

SECTION IX

SUBMISSION AND PROCESSING FORMS

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

_____, 20__

Planning Board
Woburn, Massachusetts

Gentlemen:

The undersigned, believing that the accompanying plan of his property in the City of Woburn does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

The undersigned believes that the division of land shown on this plan is not a subdivision for the following reasons:

1. Applicant: _____
Address: _____ Tel. # _____
2. Name of Engineer: _____
Address: _____ Tel. # _____
3. Name of Surveyor: _____
Address: _____ Tel. # _____
4. Deed of property recorded in _____ Registry.
Book: _____ Page: _____
5. Location and description of property: Assessors Map ____ Block ____ Lot ____
Street Address: _____

Signature of Record Owner

Note: Necessary evidence to show that the plan does not require approval must be filed with this application. This form to be made out in duplicate. Original to Planning Board & copy to City Clerk.

FORM B
APPLICATION FOR APPROVAL OF
PRELIMINARY PLAN

Planning Board _____, 20____
Woburn, Massachusetts

Gentlemen:

The undersigned herewith submits the accompanying plan of property located in the City of Woburn for approval as a subdivision under the requirements of the Subdivision Control Law and the Woburn Land Subdivision Rules and Regulations.

1. Name of Applicant: _____
Address: _____
Tel. # _____
2. Name of Engineer: _____
Address: _____
Tel. # _____
3. Name of Surveyor: _____
Address: _____
Tel. # _____
4. Deed of property recorded in _____ Registry.
Book: _____ Page: _____
5. Location and description of property: Assessors Map _____ Block _____ Lot _____

Signature of record owner: _____
Address: _____

FORM C
APPLICATION FOR APPROVAL OF DEFINITIVE SUBDIVISION PLAN

_____, 20__

All lines must be completed or the application will be deemed incomplete. No lines shall be left blank. If the information requested does not apply, insert "N/A" or "does not apply".

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on a plan entitled _____
_____ dated _____, 20__

In belief that the plan conforms to the Board's Rules and Regulations, hereby submits said plan as a DEFINITIVE plan in accordance with the Rules and Regulations of the Woburn Planning Board and makes application to the Board for approval of said plan, Planning Board Forms ES-1 and D-C are filed herewith.

1. Name of Applicant: _____
Address: _____ Tel. #: _____
2. Name of Applicant: _____
Address: _____ Tel. #: _____
3. Name of Engineer: _____
Address: _____ Tel. #: _____
4. Name of Surveyor: _____
Address: _____ Tel. #: _____
5. Name of Record Owner: _____
Address: _____ Tel. #: _____
6. Name of Record Owner: _____
Address: _____ Tel. #: _____
7. Applicant's Attorney: _____
Address: _____ Tel. #: _____
8. Deed of property recorded in Middlesex South Registry of Deeds
Book: _____ Page: _____ or registered in the Middlesex South District Land Court
Section in Certificate of Title No. _____ in Book _____, Page _____

The following is a list of all the mortgages and other liens or encumbrances on the whole or any part of the above described property and the Book and Page Number or Certificate of Title Number where they appear of record.

Encumbrance	Book and Page No. or Certificate of Title No.

The undersigned hereby covenants and agrees with the City of Woburn upon approval of the Definitive Plan:

1. To construct the ways and install the municipal services as finally approved by the Planning Board within the time period provided for completion in the Board's Certificate of Approval of the Definitive Plan.
2. To design and construct the ways and design and install the municipal services in accordance with the Woburn Land Subdivision Rules and Regulations and with the Definitive Plan and its accompanying material as finally approved by the Planning Board.
3. At the laying out and acceptance of said ways and release of protective covenants or bonds all municipal services within the ways will become the property of the City of Woburn at no cost to said City, unless otherwise agreed upon, and an easement therefore shall be conveyed to the City of Woburn.
4. Assuming the Board approves the plans submitted herewith, applicant agrees to have all waivers and conditions inscribed thereon. If approved "as per covenant" those words shall be inscribed thereon as well. Applicant agrees to record all sheets of the plans endorsed by the Board within 30 days of the expiration of the appeal period and to provide the Board with attested copies of said pages and covenant.
5. To file "As Built Plans" with the Planning Board prior to the expiration of the completion date established by the Planning Board.

This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the undersigned.

