

B2 CHECK LIST

- _____ Original in India Ink - Mylar Copy
- _____ B2 Application (original and 3 copies)
- _____ 12 full copies of plans and 8 reduced size sets. **All sets shall be assembled, stapled and folded.**
- _____ A plan of the entire parcel of land from which the subdivision is being made if applicable.
- _____ The B2 fee of \$125/ per lot to the Town of Billerica.
- _____ Identification of the Plan by name of owner of record; location of land in question and if different, the name of the applicant.
- _____ Written notice of any decision by the Board of Appeal including but not limited to variance and special permits regarding the land or any building thereon, and a copy of plans for above decision.
- _____ Distance to nearest public or private intersection, or to any other monuments within that dimension.
- _____ Locus Plan.
- _____ Letter from Town Clerk stating status of applicable roadways
- _____ Abutters list of all direct abutters to the subject property and to the road to be constructed if applicable
- _____ Aerial photographs of the site and the adjacent area.
- _____ **In cases where the plan acts to subdivide property the following:**
- _____ Dimension and direction of all boundary lines shall be shown in accordance with 250 CMR 6.01
- _____ Areas of all proposed lots, with said lots designated numerically and in sequence
- _____ Dimension and direction of existing and proposed easements and their purposes
- _____ Covenants or restrictions applying to the land and their purposes, whether they are in the subdivision, public or common area, or outside the subdivision
- _____ Existing and proposed permanent monuments
- _____ Location of ways, name and present width of streets bounding, approaching the site
- _____ Endorsement by a registered professional land surveyor
- _____ Names and location of all abutters
- _____ The zoning classification of the land that contains the property, if applicable, the location of any zoning boundary lines that lie within the area
- _____ The entirety of the parcel having its boundaries changed must be shown or specifically waived by the board.
- _____ Location of existing buildings on the parcel and their distance to the nearest property line

- _____ Lot summaries for each lot, all easements and roadways
- _____ All abandoned roads, railroads, easements, and rights-of-way including the Middlesex Canal: whether previously of record or not.
- _____ A note per the requirements of Section 6 H. herein.
- _____ Plans that create or change existing lines of ownership and which show existing structures on the _____ property, shall depict on the plan a minimum of two land survey physical monuments set in a _____ manner providing a degree of permanency consistent with the terrain and physical features.

In cases where plans show the construction of a roadway the following:

- _____ The plan view to show street or way dimensions, bearings, curve lengths, radii, center line stationing to readily determine the location, direction, length and width of each street, way and easement so that they can be established on the ground, proposed bound locations, lot numbers, sidewalks, curbing and a typical cross section.
- _____ Drainage calculations and proposed drainage improvements in all cases where the roadway will provide access to two or more proposed building lots. The board reserves the right to require this on a case by case basis.
- _____ Benchmark elevations are to be based upon NGVD 1929
- _____ All existing and proposed overhead and underground utilities. Sewer and drain lines will be shown on both plan and profile. Show structure inverts, rim elevations, station numbers, sizes and slopes of pipes.
- _____ The material type for existing and proposed storm drains, water mains and sewers shall be given and shall conform to the material specifications of these Rules and Regulations unless waived by the Planning Board
- _____ Show curbing in plan, identifying type of curbing and radius
- _____ The existing ground profile along the proposed centerline and both sidelines of the right of way. (Different dashed line symbols will designate one from another)
- _____ The proposed centerline profile showing gradients and vertical curves, including labels indicating length, K-value and design safe sight stopping distance
- _____ Existing and proposed centerline grades on 50 foot stations (25 foot stations on vertical curves) centerline grades of low points for sag curves and high points for crest curves
- _____ Road stations shown on both plan and profile
- _____ Lot numbers and sideline extensions in plan
- _____ All buildings, walks, drives and other existing site features within one hundred (100) feet (either side) of the street centerline
- _____ Certification by a registered professional civil engineer
- _____ Existing and proposed contours are to be shown

_____ At least two (2) bench marks shall be shown