorsement of plan believed not to require subdivision approval

Applicant:

Applicant's Address:

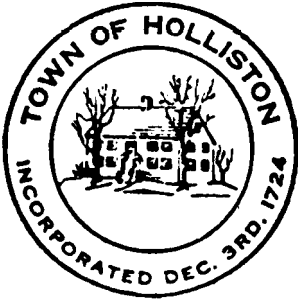
You are hereby notified that the Planning Board has determined that the plan entitled \_\_\_\_\_ submit  
ted by the above applicant on \_\_\_\_\_, accompanied by the Form A application for  
determination by the Planning Board dated \_\_\_\_\_, requires approval under the  
Subdivision Control Law and it has been determined that the plan shows a subdivision for the  
following reasons:

\_\_\_\_\_  
\_\_\_\_\_

HOLLISTON PLANNING BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duplicate sent to Applicant: \_\_\_\_\_



TOWN OF HOLLISTON  
PLANNING BOARD  
TOWN HALL

HOLLISTON, MASSACHUSETTS 01746

**FORM B**  
**APPLICATION FOR APPROVAL OF A**  
**PRELIMINARY SUBDIVISION PLAN**

Date: \_\_\_\_\_

To the Planning Board of Holliston:

The undersigned herewith submits the accompanying Preliminary Plan of property

entitled: \_\_\_\_\_  
for approval as a subdivision under the requirements of the Subdivision Control Law and your  
Rules and Regulations covering the Subdivision of Land.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Owner  
(if not applicant) \_\_\_\_\_

Address: \_\_\_\_\_

Location and description of property including address, size of parcel, zoning district, proposed  
number of lots: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

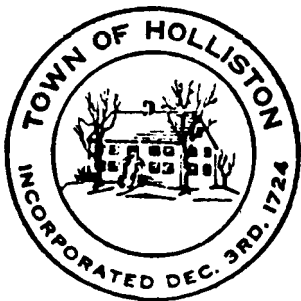
Assessor's Map \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

The undersigned hereby certifies that he/she has read and examined this application and that the  
proposed project is accurately represented in the statements made in this application.

Signature of Professional Engineer or Land Surveyor: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Signature of the Owner (if not applicant): \_\_\_\_\_



TOWN OF HOLLISTON  
PLANNING BOARD  
TOWN HALL  
HOLLISTON, MASSACHUSETTS 01746

**FORM C**  
**APPLICATION FOR APPROVAL OF A**  
**DEFINITIVE SUBDIVISION PLAN**

Date: \_\_\_\_\_

To the Planning Board of Holliston:

The undersigned herewith submits the accompanying Definitive Plan of property

entitled: \_\_\_\_\_  
for approval as a subdivision under the requirements of the Subdivision Control Law and your  
Rules and Regulations covering the Subdivision of Land.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Owner  
(if not applicant) \_\_\_\_\_

Address: \_\_\_\_\_

Location and description of property including address, size of parcel, zoning district, proposed  
number of lots: \_\_\_\_\_  
\_\_\_\_\_

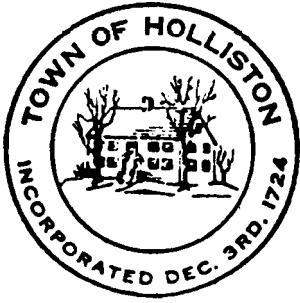
Assessor's Map \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

The undersigned hereby certifies that he/she has read and examined this application and that the  
proposed project is accurately represented in the statements made in this application.

Signature of Professional Engineer or Land Surveyor: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Signature of the Owner (if not applicant): \_\_\_\_\_



TOWN OF HOLLISTON  
PLANNING BOARD

TOWN HALL

HOLLISTON, MASSACHUSETTS 01746

**FORM D**  
**SUBDIVISION INSPECTION CHECKLIST**

CHECKLIST FOR: \_\_\_\_\_ APPROVED: \_\_\_\_\_

STREET NAME(S) AND STA. \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PROJECT ENGINEER: \_\_\_\_\_

| CONSTRUCTION ITEM | STATUS | % COMPLETE | DATE | INITIALS<br>(Both Project<br>Engineer and<br>Town Inspector) |
|-------------------|--------|------------|------|--|
|-------------------|--------|------------|------|--|