**FORM C-1
PLANNING BOARD
CITY OF WOBURN MASSACHUSETTS**

CERTIFICATE OF APPROVAL OF A DEFINITIVE SUBDIVISION PLAN

_____, 20__

City Clerk
City of Woburn
Middlesex, Massachusetts

It is hereby certified by the Planning Board of the City of Woburn, MA that a duly called and properly posted meeting of said Planning Board, held on _____, 20__, it was voted to approve a definitive subdivision plan entitled: _____

by: _____ dated: _____

submitted by: _____ address: _____

_____ owned by: _____

address: _____

originally filed with the planning board on _____ concerning the property located _____

and showing _____ proposed lots, with the following condition(s).

Endorsement of the approval is conditional upon the provision of a performance guarantee, in the form of a _____ duly executed and approved, to be noted on the plan and recorded with the South Middlesex County Registry of Deeds, said form of guarantee may be varied from time to time by the applicant subject to agreement on the adequacy and amount of said guarantee by the board.

NOTE TO CLERK: The Planning Board should be notified immediately of any appeal to the Superior Court on this subdivision approval made within the statutory twenty (20) day appeal period. If no appeal is filed with your office the Planning Board should be notified at the end of the twenty (20) day appeal period in order that the plan(s) may be endorsed.

A true copy, attest:

Coordinator, Woburn Planning Board

_____ Planning Board

Duplicate copy sent to applicant:

**FORM C-2
PLANNING BOARD
CITY OF WOBURN MASSACHUSETTS**

CERTIFICATE OF APPROVAL WITH MODIFICATIONS OF A DEFINITIVE PLAN

City Clerk
City of Woburn
Middlesex, Massachusetts

It is hereby certified by the Planning Board of the City of Woburn, MA that at a duly called and properly posted meeting of said Planning Board, held on _____, 20____, it was voted to approve a definitive subdivision plan entitled: _____

by (designer): _____ dated: _____
_____ submitted by: _____ address: _____
_____ owned by: _____
_____ address: _____

_____ originally filed with the planning board on _____ concerning the property located _____

and showing _____ proposed lots, with the following modifications:

_____ and
with the following conditions:

Endorsement of the approval is conditional upon the provision of a performance guarantee, in the form of a _____ duly executed and approved, to be noted on the plan and recorded with the _____ County Registry of Deeds, said form of guarantee may be varied from time to time by the applicant subject to agreement on the adequacy and amount of said guarantee by the board. Modifications must also be shown on the plan before its endorsement and recording.

NOTE TO CLERK: The Planning Board should be notified immediately of any appeal to the Superior Court on this subdivision approval made within the statutory twenty (20) day appeal period. If no appeal is filed with your office the Planning Board should be notified at the end of the twenty (20) day appeal period in order that the plan(s) may be endorsed.

A true copy, attest:

Coordinator, Woburn Planning Board

Planning Board

Duplicate copy sent to applicant:

**FORM C-3
PLANNING BOARD
CITY/TOWN OF _____ MASSACHUSETTS**

CERTIFICATE OF DISAPPROVAL OF A DEFINITIVE PLAN

It is hereby certified by the Planning Board of the City/Town of _____, 20____
Massachusetts, that at a duly called and properly posted meeting of said Planning Board, held on
_____, 20____, it was voted to disapprove a definitive subdivision plan entitled:

by (designer): _____ dated: _____
_____ submitted by: _____ address: _____

_____ owned by: _____
_____ address: _____

_____ originally filed with the planning board on _____ concerning
the property located _____

and showing _____ proposed lots because the plan fails to conform to the Planning Board's
Rules and Regulations or the recommendations of the Board of Health in the following respects:

NOTE TO CLERK: The Planning Board should be notified immediately of any appeal to the Superior
Court on this subdivision disapproval made within the statutory twenty (20) day appeal period.

A true copy, attest:

_____ Planning Board

Duplicate copy sent to applicant:

_____ Planning Board

FORM D

CERTIFIED LIST OF ABUTTERS

(Fill in this space with rough sketch of land described in this petition, and write against boundary lines the name of adjoining owners in their respective positions. Also indicate the address of each abutter on the sketch or in a separate list. Include owners of land separated from the subdivision only by a street.)

