

## B. Preliminary Plan

### 1. General

A preliminary plan of a subdivision must be submitted for non-residential subdivisions, and may be submitted for residential subdivisions by the applicant; twelve (12) prints size 24" x 36" and ten (10) prints size 11" x 17" of which shall be filed with the Beverly Planning Board, along with an original and a properly executed Form B - Preliminary Plan (see Appendix B). Filing fees for a Form B, Preliminary Plan are found in the *Planning Board Regulations Governing Fees and Fee Schedules*, as may be amended from time to time, which are incorporated herein by reference.

The applicant shall file, by delivery or registered or certified mail, a notice with the City Clerk stating the date of formal submission (submitted plan) for such approval of a Preliminary Plan, accompanied by a copy of a properly executed application Form B. The submission of such a Preliminary Plan will enable the applicant, the Beverly Planning Board, the Board of Health, the Public Works Department, the Police Department, the Fire Department, the Agent to the Beverly Planning Board, and other City agencies and owners of property abutting the subdivision to discuss and clarify the details of such subdivision before a Definitive Plan is prepared. Therefore it is strongly recommended that a Preliminary Plan be filed in each case. A properly executed application Form B (See Appendix B) shall be filed with the Preliminary Plans submitted to the Beverly Planning Board. (See Form O Document Control Sheet for the distribution of Plans, Appendix O).

The Beverly Planning Board may extend the forty-five (45) day period permitted by statute between submission of a Preliminary Plan and action thereon upon written request of the applicant. (See Form Q, Extension of Time, Appendix Q).

### 2. Contents

The Preliminary Plan may be drawn on mylar at a suitable scale, preferably forty feet (40') to the inch. The plan shall be designated as a "Preliminary Plan" and shall provide sufficient information to form a clear basis for discussion of the details of the subdivision and for preparation of the Definitive Plan; the plan shall contain the following:

- a. The subdivision name, if any, boundaries, locus plan, north point, date, scale, legend and title "Preliminary Plan."
- b. The names and addresses of the record owner of the land and the subdivider and the name and address and seal of the registered architect, engineer and land surveyor who made the plan, which shall appear in the lower right hand corner.

- c. The names of all abutters, as determined from the last assessment, unless the applicant shall have more recent knowledge of such abutters. (See Form E Certified List of Abutters, Appendix E).
- d. The existing and proposed lines of streets, ways, easements, and any public or common areas within the subdivision, in a general manner.
- e. Major features of the land such as existing walls, fences, monuments, buildings, trees six inches (6") in caliper measured four feet (4') above the ground, wooded areas, outcroppings, ditches, swamps, water bodies and natural waterways.
- f. The proposed system of sewage disposal, water installation hydrants, and drainage, including adjacent existing natural waterways.
- g. The approximate boundary lines of proposed lots, with approximate areas and dimensions.
- h. The names and the approximate location and widths of adjacent streets approaching or within reasonable proximity of the subdivision.
- i. The topography of the land with a five foot (5') contour interval; or, in flat areas, of a two foot (2') contour interval. Water bodies and their elevations shall be shown with the date of measurement.
- j. The proposed names of the proposed streets and a number on each lot on each proposed street.
- k. The profiles of existing grades and approximate proposed finished grades of the roadway and drain and other utilities and showing soil conditions and approximate high ground water levels.
- l. Area of adjoining land and water of the applicant not presently being subdivided.
- m. The zoning classification of land shown on the plan.
- n. Necessary engineering calculations to provide information to the Beverly Planning Board that fire protection, vehicular traffic flow, turning radii, and all other safety precautions are being provided.
- o. Show by shading or other methods the areas on all lots that are to be excavated or filled, and wetlands.

### 3. Approval

During the discussion of the Preliminary Plan, the complete information required for the Definitive Plan, and the financial arrangements will be developed. The Beverly Planning Board may give such Preliminary Plan approval, with or without modifications or suggestions, after the Board's review of data and comments from the Board of Health, Public Works Department, Police Department, Fire Department, and the City Engineer. Such approval does not constitute approval of the subdivision, but facilitates the preparation of the Definitive Plan and the securing of final approval thereof. One (1) copy of the Preliminary Plan will be returned to the applicant. In the event of disapproval, the Beverly Planning Board shall state the reasons for its disapproval in accord with Section 81-U of Chapter 41. It shall be the applicant's responsibility to submit or obtain enough data or material to obtain meaningful comments from all parties reviewing said plan.