

CITY OF BEVERLY

DEFINITIVE PLAN APPLICATION CHECKLIST

Please use the following checklist to ensure that your Definitive Plan Application is complete prior to submitting the Plan to the Planning Department for Planning Board analysis. Please check with the Administrative Assistant for the Planning Department at 978-921-6000 if you have questions about what should be shown.

- One (1) copy of the completed Definitive Plan Application Form C
- ~~Ten (10)~~ paper copies of the completed site plan sized 11''H x 17''W, folded to 8½'' x 11'' size *ELEVEN (11)*
- Twelve (12) paper copies of the completed site plan sized 24''H x 36''W, folded to 8½'' x 11'' size
- Three (3) copies of Stormwater Management Report, four (4) copies if in the Water Supply Protection Overlay District (if applicable)
- Proof of submittal to City Clerk
- N/A* ~~Proof of submittal to Board of Health~~
- Form D, Designer's Certificate
- One (1) set of Certified List of Abutters, with mailing labels, from Assessor's Department
- Municipal Lien Certificate
- #100* Filing fee (see "Regulations Governing Fees and Fee Schedules")
- ~~Deposit for legal notice fee and (unless a holder of an account with Salem News) completed "Request for Legal Notice" form~~ *↳ HANCOCK ASSOC.*
- Three (3) copies of ~~Adequacy of Ways Narrative~~ *Letter to Board*
- One (1) digital/electronic filing of the all material in PDF form by email or flash drive to be emailed or submitted to: Darlene Wynne, Assistant Planning Director, at:
dwynne@beverlyma.gov
- ~~If applicable, Inclusionary Housing Application filing is to be submitted simultaneously~~
- Completed Content Requirement for Definitive Plan Checklist
- List of waivers being requested (if applicable) *ON PLAN*

BEVERLY CODE

CONTENT REQUIREMENTS FOR DEFINITIVE PLANS

Locus at 1:800 scale	<u>X</u>
Plan at 1:40 scale	<u>X</u>
Sheet size 24" x 36"	<u>X</u>
Index sheet showing entire subdivision 1:100	<u>N/A</u>
Adjacent lots shown	<u>X</u>
Dimensions of lots	<u>X</u>
Street numbers and lot numbers	<u>X</u>
Assessor's Map and Parcel Number	<u>X</u>
Signed and stamped by professional engineer	<u>X</u>
Title Block	<u>X</u>
<input type="checkbox"/> Name of subdivision	<u>X</u>
<input type="checkbox"/> Date	<u>X</u>
<input type="checkbox"/> Scale	<u>X</u>
<input type="checkbox"/> Name and addresses of applicant	<u>X</u>
<input type="checkbox"/> Names of designer, engineer, registered architect, surveyor	<u>X</u>
North arrow	<u>X</u>
Benchmark	<u>X</u>
Boundaries of subdivision	<u>X</u>
Location and ownership of abutting property	<u>X</u>
Copy of deed	<u>X</u>
Major features, i.e., waterways, swamps, water bodies, natural drainage courses, buildings, walls, fences, trees 6" in diameter, etc.	<u>X</u>
Lines of existing and proposed streets, ways, lots, lot numbers, easements, public or common areas	<u>X</u>
Data to determine location, direction, and length of every street and way, lot line, etc.; include lot frontage, subdivision lot lines	<u>X</u>
Indicate all streets, easements, length, radii, tangents, and central angles of all curves in lot lines and street lines, angle points, or intersections of tangents along street lines	<u>X</u>
Location of all permanent monuments	<u>X</u>
Location, names, and widths of streets within proximity of the subdivision, showing roadways widths and rights-of-way widths	<u>X</u>

CITY OF BEVERLY, MASSACHUSETTS
BEVERLY PLANNING BOARD

FORM A-1: WAIVER OF FRONTAGE

APPLICATION FOR WAIVER OF FRONTAGE REQUIREMENT

This form to be accompanied by Form C.
(please type or print clearly)

Filing Fee: \$100.00

TO THE PLANNING BOARD:

The undersigned represent(s) that he/she is (are) the owner(s) of a certain parcel of land located at 21 Porter Terrace which he/she propose(s) to divide into 2 lot(s), as

depicted on the accompanying plan; and hereby petitions the Planning Board to waive, to the extent shown on the submitted plan, the frontage requirements of the City of Beverly Zoning Ordinance and Planning Board's Subdivision Rules and Regulations pursuant to the authority of M.G.L. Chapter 41, Section 81-R for the following reason(s):

Livingstone Ave is a Private way. We propose to extend Livingstone Ave. 110' to provide 50' of frontage for proposed Lot 2.