_____, 20 ____

Planning Board
Woburn, Massachusetts

Gentlemen:

This is to certify that at the time of the last assessment for taxation made by the City of Woburn with the names and addresses of the parties assessed as adjoining owners to the parcel of land shown above were as above written, except as follows:

Assessor

FORM D-C

Definitive Subdivision Plan Checklist

Applicant: _____ Contact Person: _____ Tel # _____

Project Description & Address: _____

Type of Development: Cluster Conventional

Date of Application, as stamped by the City Clerk: _____

This checklist must be included with the submission of a preliminary subdivision plan, per Section II.D. of these Land Subdivision Rules and Regulations. The applicant shall submit a written explanation for any omitted checklist item(s). For additional information on each checklist item below, refer to the 1987 Planning Board Subdivision Rules and Regulations, as amended, Chapter II.E. – Definitive Plan Submission.

Reference	Information Required	Applicant's Initials	Staff Initials
1	Submission		
a	Original and ten prints		
b	Form C – Application for approval of Definitive Plan Form ES-1 – Engineer's and Surveyor's Form		
c	Fee for submission (If preliminary plan filed: \$1,000 PLUS \$100 for each lot PLUS \$200 legal ad fee. If no preliminary plan filed: \$1,500 PLUS \$100 for each lot PLUS \$200 legal ad fee) Amount submitted: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check # _____		
d	Names and addresses of all abutters within 300 ft. and certified by the Assessors Office on Form D		
e	A 100 ft. = 1 inch Locus Plan, showing surrounding neighborhood areas for 300 ft.		
f	Possible or prospective street layouts of any adjacent undeveloped lands		
g	Written notification that the City Clerk is in receipt of application		
h	Drainage calculations and all appurtenant data and formula used		
2	Form		
	Scale: 1" = 40' Horizontal 1" = 4' Vertical		
3	Contents		
a	Subdivision name, boundaries, date, scale & north arrow		
b	Names and addresses of record owner and applicant, and name of engineering and surveyor as well as certificates and seals		
c	Names of all abutters within 300 ft.		
d	Existing and proposed lines of streets, easements & common areas		
e	Location, names and present widths of abutting and adjacent streets		
f	Proposed lot lines, areas in square feet and dimensions		
g	All required surveying data		
h	All required monumentation indicated on plan		
i	Indicate all bodies of water, streams, swamps, marshes within the subdivision and within the 300' locus plan		

Reference	Information Required (con't)	Applicant's initials	Staff Initials
j	Topography at 2 ft. contour intervals existing & proposed		
k	Existing and proposed storm drains, water mains and sewers, including all appurtenances within and adjacent to the subdivision		
l	Proposed utilities – location, type and specifications		
m	Planning Board signature block		
n	Street layout plans & profiles		
o	Major site features, such as existing stone walls, fences, buildings, large trees, outcroppings and swamps		
p	Data verifying adequate water supply and fire protection		
q	Water main looping plan		
r	Drafting standards		

Applicant's Signature: _____ Date: _____

Reviewed by Planning Board staff: _____ Date: _____

Note: If any of the above items are missing or deficient in any way, the Board may choose to consider the submission incomplete, and as such, the application may be subject to denial.

Comments:

FORM E
COVENANT

The undersigned _____ of _____ County, Massachusetts, hereinafter called the "Covenantor" having submitted to the Woburn Planning Board, a Definitive Plan of a subdivision, titled _____, Dated _____ made by _____ does hereby covenant and agree with said Planning Board and the successors in office of said Board, pursuant to G.L. (Ter.Ed.) Chapter 41, Section 81-U, as amended that:

1. The Covenantor is the owner of record of the premises shown on said plan;
2. This covenant shall run with the land and be binding upon the executors, administrators, heirs, assigns of the Covenantor, and their successors in title to the premises shown on said plan.
3. (a) The construction of way shall be provided to serve any lot in accordance with the applicable Rules and Regulations of the Woburn Planning Board. Before such lot shall be built upon or occupied or conveyed without written permission from the Woburn Planning Board, the way shall be constructed as per plans approved by the Woburn Planning Board and dated. That way shall be constructed as follows:

(List in detail design of road as approved)

(b) The municipal services shall be installed at the cost of the developer and will be as follows:

- | | | | |
|-----|--|-------|-------------------|
| (1) | Sewer | _____ | inches |
| (2) | Water | _____ | inches |
| (3) | Storm Drain | _____ | inches |
| (4) | Electrical Service | _____ | underground |
| (5) | Fire Protection No. of Hydrants | _____ | No. of Call Boxes |
| (6) | Street lighting shall be installed and operational at a minimum of every 300 ft. within the subdivision. | | |

4. Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board without first providing such ways and services.
5. This covenant shall take effect upon the approval of said plan.
6. The wording "as per covenant" shall be inscribed on the plan before endorsement of the approved plan.

