

**APPLICATION for MODIFICATION TO A  
PREVIOUSLY APPROVED DEFINITIVE SUBDIVISION PLAN**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**\* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

**PROJECT LOCATION:** Street Address: \_\_\_\_\_

Assessors' Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

Total land area: \_\_\_\_\_ # of Lots: \_\_\_\_\_

**PROJECT HISTORY:**

Endorsement date of previously approved Plan (attach copy of certificate):

Plan recorded in Registry of Deeds Book: Page:

Completion date of improvements required by previous plan:

Bond Amount or Executed Covenant (*attach copy*):

**PERMITS/APPROVALS:**

Attach any previous or pending decision documentation regarding this site (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

**SUBMITTAL REQUIREMENTS:**

\_\_\_ 1 Application fee made payable by check to the Town of Danvers. (*see fee schedule*)

\_\_\_ 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)

\_\_\_ 1 Completed Definitive Subdivision Plan checklist.

\_\_\_ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)

\_\_\_ 1 Project narrative describing the proposal and listing all requested waivers.

\_\_\_ 3 **FOLDED** and **STAPLED** copies of all plan and elevation sets.

\_\_\_ 1 Electronic PDF format of all plans, elevations, and applicable reports/studies.

(*Can be submitted on CD or emailed to [dfields@danversma.gov](mailto:dfields@danversma.gov)*)

**Signature of Applicant / Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Department Use Only:**

Date Comments Due \_\_\_\_\_

Date of Planning Board Hearing: \_\_\_\_\_

**\* Must be submitted 30 days prior to the requested Planning Board hearing.**

**\* Incomplete filings will not be accepted.**

## CHECKLIST FOR DEFINITIVE SUBDIVISION PLAN

The Definitive Plan shall contain the following:

- \_\_\_ All sheets shall be twenty-four inches (24") by thirty-six inches (36").
- \_\_\_ Each plan and profile submitted shall have the Title Block in the lower right-hand corner (see Appendix I of the Rules and Regulations for a typical title block).
- \_\_\_ Subdivision name, property boundaries, north arrow, date, scale, legend, and the zoning classification(s).
- \_\_\_ Name of owner of record and property deed reference.
- \_\_\_ Name and address of registered civil engineer and registered land surveyor who prepared the plan with signed seals.
- \_\_\_ A locus plan drawn to scale of 1" = 600' showing the proposed subdivision and the adjoining properties for at least 1,200 feet in all directions, including all streets and water courses within this area.
- \_\_\_ Location and names of all abutters, as determined from the most recent tax list;
- \_\_\_ Location, names, and widths of existing and proposed public or private streets and easements in the immediate vicinity of and/or within the area of the proposed subdivision. If the subdivision adjoins an accepted public way or private way, it shall be so designated.
- \_\_\_ Proposed lots with approximate areas and dimensions and including lot numbers and street numbers, where applicable. Street numbers shall be in accordance with the requirements of the Danvers Board of Assessors Office.
- \_\_\_ Existing and proposed contours, at 2 foot intervals (All elevations shall be on the National Geodetic Vertical Datum with a bench mark clearly indicated and located so that future recovery will be reasonably certain).
- \_\_\_ Location of any designated Flood Hazard Areas (HUD-FIA, FEMA), if applicable.
- \_\_\_ Location of any wetlands, as defined in the Town of Danvers Zoning By-Laws, if applicable.
- \_\_\_ Location of the Historic District, if applicable.
- \_\_\_ Data to determine readily the location, bearing, and length of every street line, centerline, lot line, and other boundary line shown on the plan, whether straight or curved, sufficient to reproduce the same on the ground. Bounds are to be set at every angle point and point of curvature of the proposed street lines and indicated on the plan. Traverse calculations of street sidelines shall be provided with coordinates for each point of curvature point of tangency and change in bearing of street sideline.
- \_\_\_ The limit of any previous approval by the Planning Board and the date of such approval.
- \_\_\_ Size and location of existing and proposed water mains and other appurtenances. The plans shall include the pipe class and thrust block locations. Design calculations for the proposed water mains shall also be provided.
- \_\_\_ Size and location of existing and proposed sewers, and their appurtenances. The plans shall include the pipe class. Design calculations for the proposed sewer mains shall also be provided.
- \_\_\_ Size and location of all existing and proposed surface or subsurface water drains and their appurtenances. Design calculations for the proposed surface or subsurface water drains shall also be provided.
- \_\_\_ Size and location of all existing and proposed utilities. All proposed utilities shall be underground.
- \_\_\_ The location of all permanent monuments, natural objects such as waterways, large boulders, ledge outcroppings, large trees, and the like as well all existing buildings, fences, and walls.
- \_\_\_ Notation that all deeds from the owner of the subdivision shall reserve the fee in all streets or ways as shown on the subdivision plan, such fee to be retained by the developer until conveyed to the Town.  
**or**
- \_\_\_ Notation that streets shown on the plan are intended to remain as private ways, with street or lot owners responsible for maintenance costs and street improvements to Town standards if the street is put up for acceptance.
- \_\_\_ Road profile to include:
  - \_\_\_ Existing center line as a dashed black line.
  - \_\_\_ Proposed center line grade as a heavy black solid line with ground elevations at the center of all streets at every 50 ft. station.
  - \_\_\_ Street gradients shown by figures.

- \_\_\_ Sufficient data to properly identify the vertical curves used.
- \_\_\_ Size and location of existing and proposed storm drains, sanitary sewers. The plan shall show rates of grade.
- \_\_\_ Profiles of all easements.
- \_\_\_ Details and/or design calculations of any unusual structures, including soil borings which the Director of Public Health for the Town of Danvers Board of Health requires to determine the height of the water table.
- \_\_\_ Cross-sections where necessary to clearly indicate drainage or topographic conditions.
- \_\_\_ Any information required to be shown on the Definitive Plan by the Planning Board after their review of the Preliminary Plan.