Name of owner(s): Jeffrey Holloran

Address of owner(s): 100 Cabot Street Beverly, MA 01915

Telephone number: 978-902-2544

Name of surveyor: Joseph M. Small, PLS

#45717
(registration #)

Surveyor's address: 185 Centre Street Danvers, MA 01923

Deed of property recorded in Essex South District Registry of Deeds,

Book & Page#: Book 37067 & Page 331

Location of property: 21 Porter Terrace Beverly, MA

Assessor's Map/Lot#: Map 9 / Lot 373

Zoning Designation(s): R-10

Date of filing: 10/11/19

Signature of owner(s) or representative



**CITY OF BEVERLY, MASSACHUSETTS
BEVERLY PLANNING BOARD
FORM C**

**DEFINITIVE PLAN
APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN
OR MODIFICATION OF DEFINITIVE PLAN**

(please type or print clearly)

File one completed form with the Beverly Planning Board together with the originals, one reproducible copy and twelve (12) copies of the plan in question, ~~ten (10)~~ ^{eleven (11)} additional copies of plans, size 11" x 17", and file a copy of Form C with the City Clerk in accordance with Section III, C-1. See attached "Regulations Governing Fees and Fee Schedules."

See Form R for applicant signature information.
This form is to be accompanied by Forms D and E.

_____ 10/11 _____ 20 19 _____ 20 _____

(Date of Filing)

(Received by)

To the Beverly Planning Board:

The undersigned, being present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled

Definitive Subdivision of 21 Porter Terrace

Section: _____ Sheets: _____

By Hancock Associates

Dated: October 10, 2019

Being land bounded as follows: Property fronts on the NW by Livingstone Ave. & on the SE by Porter Terrace, 300' easterly of Upland Rd., being lots 345, 358, & 359 on Plan Book 24, Page 16.

Hereby submits said plan as a DEFINITIVE Subdivision Plan in accordance with the Rules and Regulations of the Beverly Planning Board and makes application to the Board of Approval of said plan.

The undersigned's title to said land is derived from Donna L. Williams

By deed dated 10/5/18 and recorded in the Essex South District Registry of

Deeds Book 37067 Page 331 registered in the Essex South District Land

Court, Certificate of Title No. _____ and shown on City of Beverly Assessor's Map

Number: 9 Parcels: 373 and said land is free of encumbrances except for the following:

Said plan has () has not (x) evolved from a Preliminary Plan submitted to the Board on _____ 20____ and approved () with modifications () disapproved () on _____ 20____.

Total Area of Land: 15,000SF

The undersigned hereby applies for the approval of said DEFINITIVE Plan by the Board and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations. The undersigned hereby further covenants and agrees with the City of Beverly upon approval of said DEFINITIVE Plan by the Board:

1. To install utilities in accordance with the Rules and Regulations of the Beverly Planning Board, the Public Works Department, Fire Department and Police Department and all general as well as Zoning Ordinances of said City, as are applicable to the installation of utilities within the limits of ways and streets;
2. To complete and construct the street or ways shown thereon in accordance with Section V of the Rules and Regulations of the Beverly Planning Board and the approved DEFINITIVE plan, profiles and cross sections of the same. Said plan, profiles, cross sections and construction specifications are specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole part of said land, and assigns of the undersigned; and
3. To complete the aforesaid installations and construction within two (2) years from the date of approval.

Has the person, corporation, or other legal entity making this application ever, within the ten (10) years preceding the date of this application:

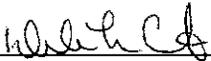
1. Been convicted of a crime related to the construction or development of real property?
Yes _____ or No X _____
2. Suffered the suspension or revocation of any construction or development related permit or license?
Yes _____ or No X _____

3. Been subjected to a fine or other penalty for any construction or development related offense?

Yes _____ or No X

If the answer to any of the above questions above is "yes", any member of the Beverly City Council may request that the applicant explain the circumstances of any such conviction, suspension, revocation, fine, or penalty at a public hearing called for that purpose in accordance with City Council Order #14 of 1999.