7. The Planning Board shall receive a copy of the recorded covenant with the book and page number that was issued by the Registry of Deeds.

The undersigned _____ wife, husband of the Covenantor hereby agree that such interest as I, we, may have in said premises shall be subject to the provisions of this Covenant and insofar as is necessary release all rights of tenancy by the courtesy, dower, homestead and other interest therein;

EXECUTED as a sealed instrument this _____ day of _____, 20 ____.

COMMONWEALTH OF MASS

_____, ss _____, 20 ____

Then personally appeared _____ and acknowledged the foregoing instrument to be _____ free act and deed, before me.

Notary Public

My commission expires: _____

PLANNING BOARD
ENGINEER'S AND SURVEYOR'S
ES-1

_____, 20 ____

To the Planning Board of the City of Woburn:

Gentlemen:

I hereby certify that the accompanying plan, entitled _____

and dated _____ 20 ____, is true and correct to the accuracy required by the Rules and Regulations of the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors and that all pertinent data are shown in accordance with Regulations 250 CMR 3.00 – 6.00.

These plans are the result of an actual field survey on: _____

SEAL

Registered Land Surveyor

Registration No.

SEAL

Registered Professional Engineer

Registration No. _____

FORM F
CERTIFICATE OF PERFORMANCE

(Covenant of Approval Release)

The undersigned, being a majority of the Planning Board of the City of Woburn, Massachusetts, hereby certify that the requirements for work on the ground, called for by the Covenant dated: _____ and recorded in the South Middlesex Registry of Deeds, Book, ____, Page, ____, have been secured as to the following enumerated lots shown on Plan entitled:

recorded with said Deeds, Plan Book ____, Plan ____, and said lots are hereby released from the restrictions as to sale and building specified thereon. Lots designated on said Plan are as follows:

PLANNING BOARD
WOBURN

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____

Then personally appeared _____ one of the above-named members of the Planning Board of the City of Woburn, Massachusetts, and acknowledge the foregoing instrument to be his/her free act and deed of said Planning Board, before me.

Notary Public

My commission expires: _____

FORM G
CONVEYANCE OF EASEMENTS AND UTILITIES

_____, of _____ County, Massachusetts, for consideration paid, grant to the City of Woburn, a municipal corporation in Middlesex County, Massachusetts, with quitclaim covenants, the perpetual rights and easements to construct, inspect, repair, renew, replace, operate, and forever maintain, water mains and sanitary sewers, with any manholes, pipes, conduits and other appurtenances thereto, and to do all acts incidental thereto, in, through and under the following described land:

And, for the consideration aforesaid, the said grantor does hereby give, grant, sell, transfer and deliver unto the said grantee and its successors and assigns forever, all water and sewer pipes, manholes, conduits and all appurtenances thereto that are new or hereafter constructed or installed in, through or under the above-described land by the grantor and the grantor's successors and assigns.

And I, husband/wife of said grantor hereby release to said grantee and its successors and assigns forever all rights of tenancy by the courtesy/dower and homestead interests therein.

For grantor's title see deed from _____ dated _____, 19____, and recorded in Middlesex District Deeds, Book _____, Page _____.

And _____, a banking corporation in _____ County, Massachusetts, the present holder of a mortgage of the above-described land which mortgage is dated _____, 20 ____, and recorded in said Deeds, Book _____, Page _____ for consideration paid, hereby releases unto the said grantee and its successors and assigns forever from the operation of said mortgage, the rights and easements hereinabove granted and assents thereto.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20 ____.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____

Then personally appeared _____ one of the above-named members of the Planning Board of the City of Woburn, Massachusetts, and acknowledge the foregoing instrument to be his/her free act and deed of said Planning Board, before me.