***Inspection #1***

1. Clear and Grub

50' ROW

60' ROW

***Inspection #2***

2. Drain Pipe

6" PVC or CMP

12" RCP

18" RCP

24" RCP

36" RCP

3. Manholes

4. Catch Basins

5. Headwall

6. Culvert

7. Flared End

8. Retention Basin

9. Rip Rap

***Inspection #3***

10. Water Pipe

8" Diameter

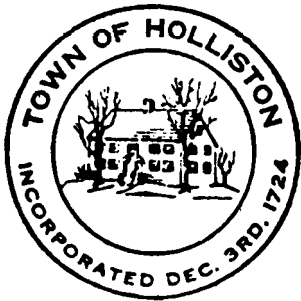
12" Diameter

11. Hydrants

12. Gate Valves

| CONSTRUCTION ITEM                           | STATUS | % COMPLETE | DATE | INITIALS |
|---|--------|------------|------|----------|
| <b><i>Inspection #4 Final Sub-Grade</i></b> |        |            |      |          |
| 13. Construct to Sub-Grade                  |        |            |      |          |
| 50' ROW                                     |        |            |      |          |
| 60' ROW                                     |        |            |      |          |
| <b><i>Inspection #5</i></b>                 |        |            |      |          |
| 14. Gravel Base                             |        |            |      |          |
| 15. Bituminous Base                         |        |            |      |          |
| <b><i>Inspection #6</i></b>                 |        |            |      |          |
| 16. Catch Basin Inlets                      |        |            |      |          |
| <b><i>Inspection #7</i></b>                 |        |            |      |          |
| 17. Curbing                                 |        |            |      |          |
| Concrete                                    |        |            |      |          |
| Granite                                     |        |            |      |          |
| <b><i>Inspection #8</i></b>                 |        |            |      |          |
| 18. Bituminous Wearing Course               |        |            |      |          |
| <b><i>Inspection #9</i></b>                 |        |            |      |          |
| 19. Sidewalks                               |        |            |      |          |
| Two sides                                   |        |            |      |          |
| Other                                       |        |            |      |          |
| <b><i>Inspection #10</i></b>                |        |            |      |          |
| 20. Street Signs                            |        |            |      |          |
| <b><u>Incidental Items</u></b>              |        |            |      |          |
| Top Soil & Seeding for                      |        |            |      |          |
| Grass Plot & Side Slopes                    |        |            |      |          |
| Drainage As-Built (BOH)                     |        |            |      |          |
| Shade Trees                                 |        |            |      |          |
| Fire Alarm                                  |        |            |      |          |
| Street Lights                               |        |            |      |          |
| Underground Wiring (trench)                 |        |            |      |          |
| Guard Rail                                  |        |            |      |          |
| Wetland Replication                         |        |            |      |          |
| Survey Bounds                               |        |            |      |          |
| Special Condition Items:                    |        |            |      |          |
|   |        |            |      |          |
|   |        |            |      |          |
|   |        |            |      |          |
| As-Built                                    |        |            |      |          |





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**FORM F**  
**ENGINEER'S CERTIFICATE OF COMPLETION**

Subdivision known as \_\_\_\_\_

I hereby certify that the below listed ways, a part of the above named subdivision, have been completed in all respects in accordance with the rules and Regulations of the Holliston Planning Board and the approved plans entitled

\_\_\_\_\_

prepared by \_\_\_\_\_ and dated \_\_\_\_\_

and as approved by said Planning Board on \_\_\_\_\_.

I further certify that the inspection checklist attached represents actual field verification of materials and construction methods for each numbered inspection.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

by \_\_\_\_\_ Reg. P.E. (Registration No. \_\_\_\_\_)

Commonwealth of Massachusetts  
County of Middlesex, SS.

Date:

On this \_\_\_\_ day of \_\_\_\_\_, before me \_\_\_\_\_, the undersigned Notary Public, personally appeared \_\_\_\_\_ proved to me through satisfactory evidence of identity, which was \_\_\_\_\_ to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Signature of Notary

Printed Name of Notary

My Commission Expires