Name of Applicant (please print) Deborah Colbert, PE - Hancock Associates

Signature of Applicant: 

Address: 185 Centre Street, Danvers, MA

Name of Owner if not the Applicant (please print) Jeffrey Holloran

Signature of Owner if not the Applicant: Beverly Builders, LLC (attn: Jeffrey Holloran)

Address: 100 Cabot Street, Beverly, MA 01915

.....
(FOR OFFICE USE ONLY)

Action taken: _____

(date)

Signed: _____

Date and action of Board of Health: _____

The petitioner is required to bring to the Board a lien certificate indicating that there is no indebtedness to the City of Beverly at the time of filing said application.

SUBDIVISION OF LAND

375 Attachment 4

City of Beverly

Appendix D
Beverly Planning Board

FORM D
DESIGNER'S CERTIFICATE
(To Accompany Forms B and C)

(Date of filing) 10/11/19

To the Beverly Planning Board:

In preparing the plan entitled Definitive Subdivision of Porter Terrace in Beverly, MA

Sections: _____ Sheets: _____

my source(s) of information about the location of boundaries shown on said plan are/were one or more of the following:

1. Deed from DONNA L. WILLIAMS to BEVERLYBUILDERS,LLC
dated 10/5/18 and recorded in the Essex South District Registry of Deeds
Book 37067 Page 331
2. City of Beverly Assessor's Map No. 9 Parcel # 373
3. Oral information furnished by: _____
4. Actual measurement on the ground from a starting point established by:
Deeds & Plans of Record and an on the Ground field survey.
5. Other sources: _____

(Seal of Engineer or Surveyor)

Signed: [Signature]
(Registered Professional Engineer or Registered Land Surveyor)



Number: 37073
Address: 185 Centre Street
Danvers, MA 01923

SUBDIVISION OF LAND

375 Attachment 5

City of Beverly

Appendix E
Beverly Planning Board

FORM E
CERTIFIED LIST OF ABUTTERS
(To accompany Form C)

One copy of this form is to be completed and filed with the Beverly Planning Board in accordance with § 375-13A.

(date of filing) 10/11/19

To the Beverly Planning Board:

The undersigned, being an applicant for approval of a Definitive Plan of a proposed subdivision entitled: Definitive Subdivision of 21 Porter Terrace in Beverly, MA

_____ Section: _____ Sheets: _____

submits the following sketch of the land in the subdivision listing the names of the adjoining owners in their relative positions, and indicating the address of each abutter on the sketch or in a separate list, including owners of land separated from the subdivision only by a street.

Signature of Applicant or Agent: 

(To be certified by the Assessor's Office)

To the Beverly Planning Board:

This is to certify that at the time of the last assessment for taxation made by the City of Beverly, 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:

(Signed)

(Date)

23 PORTER TERR 3-31

LUC: 101

FERZACCA NICOLA D
VAN DINE JENNIFER
23 PORTER TERR
BEVERLY, MA 01915

20 PORTER TERR 3-34

LUC: 101

COMMERFORD MARY J
20 PORTER TERR
BEVERLY, MA 01915

20 H PORTER TERR 3-35A

LUC: 101

CREAN RAYMOND J JR
CREAN LINDA M
20H PORTER TERR
BEVERLY, MA 01915

121 LIVINGSTONE AVE 9-341

LUC: 101

TAM PROPERTIES LLC
9 OTIS RD U14
BEVERLY, MA 01915

21 PORTER TERR 9-373

LUC: 101

BEVERLY BUILDERS LLC
100 CABOT ST
BEVERLY, MA 01915

19 PORTER TERR 9-374

LUC: 101

ELSO JON B
ELSO ANNE MARIE
19 PORTER TERR
BEVERLY, MA 01915

17 PORTER TERR 9-375

LUC: 101

WYNNE BRENDAN
AHEARN COLLEEN
17 PORTER TERR
BEVERLY, MA 01915

8/22/19
Certified Abutters List
J. DeBlasio
Assessors Office
Parcel 9-373
21 Porter Terr.
"Definitive Plan
of Land"

10/10/19 verified by *[Signature]* that this list has NOT changed.