Notary Public

My commission expires: _____

FORM H
PERFORMANCE SECURED BY DEPOSIT OF MONEY

_____, 20__
Woburn, Massachusetts

AGREEMENT made this date between the City of Woburn and _____ hereinafter referred to as "the applicant" of _____ to secure construction of ways and installation of municipal services in the subdivision of land shown on a plan entitled:

_____ by: _____ dated: _____
_____, owned by: _____ address: _____
_____ land located: _____ and showing proposed _____ lots.

KNOW ALL MEN by these presents that the applicant hereby binds and obligates himself, his or its executors, administrators, devisees, heirs, successors, and assigns to the City of Woburn, a Massachusetts municipal corporation, acting through its Planning Board, in the sum of _____ dollars, and has secured this obligation by depositing with the Treasurer of the City of Woburn a deposit of money in the above sum to be deposited in a subdivision escrow account in the name of the City of Woburn. The deposit of money is to be used to insure the performance by the applicant of all covenants, conditions, agreements, terms and provisions contained in the following:

1. Application for Approval Definitive Plan (Form C), dated: _____
2. The subdivision control law and the Planning Board's Rules and Regulations governing this subdivision and dated: _____
3. Conditions included in the Certificate of Approval issued by the Planning Board and dated: _____
:
4. The definitive plan as qualified by the Certificate of Approval; and
5. Other document(s) specifying construction or installation to be completed namely: (specify other documents, if any, and list lots secured if only a part of the subdivision is secured by a deposit of money)

This agreement shall remain in full force and effect until the applicant has fully and satisfactorily performed all obligations or has elected to provide another method of securing performance as provided in M.G.L. Chapter 41, Sec. 81-U.

Upon completion by the applicant of all obligations as specified herein, on or before _____, or such later date as may be specified by vote of the Planning Board with a written concurrence of the applicant, the deposit of money including all interest accrued thereon shall be returned to the applicant by Woburn and this agreement shall become void. In the event the applicant would fail to complete the construction of ways and the installation of municipal services as specified in this agreement and within the time herein specified, the deposit of money may be applied in whole or in part, by the Planning Board for the benefit of the City of Woburn to the extent of the reasonable cost to the town of Woburn of completing such construction or installation as specified in the agreement. Any

unused money and the interest accrued on the deposit of money will be returned to the applicant upon completion of the work by the City of Woburn.

The City of Woburn acting by and through its Planning Board hereby agrees to accept the aforesaid deposit of money in the amount specified in this agreement as security for the performance of the project as aforesaid.

Any amendments to this agreement and/or to the aforesaid security shall be agreed upon in writing by all parties to this agreement.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20 ____.

Signatures of a majority of the Planning of the City of Woburn

Signature of the Applicant

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____

Then personally appeared _____ one of the above-named members of the Planning Board of the City of Woburn, Massachusetts, and acknowledge the foregoing instrument to be his/her free act and deed of said Planning Board, before me.

Notary Public

My commission expires: _____

Duplicate copy to:

- Applicant
- Planning Board
- City Clerk
- City Treasurer

FORM I

PERFORMANCE SECURED BY BANK PASSBOOK

_____, 20__
Woburn, Massachusetts

AGREEMENT made this date between the City of Woburn and _____ hereinafter referred to as "the applicant" of _____ to secure construction of ways and installation of municipal services in the subdivision of land shown on a plan entitled: _____

_____ by: _____
dated: _____, owned by: _____ address: _____
_____ land located: _____ and showing _____
proposed lots.

KNOW ALL MEN by these presents that the applicant hereby binds and obligates himself, his or its executors, administrators, devisees, heirs, successors, and assigns to the City of Woburn, a Massachusetts municipal corporation, acting through its Planning Board, in the sum of _____ dollars, and has secured this obligation by deposit with the Treasurer of the City of Woburn a deposit of money for the above sum represented by Bank passbook No. _____ with an order drawn on the _____ Bank of _____, payable to the order of the Planning Board of the City of Woburn, said sum to be used to insure the performance by the applicant of all covenants, conditions, agreements, terms and provisions contained in the following:

1. Application for Approval Definitive Plan (Form C), dated: _____
2. The subdivision control law and the Planning Board's Rules and Regulations governing this subdivision and dated _____
3. Conditions included in the Certificate of Approval issued by the Planning Board and dated _____
- :
4. The definitive plan as qualified by the Certificate of Approval; and
5. Other document(s) specifying construction or installation to be completed namely: (specify other documents, if any, and list lots secured if only a part of the subdivision is secured by a bank passbook)

This agreement shall remain in full force and effect until the applicant has fully and satisfactorily performed all obligations or has elected to provide another method of securing performance as provided in M.G.L. Chapter 41, Sec. 81-U.

Upon completion by the applicant of all obligations as specified herein, on or before _____, or such later date as may be specified by vote of the Planning Board with a written concurrence of the applicant and the bank, the bank passbook shall be returned to the applicant by _____ and this agreement shall become void. In the event the applicant would fail to complete the construction of ways and the installation of municipal services as specified in this agreement and within the time herein specified, the funds on deposit in the account represented by the aforesaid bank passbook and order drawn thereon may be applied in whole or in part, by the Planning Board for the benefit of the City of Woburn to the extent of the reasonable cost to the City of completing such construction or installation as specified in this Agreement. Any used funds and the bank passbook will be returned to the applicant upon completion of the work by said City.

The City of Woburn acting by and through its Planning Board hereby agrees to accept the aforesaid bank passbook and order drawn thereon as security for the performance of this project.

The _____ Bank of _____ hereby agrees not to release any funds from the account represented by the aforesaid bank passbook or otherwise amend or make a change to the aforesaid passbook or to the order drawn thereon without written agreement by the Planning Board.

Any amendments to this agreement and/or to the aforesaid security shall be agreed upon in writing by all parties to this agreement.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20 ____.

Signatures of a majority of the Planning of the City of Woburn

Signature of the Applicant

Signature of Authorized Representative of the _____ Bank

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____

Then personally appeared _____ one of the above-named members of the Planning Board of _____, Massachusetts, the applicant and the authorized representative of the _____ Bank, and acknowledged the foregoing instrument to be the free act and deed of said parties, before me.

Notary Public

My commission expires: _____

Duplicate copy to:

Applicant

_____ Bank

Planning Board

City/Town Clerk

City/Town Treasurer

City Council/Board of Selectmen

FORM J

PERFORMANCE SECURED BY LENDER'S AGREEMENT

_____, 20 __
_____, Massachusetts

AGREEMENT made this date between the (city/town) of _____;
_____, hereinafter referred to as "the applicant" of
_____; and _____, hereinafter referred to as "the
lender" of _____ to secure construction of ways and installation of
municipal services in the subdivision of land shown on a plan entitled:

_____ by: _____ dated:
_____, owned by: _____ address:
_____ land located: _____ and showing _____
proposed lots.

KNOW ALL MEN by these presents that the applicant and the Planning Board of the (city/town) of _____ have executed a covenant, dated _____, 20 __, recorded in the _____ Registry of Deeds, Book _____, Page _____; that the applicant has recorded a first mortgage with the lender dated _____, recorded in the _____ Registry of Deeds, Book _____, Page _____, coveting _____ as shown on the above-referenced plan as security for the payment of a certain note in the principal sum of _____ dollars; and that the applicant and lender hereby bind and obligate themselves, their, or its executors, administrators, devisees, heirs, successors and assigns, jointly and severally to the city/town of _____, a Massachusetts municipal corporation, acting through its Planning Board, in the sum of _____ dollars, and have secured the obligation by the lender retaining said sum of money of said principal sum otherwise due the applicant to insure the performance by the applicant of all covenants, conditions, agreements, terms and provisions contained in the following:

1. Application for Approval Definitive Plan (Form C), dated: _____
2. The subdivision control law and the Planning Board's Rules and Regulations governing this subdivision and dated: _____
3. Conditions included in the Certificate of Approval issued by the Planning Board and dated: _____
- : _____
4. The definitive plan as qualified by the Certificate of Approval; and

5. Other document(s) specifying construction or installation to be completed namely: (specify other documents, if any, and list lots secured if only a part of the subdivision is secured by a lender's agreement)

This agreement shall remain in full force and effect until the applicant has fully and satisfactorily performed all obligations.

Upon completion by the applicant of obligations as specified in the following schedule:

	Sum to Be Retained by Lender	Stage of Construction or Installation to be Completed	Date When Construction And Installation Is To Be Complete
1.	\$		
2.	\$		
3.	\$		

(add additional steps if necessary)

the interest of the city/town in such funds retained by the lender shall be released, that portion of the agreement covering a specific stage of work shall become void, and the lender may disburse such funds which have been held as security for a specific stage of work, to the applicant. In the event the applicant should fail to complete any stage of construction of ways or installation of municipal services as specified in this agreement and within the time herein specified, any funds remaining undisbursed shall be made available in whole, or in part, by the lender to the Planning Board for the benefit of the city/town to the extent of the reasonable cost to the city/town of completing such construction or installation as specified in this agreement. Any unused portion of such funds will be released by the Planning Board and may be disbursed by the lender to the applicant upon completion of the work by said city/town.

The city/town of _____ acting by and through its Planning Board hereby agrees to release the following lots _____ from the operation of the above-referenced covenant given pursuant to Section 81-U of Chapter 41, the Subdivision Control Law without receipt of a bond or deposit of money and further to accept this agreement and the funds in the amount specified herein to be retained by the lender as security for the performance of the project as aforesaid. Upon delivery of this agreement to the Planning Board, said lots shall be released as herein specified.

The lender hereby agrees that none of the funds retained as security, as specified herein, shall be disbursed to the applicant without prior written release of said funds by the Planning Board.

Any amendments to this agreement and/or to the aforesaid security shall be agreed upon in writing by all parties to this agreement.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20 ____.

Signatures of a majority of the
Planning Board of the City of
Woburn

Signature of applicant

Signature of Authorized
Representative of the Lender

**FORM K
CONTROL FORM FOR PROCESSING
SUBDIVISION PLAN AND CONSTRUCTION**

This form shall be filled-out by the Planning Board Director and the City Engineer as the subdivision progresses from the preliminary plan submission through to the completion of the subdivision in its entirety.

SUBDIVISION PLAN ENTITLED: _____

LAND LOCATED: _____

BY: _____

APPLICANT: _____ ADDRESS: _____

PHONE: _____

Date of Preliminary Plan _____
Date of Preliminary Plan Submission _____
Preliminary Plan Approval Date _____
Date of Definitive Plan _____
Submission Date(s) _____
Check: Rec'd _____ **Forms Rec'd** _____ **Plans Rec'd** _____

Date of Definitive Plan Submission To the Board of Health (SH) _____
Date Received Board of Health Report (SH + 45) _____
Date of Plan Submission to Other Boards and Agencies _____
Board:

Date Received Reports From Other Boards and Agencies
Board:

Approval Deadline Date (S+60 days) _____
Hearing Date (H) _____
Date of Letters to Abutters (H-14 days) _____
Date of Newspaper Notices (2) (H-14 days for first notice) _____
Approval or Disapproval Date (A) _____
Appeal Deadline Date (A+20 days) _____
Date of Performance Guarantee Agreement _____
Description of Performance Guarantee _____
Date Record Plans Endorsed _____
Date Plans and Performance Guarantee Recorded _____
Book No. _____ Page No. _____

Date of Amendments or Extensions to Original Performance Guarantee _____
Date of Amendment Modification or Rescission of Approval _____
Other _____

Releases _____

Lot Numbers	Date of Lot Release	Description of Performance Guarantee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Final Release/Certificate of Completion _____

INSPECTIONS

Date	Type	Signature of Inspector When Inspection Complete
1. _____	Cleaning, Grubbing And Excavation	_____
2. _____	Drainage system	_____
_____	Water system	_____
_____	Sewer system	_____
_____	Underground utilities	_____
3. _____	Backfill, fill and rough grading	_____

- | | | |
|----------|--|-------|
| 4. _____ | Gravel base | _____ |
| 5. _____ | Bituminous Concrete
Binder course | _____ |
| _____ | Curbs/berms | _____ |
| _____ | Bituminous concrete surface course | _____ |
| 7. _____ | Sidewalks | _____ |
| _____ | Loam and seed | _____ |
| _____ | Street trees | _____ |
| _____ | Road signs | _____ |
| _____ | Street lights | _____ |
| _____ | Fire alarm system | _____ |
| _____ | Other | _____ |
| 8. _____ | Bounds | _____ |
| 9. _____ | Final Inspection | _____ |
| _____ | Final clean-up | _____ |

FORM L

**CERTIFICATE OF COMPLETION
AND
RELEASE OF MUNICIPAL INTEREST IN
SUBDIVISION PERFORMANCE SECURITY**

Planning Board, _____, 20 ____
_____, Massachusetts

Subdivision Name: _____

Owner: _____

Owner's Address: _____

Applicant, if other than owner: _____

Applicant's Address: _____

Date of Subdivision Plan: _____

Designer of Plan: _____

Land Located: _____

Plan Recorded: _____ Registry of Deeds

Plan and Certificate of Title _____

Registered: _____ Registered Land Office of
_____ Registry of Deeds

Plan found in Book _____, Page _____

Type of Performance Security:

Covenant, dated: _____

Covenant recorded: _____ Registry of Deeds

Or

Covenant registered: _____ Registered Land office of _____ Registry of Deeds

Covenant found in Book _____, Page _____

Bond, agreement dated: _____

Surety Company: _____

Address of Surety: _____

Deposit of money, agreement date: _____

Bank, if bank passbook: _____

Address of Bank: _____

Other Security, agreement dated: _____

Letter of Credit, agreement dated: _____

Bank: _____

Address of Bank: _____

The undersigned, being a majority of the Planning Board of _____ have determined that the construction of ways and installation of municipal services in the subdivision referred to above have been fully and satisfactorily completed by the applicant in accordance with the Board's rules and regulations to serve the following enumerated lots:

_____.

Pursuant to Section 81-U of chapter 41, M.G.L. and in consideration of completion of said construction and installation, the city/town of _____, a Massachusetts municipal corporation, acting through its Planning Board, hereby releases its interest in the performance security referred to above.

Duly executed as a sealed instrument this _____ day of _____, 20 ____.

Signed by a Majority of the Planning Board of city/town, Massachusetts

COMMONWEALTH OF MASSACHUSETTS

_____, ss

_____, 20 ____

Then personally appeared _____ one of the above-named members of the Planning Board of _____, Massachusetts and acknowledged the foregoing instrument to be (his/her) free act and deed before me.

Notary Public

My commission expires: _____

Duplicate copy to:

Applicant

(Surety, if bond agreement)

(Bank, if bank passbook or letter of credit)

Planning Board

City/Town Clerk

City/Town Treasurer

City Council/Board of Selectmen

FORM P Preliminary Subdivision Plan Checklist

Applicant: _____ Contact Person: _____ Tel # _____

Project Description & Address: _____

Type of Development: Cluster Conventional

Date of Application, as stamped by the City Clerk: _____

This checklist must be included with the submission of a preliminary subdivision plan, per Section II.D. of these Land Subdivision Rules and Regulations. The applicant shall submit a written explanation for any omitted checklist item(s). For additional information on each checklist item below, refer to the 1987 Planning Board Subdivision Rules and Regulations, as amended, Chapter II.D.1 – Preliminary Plan Form and Contents.

Reference	Information Required	Applicant's Initials	Staff's Initials
	Form B application for approval of Preliminary Plan		
	Original and eight prints		
	Scale: 1" = 40' Horizontal - 1"=4' Vertical		
a	Subdivision name, boundaries, north point, date, scale, legend & title block		
b	Names of record owner, applicant, designer, engineer & surveyor		
c	Existing and proposed street lines, easements & common areas		
d	Names and addresses of abutters within 300 ft.		
e	Drainage – proposed system, including appurtenant waterways		
f	Proposed lot lines, areas & dimensions		
g	Names, approximate locations and widths of adjacent streets		
h	Topography at 2 ft. contours existing & proposed		
i	Locus plan 1"=100' (including location and size utilities, existing homes and wetlands)		
j	Bodies of water, streams, swamps, marshes		
k	Fire alarm boxes and fire hydrants		
l	Drainage area outline		
m	Information sources for property lines, topography and utilities		
n	Design data and potential waivers		
o	Fee for submission (\$750 plus \$100 per lot) Amount submitted Cash <input type="checkbox"/> Check <input type="checkbox"/> Check #		

Applicant's Signature: _____ Date: _____

Reviewed by Planning Board staff: _____ Date: _____

Note: If any of the above items are missing or deficient in any way, the Board may choose to consider the submission incomplete, and as such, the application may be subject to denial.

Comments: