

Planning Board Forms

Table of Contents

Planning Fees	1
Certified Abutters List Request Form	2
Completion / Extension Request Form	3
Tax Sign-Off Form from Treasurer/Collector's Office	4
Form A--ANR Application	5
Form A--ANR Receipt Checklist.....	6
Form B--Preliminary Plan Application.....	7
Form B--Preliminary Plan Receipt Checklist	8
Form C--Definitive Plan Application	9
Form C--Definitive Plan Checklist	10
Form D--Designer's Certificate.....	12
Form E--Lot Release.....	13
Form F--Sample Covenant.....	14
Form G-- Conveyance of Easements and Utilities.....	20
Form H—Inspection	23
Form I--Modification of Approved Subdivision.....	24
Form J--Certificate of Completion.....	26
Form K--Request for Reduction or Release of Surety Amount	28
Form L--OSRD Special Permit Application	30
Form M--Mill Overlay Special Permit Application.....	32
Form M--Mill Receipt Checklist	34
Form N--Site Plan Review Application	35
Form N--Site Plan Review Checklist.....	37
Form O--Special Permit Application	38
Form P--Modification of a Special Permit.....	40
Form S--Scenic Road Work Application	41
Form W--Application for Wireless Tower Co-Location	44

Planning Board Fee Schedule Adopted on October 11, 2023	
Fee Type	Fee
ANR	\$300 + \$100/new lot created
Preliminary Plan	\$1500 + \$300/lot Review Fee
Open Space Residential Development	\$1500 + \$300/lot or dwelling Review Fee
Definitive Plan with Preliminary Plan	\$1500 + \$500/lot Review Fee
Definitive Plan without Preliminary Plan	\$4500 + \$750/lot Review Fee
Amendments to Definitive Plan	Minor \$200 Major \$200 + \$1000 Review Fee
Mill Conversion Project	\$1500 + \$4000 Peer Review
Personal Wireless Service Facilities	\$1500 + \$4000 Peer Review
Minor Site Plan Review	\$500 + \$1000 Peer Review
Major Site Plan Review	\$1500 + \$2500 Peer Review
Bond Reduction	\$200
Covenant/Site Plan Renewal	\$300
Covenant / Site Plan Reactivation	\$500
Pre-Submittal Meeting with Consulting Engineer	\$500 Peer Review

Engineering/Professional Review Fee—only unused portion is refundable
Present two checks upon submission, one for filing fee, one for review fee
Checks are to be made payable to the Town of Dudley



DUDLEY BOARD OF ASSESSORS

CERTIFIED ABUTTER LIST REQUEST

Property Address: _____

Map /Lot: _____

Owner /s: _____

Name / Phone #: _____

Email: _____

Choose one below:

- ☐ ZBA – 300’
- ☐ Board of Health – 100’
- ☐ Conservation – 100’
- ☐ Water Department – 300’
- ☐ Planning Board Site Review – 300’

Please either mail /drop off request and payment or email to both :

assess1@dudleyma.gov

assess2@dudleyma.gov

Allow 10 days for the abutters list and certified letter after request is received.

71 WEST MAIN STREET

DUDLEY, MA 01571

(508) 949-8006

dudleyma.gov

**DUDLEY PLANNING BOARD
COMPLETION / EXTENSION REQUEST FORM**

Date: _____

Development Identification:

Definitive Plan: _____

Site Plan: _____

Special Permit: _____

Other: _____

Applicant's Name: _____

Purpose:

☐ Extend the public hearing to: _____

☐ Extend the time of completion to: _____

To the Members of the Dudley Planning Board:

I hereby request the Planning Board grant an extension of time for the development referenced above.

Sincerely,

Signature

Decision of the Planning Board

At its meeting of _____, the Dudley Planning Board voted to:

☐ Approve ☐ Deny the extension request.

Name of and Title of Planning Board Representative



**TOWN OF DUDLEY
MASSACHUSETTS
PLANNING BOARD**

TAX COLLECTOR/TREASURER SIGN-OFF FOR PLANNING BOARD APPLICATIONS
(Tax Collector/Treasurer to check the appropriate box)

Project Address: _____

Assessors' Map/Lot: _____

Property Owner's Name: _____

Property Owner's Address: _____

☐ Unpaid bill(s): please list: _____

☐ Please issue permit

Completed by: _____ Date: _____
Town of Dudley Tax Collector/Treasurer's Office

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY BEFORE APPLYING TO THE
PLANNING BOARD FOR ANY PERMIT, LICENSE, OR PLAN ENDORSEMENT.**

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

INSTRUCTIONS: Your complete ANR (Approval Not Required) submission shall include TWO SIGNED ORIGINALS of this completed Form A, one copy of the "ANR Receipt Checklist" with the top portion completed, your original reproducible ANR plan (mylar), five prints of that plan, a digital copy emailed to the Planning Office prior to the meeting, and a check for the submission fee. Submit your complete package to the Planning Board Office by the Friday prior to the Wednesday meeting at which the ANR will be presented.

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts:

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons:

1. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage and area required by the Town of Dudley Zoning Bylaw and is on a public/private way, namely _____ which qualifies a lot for frontage under the Subdivision Control Law, OR is a PERIMETER PLAN.

2. If lots do not have the required frontage and area, please explain:

3. Engineer's Name: _____ Mass Prof Lic # _____

Address: _____

4. The owner's title to the land is derived under a deed recorded in Worcester District Registry of Deeds Book _____, Page _____, and is presently shown in whole or part on Dudley Assessors' Tax Plate (Map #) _____, Plot (Parcel #) _____. (Use the back if more space is needed)

OWNER'S NAME (PLEASE PRINT)

OWNERS' SIGNATURES (ALL OWNERS MUST SIGN)

OWNER'S STREET ADDRESS

OWNER'S TOWN, STATE, ZIP

APPLICANT'S NAME (IF NOT OWNER)

APPLICANT'S STREET ADDRESS

APPLICANT'S TOWN, STATE, ZIP

APPLICANT'S PHONE #

APPLICANT'S EMAIL ADDRESS

APPROVAL UNDER
SUBDIVISION CONTROL LAW
NOT REQUIRED
DUDLEY PLANNING BOARD

CHAIRMAN

DATE

Acceptance by Dudley Planning Board

of Submission of ANR PLAN:

NOTE: Submit TWO Originals of this form along with TWO SIGNED ORIGINAL "Form A's" with your plans and check.

ANR Plan Name: _____ Deed Date: _____

Location Address: _____ Deed Book & Page: _____

Owner/Applicant Name (if not Owner): _____ Plan Book & Page: _____

Owner/Applicant Address: _____ Dudley Tax Map # _____ Parcel # _____

Owner/Applicant Email Address: _____ Owner/Applicant Phone: _____

Submission Checklist (Applicant, Please Print a "W" for "Waiver" beside the items for which you request a waiver):

- _____ 1) Two signed original and properly executed Form A's and one ANR Checklist.
- _____ 2) Submission Fee of \$ _____ (\$100 per lot affected) Made Payable to the Town of Dudley for each ANR Plan.
- _____ 3) The Plan shall be submitted by delivery at a regularly scheduled meeting of the Planning Board: ____/____/____
- _____ 4) Digital submission of all plans and documents on a thumb drive or via email.
- _____ 5) One original (mylar) ANR Plan, five (5) copies, and one digital plan thereof showing:
 - _____ a) A data table indicating: the *zoning district* of the respective lot(s) and/or parcel(s); *frontage requirement* of the Zoning District; *minimum lot area requirement* of the Zoning District; and *lot area (s) and/or total parcel area*.
 - _____ b) The ANR name, boundaries, north point, date, scale (1" = 40'), legend, and title "ANR Plan".
 - _____ c) The name and address of the owner of record and the name and address of the applicant (if different than that of the owner of record). Also, the name, address, phone number and official seal of the land surveyor, designer, or engineer.
 - _____ d) The names and street numbers of all abutters, as determined from the most recent local tax list or Data Vision..
 - _____ e) The frontage and lot area of the remaining land from which the proposed lot(s) has been created.
 - _____ f) The approximate boundary lines of proposed lots, with approximate areas and dimensions in sq. feet and build factors that conform with Regulations.
 - _____ g) Evidence that each building lot to be created has adequate access.
 - _____ h) A profile of the existing grade(s) of the proposed access to the lot.
 - _____ i) All evidence on plan showing that the submitted ANR plan does NOT require approval under the Subdivision Control Law.
 - _____ j) Words "Planning Board approval under Subdivision Control Law not required. The Planning Board's endorsement of the plan as not requiring approval under the subdivision control law is not a determination as to the conformance with the Town of Dudley zoning bylaws and regulations".
 - _____ k) Suitable space to record the action of the Planning Board and the signatures of its five members.

Date of regularly scheduled meeting in which ANR submission was accepted by Planning Board: ____/____/____

Notice of an ANR submission to the Planning Board was accepted by the Town Clerk: ____/____/____

Town of Dudley Planning Board:

Town of Dudley Town Clerk:

Member Signature

Town Clerk Signature

Date

Date

FORM B **APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN**

INSTRUCTIONS: Your complete PRELIMINARY PLAN submission starts by submitting TWO signed originals of this form TO THE DUDLEY TOWN CLERK for signature with one print of the plan. One copy of this form will be retained by the Town Clerk, the other is to be signed by the Town Clerk below and submitted by the applicant to the Planning Board along with two "Receipt of Preliminary Plan Checklists," EIGHT prints, a receipt from the Board of Health, and TWO SEPARATE CHECKS—One for the Filing Fee and a separate check for the Engineering Review Fee. Submit your complete package to the Planning Board Office by the Thursday prior to the Wednesday meeting at which the PRELIMINARY PLAN will be presented.

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts:

The undersigned submits this PRELIMINARY SUBDIVISION PLAN in accordance with the Subdivision Rules and Regulations of the Dudley Planning Board and makes application to the Board for approval of said plan.

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, seeks approval of a proposed subdivision entitled _____

the plan of which is dated _____ designed by (Engineer's Name) _____

(Engineer's Mass Prof Lic #) _____ Engineer's Firm/Address) _____

with access to be from the following public/private way(s) _____

and Total Land Area (in acres) _____ (in square feet) _____ proposed to be divided in to (Number of Lots) _____

The undersigned's interest in said land is as follows: _____

The owner's title to the land is derived under a deed recorded in Worcester District Registry of Deeds Book _____, Page _____, and is presently shown in whole or part on Dudley Assessors' Tax Map # _____, Parcel # _____.

 OWNER'S NAME (PLEASE PRINT)

 OWNERS' SIGNATURES (ALL OWNERS MUST SIGN)

 OWNER'S STREET ADDRESS

 OWNER'S TOWN, STATE, ZIP

 APPLICANT'S NAME (IF NOT OWNER)

 APPLICANT'S STREET ADDRESS

 APPLICANT'S TOWN, STATE, ZIP

 APPLICANT'S PHONE #

 APPLICANT'S EMAIL ADDRESS

RECEIVED BY DUDLEY TOWN CLERK:	
DATE _____	TIME _____
SIGNATURE _____	
TO BE COMPLETED BY THE PLANNING BOARD:	
DATE OF MEETING: _____	
FILING FEE RECEIVED: \$ _____	
REVIEW FEE RECEIVED: \$ _____	
APPROVED BY DUDLEY PLANNING BOARD	
_____ CHAIRMAN	

_____ DATE _____	

Official Receipt by the Dudley Planning Board

of Accurate Submission of a PRELIMINARY SUBDIVISION PLAN

INSTRUCTIONS: Submit TWO Originals of this form along with TWO SIGNED ORIGINAL "Form B's" with your plans and checks payable to the "Town of Dudley"—one check is for the FILING FEE and one check is for the ENGINEERING REVIEW FEE.

Preliminary Plan Name: _____ Deed Date: _____
Location Address: _____ Deed Book & Page: _____
Owner/Applicant Name (if not Owner): _____ Plan Book & Page: _____
Owner/Applicant Address: _____ Dudley Tax Map # _____ Parcel # _____
Owner/Applicant Email Address: _____ Owner/Applicant Phone: _____

The Dudley Planning Board has received the submission of the above Preliminary Plan. This document certifies that, as currently submitted, the Plan meets the minimum submission guidelines as set forth by the Commonwealth of Massachusetts and the Town of Dudley Rules and Regulations Governing the Subdivision of Land. This document certifies that the ANR Plan is officially submitted for Planning Board review and consideration. It does not constitute acceptance nor can it be inferred that acceptance or approval of the Preliminary Plan will occur.

Submission Checklist (Applicant, Please Print a "W" for "Waiver" beside the items for which you request a waiver):

Date of regularly scheduled meeting in which Plan was submitted to the Planning Board: _____

- _____ 1) Receipt from Dudley Board of Health that 1 (one) copy of Preliminary Plan has been received by them.
- _____ 2) Property Taxes Paid.
- _____ 3) Two ORIGINAL properly executed "Form B's" are submitted with the Preliminary Plan.
- _____ 4) Checks for the submission Fee of \$ _____ and Engineering Review Fee of \$ _____ made Payable to the Town of Dudley for each Preliminary Plan
- _____ 5) Eight (8) copies of the Preliminary Plan showing:
 - _____ a) The Subdivision name, boundaries, north point, date, scale (1" = 40'), legend and title "Preliminary Plan, Conventional".
 - _____ b) The name, address and phone number of the owner of record and the name, address and phone number of the applicant (if different than that of the owner of record). Also, the name, address, phone number and official seal of the land surveyor, designer and engineer.
 - _____ c) A data table indicating: the *zoning district* of the respective lot(s) and/or parcel(s); *frontage requirement* of the Zoning District; *minimum lot area requirement* of the Zoning District; *setback requirements* of the Zoning District; *Scenic Road designation*, if any; *lot area (s) and/or total parcel area*; *percentage of buildable area* of each respective lot (as shown in table entitled "Calculated Buildable Area Per Lot"); and *FIRM designation*.
 - _____ d) The existing and proposed lines of streets, ways, easements and any parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved by Deed convenient for use of all property owners in the subdivision, or parcels of land or lots to be used for any purpose other than private residential shall be so designated within the subdivision in a general manner.
 - _____ e) The proposed system of drainage including adjacent natural waterways, sewers, water mains, culverts and other underground structures within the tract or adjacent thereto, and in a general manner, proposed water, sewer and other underground utilities.
 - _____ f) The approximate boundary lines of proposed lots, with approximate areas and dimensions in sq. feet, build factors and uplands.

(CONTINUED NEXT PAGE)

- _____ g) The names, approximate location and widths of adjacent streets and adjacent structures and physical features such as fences, pools etc.
- _____ h) The topography of the land at a contour interval of two (2) feet. Elevations shall be referred to mean sea level.
- _____ i) Profiles of existing grades and approximate proposed finished grades of the roadways, drainage and water facilities.
- _____ j) Major features of the land such as existing walls, fences, building, large trees, wooded areas, outcroppings, ditches, waterways, natural drainage courses, and wetlands that exist in or near the site at the time of survey.
- _____ k) The proposed system for fire protection, in a general manner.
- _____ l) Location of wetland resource area boundaries within the proposed lot(s). If there are none, then the statement "There are no wetlands on lot number ____" must appear in the plan notes.
- _____ m) Provision for open space in accordance with these rules and regulations.
- _____ n) A list of waivers from specific subdivision requirements that will be requested.
- _____ o) Suitable space to record the action of the Planning Board and the signatures of its members.

Signed: **Town of Dudley Planning Board:**

Signature: **Town of Dudley Town Clerk**

Member

Town Clerk Signature

Date

Date

FORM C
APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

INSTRUCTIONS: Submit TWO signed originals of this form TO THE DUDLEY TOWN CLERK for signature with one print of the plan. One copy of this form will be retained by the Town Clerk, the other is to be submitted by the applicant to the Planning Board along with two "Receipt of Definitive Plan Checklist," one mylar, EIGHT prints, two bound copies of a Stormwater report, a receipt from the Board of Health, and TWO SEPARATE CHECKS—One for Filing Fee and a separate check for the Engineering Review Fee. Refer to the Planning Board Fee Schedule. Mail a complete set of plans and a stormwater report to: Graves Engineering, Inc., 100 Grove St., Worcester, MA 01605. In addition, provide all plans and documents to the Planning Board in pdf or similar format.

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts:

The undersigned submits this CONVENTIONAL DEFINITIVE SUBDIVISION PLAN in accordance with the Subdivision Rules and Regulations of the Dudley Planning Board and makes application to the Board for approval of said plan.

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, seeks approval of a proposed subdivision entitled _____

the plan of which is dated _____ designed by (Engineer's Name) _____

(Engineer's Mass Prof Lic #) _____ Engineer's Firm/Address) _____

Engineer's Email _____

with access to be from the following public/private way(s) _____

and Total Land Area (in acres) _____ (in square feet) _____ proposed to be divided into (Number of Lots) _____

with roadway lengths being (in feet, per road) _____

_____ hereby submits said plan as a CONVENTIONAL DEFINITIVE SUBDIVISION PLAN in accordance with the Subdivision Rules and Regulations of the Dudley Planning Board and makes application to the Board for approval of said plan.

The undersigned's interest in said land is as follows: _____

The owner's title to the land is derived under a deed dated _____ recorded in Worcester District Registry of Deeds Book _____, Page _____, and is presently shown on Dudley Assessors' Tax Map # _____, Parcel # _____.

Said plan (has/has not) evolved from a Preliminary Plan submitted to the Board on Date _____, and was (approved with modification/disapproved) on Date _____.

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 Subdivision Rules and Regulations.

Owner's Name (s) _____

Signature: _____

Owner's Mailing Address _____

Fees*: \$_____ and \$_____

Received Date: _____

Applicant's Name, If Not Owner _____

Received by Town Clerk: _____

Applicant's Signature _____

Applicant's Mailing Address _____

Official Receipt: Accurate Submission of a DEFINITIVE SUBDIVISION PLAN

Definitive Plan Name: _____ Deed Date: _____
Location Address: _____ Book: _____
Owner / Applicant's Name (if not Owner): _____ Page: _____
Applicants Address: _____ Tax Plate _____, Lot _____

This document certifies that the Dudley Planning Board officially accepted the Definitive Subdivision Plan mentioned above for review and consideration. It does not constitute approval of the Definitive Plan nor can it be inferred that approval will occur. Approval of the Plan is governed by the Town of Dudley, Rules and Regulations Governing the Subdivision of Land.

Submission Checklist:

- _____ 1) Receipt from Dudley Board of Health that 1 copy of Definitive Plan has been received.
- _____ 2) Properly Executed Form C is attached to the Definitive Plan.
- _____ 3) Properly Executed Form D (Designer's Certificate) is attached to the Definitive Plan.
- _____ 4) Submission Fee of \$ _____ made payable to the Town of Dudley.
- _____ 5) Escrow deposit of \$ _____ for professional reviews.
- _____ 6) All requirements specified below are met.

7) Submission of one (1) original drawing and eight (8) copies showing: a) Data table indicating: the zoning district of the respective lot(s) and/or parcel(s); frontage requirement; minimum lot area requirement; setback requirements; Scenic Road designation, if any; lot area(s) and/or total parcel area; and percentage of buildable area of each respective lot (as shown in table entitled "Calculated Buildable Area Per Lot"). b) Data table showing total parcel area; total area of lots, areas dedicated or used for street purposes, drainage, sewer or utility easements; areas reserved for parks, schools, open space, etc. c) Subdivision name, boundaries, benchmark, north point, date, scale (1" = 40'), legend, and title "Definitive Subdivision Plan, Conventional". d) Name and address of owner of record and applicant; name, address and official seal of the land surveyor, designer and engineer. e) Names of all abutters, as determined from the most recent local tax list. f) Topography of the land. g) Location of natural waterways and water bodies. h) Location of major land features. i) Proposed lines of streets, ways, easements, and public or common areas within the subdivision. j) Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line. k) Location of all permanent monuments. l) Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision. m) Existing and proposed profiles on the centerline of proposed streets. n) Cross-section typical of each street or roadway to be constructed. o) Indication of all easements, covenants or restrictions.	p) Case number and other pertinent reference information if property in and/or abutting subdivision examined, approved and confirmed by Massachusetts Land Court. q) Calculations by Registered Professional Engineer to substantiate proposed drainage structures. r) Size and location of existing and proposed water supply mains and their appurtenances, hydrants, sewer pipes and their appurtenances and/or sewage disposal systems, storm drains and their appurtenances and easements relative thereto, dimensions of gutters, and method of carrying water to the nearest water course or easement for drainage. s) Existing and proposed layout of gas and underground electrical distribution systems. t) Proposed system for fire protection. u) Location of proposed streetlights and sidewalks. v) Size, spacing and species of new street trees and trees to be retained. w) Location and identification of areas where trees are to be removed. x) All lot numbers. y) Provision for open space. z) Suitable space to record action of Planning Board. - aa) Development Impact Statement. If Missing any item(s) above, the plan will be rejected for submission until such item is completed and plan is resubmitted. Missing items are: _____
---	--

Date of regularly scheduled meeting in which Plan was submitted to Planning Board: _____

Signed: Town of Dudley Planning Board:

Signature: Town of Dudley Town Clerk

X _____ Date _____
Name of Member

X _____ Date _____
Clerk

FORM D
DESIGNER'S CERTIFICATE

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts

In preparing the plan entitled _____

I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Dudley, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from _____
to _____ dated _____
and recorded in the Worcester District Registry of Deeds in Book _____, Page _____
2. Other plans, as follows _____

3. Details and topography has been established by aerial survey: _____;
on ground survey: _____; other: _____.
4. Actual measurement on the ground from a starting point established by _____

5. Other sources _____

Signed: _____
(Registered Professional Engineer or Registered Land Surveyor)

Address

(Seal of Engineer
or Surveyor)

FORM E
CERTIFICATE OF PERFORMANCE
(Covenant Approval Released)

TOWN OF DUDLEY, MASSACHUSETTS 01571

Date: _____

The undersigned, being a majority of the Planning Board of the Town of Dudley, Massachusetts, hereby certify that the requirements for work on the ground called for by the covenant dated _____ and recorded in Worcester District Registry of Deeds, Book _____, Page _____, have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on the Plan entitled _____, recorded with said Registry of 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 as follows:

LOT(s) _____

Majority of the Planning Board of the
Town of Dudley, Massachusetts

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, MA

DATE: _____

Then personally appeared _____, one of the above named members of the Planning Board of the Town of Dudley, Massachusetts and acknowledged the foregoing instrument to be the free act and deed of the said Planning Board, before me.

Notary Public
My Commission Expires: _____

FORM F
COVENANT

_____ DEFINITIVE SUBDIVISION PLAN
DUDLEY, MASSACHUSETTS

KNOW ALL MEN BY THESE PRESENTS, that on _____, 202_ the undersigned _____ (the “Developer”), submitted to the Planning Board of the Town of Dudley (the “Planning Board”) an application for approval of a definitive subdivision plan entitled _____ prepared by _____, dated _____, 202_, (the “Plan”) which plan is to be recorded herewith and shows a division of the property located on _____ in Dudley, Massachusetts, identified as Assessor’s Map ___, Block ___, Lot(s) _____, into _____ (__) lots, and which application was approved by the Planning Board as reflected in its _____, 202_ Decision (the “Decision”).

NOW THEREFORE, in consideration of the Planning Board’s approval and endorsement of the Plan, the undersigned does hereby covenant and agree with the Town of Dudley, acting by and through its Planning Board, as follows:

1. The undersigned represents and covenants that he is the owner in fee simple absolute of all the land included in the aforesaid subdivision (the “Property”), that he has the full legal authority to enter into this Covenant and that there are no mortgages of record or otherwise on any of the Property, except for those described below, if any, and that the present holders of said mortgages have assented to this contract prior to its execution by the undersigned and agree to subordinate their interests in the Property to the Covenant. It is agreed that any subsequent mortgage shall be subordinate to this Covenant.
2. That the undersigned will not sell or convey any lot in the subdivision or erect or place any permanent building on any such lot until the construction of the ways and installation of the municipal services necessary to adequately serve said lots are completed in the manner specified in the aforesaid application, and in accordance with the covenants, agreements terms and provisions specified in the following (the “Requirements”):
 - a. The Application for Approval of Definitive Plan dated _____, 202_, as revised;
 - b. The Subdivision Control Law and the Planning Board’s Rules and Regulations governing this subdivision, subject to any granted waivers;
 - c. The Decision;
 - d. The Plan and
 - e. Other document(s) specifying construction to be completed, namely:

1. The Stormwater Management Plan for _____, prepared by _____
_____ dated _____ 202_.
2. List others as needed
3. Notwithstanding the foregoing, a mortgagee who acquires title to any lot by foreclosure or otherwise and any succeeding owner of such lot taking title from such mortgagee may sell or convey any lot, subject only to that portion of this Covenant which provides that no lot shall be sold, conveyed or built upon until ways and services have been provided to serve such lot.
4. That nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to this Covenant of the entire parcel of land shown on said plan.
5. Upon performance of this Covenant satisfactory to the Planning Board on or before two (2) years of the date of recording of the approved Definitive Subdivision Plan including the construction of ways and installation of municipal services shown on the Plan with respect to any particular lot in accordance with the Requirements, the Planning Board may release such particular lot from this Covenant by an appropriate instrument duly acknowledged and recorded. Failure to complete said construction and installation by _____, 202_, or at a later date if extended by vote of the Planning Board with a written concurrence of the Developer, shall result in the automatic rescission of the approval of the Plan. Any request for an extension of the deadline set for completion of the ways and services must be filed and acted upon by the Planning Board prior to the date of completion then in effect. The Developer agrees that subdivision approval shall automatically expire without further action by the Planning Board if the construction of ways and installation of municipal services is not completed by the agreed-upon date.
6. It is understood and agreed that particular lots within the subdivision shall, respectively, be released from the foregoing conditions only upon the recording of a Certificate of Performance executed by a majority of said Planning Board and enumerating the specific lot(s) to be so released.
7. The Owner hereby agrees to pay reasonable fees for the inspection of the construction of the ways and municipal services in the subdivision prior to release of this Covenant in whole or in part and shall pay all recording fees related to the Subdivision.
8. Nothing herein shall prohibit the Developer from varying the method of securing the construction of ways and installation of municipal services from time to time or from securing by one, or in part by one and in part by another, of the methods described in G.L. c. 41, § 81U, as long as such security is sufficient in the opinion of the Planning Board to secure performance of the construction and installation.
9. Upon performance of this Covenant satisfactory to the Planning Board, including the construction of the ways and installation of municipal services shown on the Plan, the Developer shall forthwith apply to the Planning Board and the Town of Dudley for acceptance of said ways and municipal services. The application shall include an "as built" layout and acceptance plan and roadway easement deed. Failure by the Developer to comply with these requirements shall be cause for the Planning Board to utilize any and all sureties to effect Town acceptance of said streets and services.
10. That this covenant shall be binding upon the executors, administrators, heirs, devisees, successor, agents and assigns of the undersigned and it is hereby the intention of the undersigned and hereby

understood and agreed that this Covenant shall constitute a covenant running with the land included in the subdivision and shall operate as a restriction upon the land.

11. That the undersigned agrees to record this Covenant with the Worcester District Registry of Deeds forthwith and to provide the Planning Board with the relevant recording information. Reference to this Covenant shall be entered upon the Plan as approved.
12. That this Covenant shall be executed before endorsement of the approval of the Plan by the Planning Board and shall take effect upon the endorsement of approval.
13. That a deed of any part of the subdivision in violation of this Covenant shall be voidable by the grantee prior to the release of the Covenant; but not later than three (3) years from the date of such deed, as provided in G.L. c. 41, §81U.
14. The Developer shall be responsible for the plowing, removal of snow and/or the sanding on all the roads in the subdivision until the roads are accepted by the Town.
15. Upon recording of this Covenant at the said Registry, the Covenant recorded in Book _____, Page _____ shall be released.

For title to the property, see deed from _____, dated _____, 202_ recorded in the Worcester District Registry of Deeds, Book _____ Page ___, or registered in the Worcester Land Registry as Document No. _____, and noted on certificate of title No. _____, in Registration Book _____, Page _____.

The present holder of a mortgage upon the property is _____, with an address of _____. The mortgage is dated _____, 202_ and recorded in Worcester District Registry of Deeds, Book _____, Page ___, or registered in the Worcester Land Registry as Document No. _____, and noted on certificate of title No. _____, in Registration Book _____, Page _____. The mortgagee agrees to hold the mortgage subject to this covenant and agrees that the covenant shall have the same status, force and effect as though executed and recorded before the taking of the mortgage and further agrees that the mortgage shall be subordinate to the above covenant.

IN WITNESS WHEREOF we have hereunto set our hands and seals this ____day of _____, 202_.

Dudley Planning Board

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

Date

On this ____ day of _____, 202_ before me, the undersigned notary public, personally appeared _____, **Planning Board member as aforesaid**, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

(Typed Name) , Developer

On this ____ day of _____, 202_ before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

ASSENT OF MORTGAGEE

Signature of Mortgagee

By: _____

Title: _____

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

Date

On this ____ day of _____, 202_ before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

FORM G
CONVEYANCE OF EASEMENTS AND UTILITIES

KNOW ALL MEN BY THESE PRESENTS, that

_____ (owner), with an address of _____

for good and adequate consideration, grants to the Town of Dudley, a municipal corporation in Worcester County, Massachusetts, all perpetual rights and easements to construct, inspect, repair, renew, replace, operate and forever maintain systems of water mains, sanitary sewers, storm drainage and appurtenances thereto, and to do all acts incidental thereto, in, through and under the following described land:

(Description)

Appearing on a plan entitled _____

And for the consideration aforesaid, the grantor does hereby give, grant, transfer and deliver unto the Town of Dudley all water distribution, sanitary sewer and storm drainage systems including related easements, and all appurtenances thereto that are now or hereafter constructed or installed in, through, or under the above described land by the grantor and the grantor's successors and assigns.

The Grantor warrants that the aforesaid easements are free and clear of all liens or encumbrances, that he (it) has good title to transfer the same, and that he will defend the same against claims of all persons.

For grantor's title see deed from _____ dated _____, and recorded in Worcester District Registry of Deeds, Book _____, Page _____.

And (to be completed if a mortgage exists) _____ (name and address) _____ the present holder of a mortgage on the above described land, which mortgage is dated _____, and recorded in

said Registry of Deeds, Book____, Page ____ for consideration paid, hereby releases unto the Town of Dudley forever from the operation of said mortgage, the rights and easements herein above granted and assents thereto.

Signature of Owner

Signature of Mortgagor

IN WITNESS WHEREOF we have hereunto set our hands and seals this____ day of _____, 20__

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

Date

On this ____ day of _____, 20__ before me, the undersigned notary public, personally appeared the above named **owner** _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed above or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

Date

On this ____ day of _____, 20__ before me, the undersigned notary public, personally appeared the above named **mortgagor** _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed above or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

FORM H
INSPECTION FORM – DUDLEY, MASSACHUSETTS

Name of Subdivision: _____

From Sta. _____ **To Sta.** _____

Name of Applicant: _____

Applicant Phone: _____ **Email:** _____

Subject	Initials of Agent	Date of Inspection
1. Clearing of Right of Way	_____	_____
2. Sub-grade Preparation	_____	_____
3. Sanitary Sewers	_____	_____
4. Drainage (Below Grade)	_____	_____
5. Water and Utility Installation (Electricity, gas, telephone, cable)	_____	_____
6. Gravel Base	_____	_____
7. Binder Course (Roadway & Sidewalk)	_____	_____
8. Drainage (at surface) Installation	_____	_____
9. Street Signs	_____	_____
10. Street Lights	_____	_____
11. Berm and Curb Installation	_____	_____
12. Finish Course (Roadway & Sidewalk)	_____	_____
*Lot Release Available Here		
13. Grass Strips	_____	_____
14. Street Trees	_____	_____
15. Monuments	_____	_____
16. Final Clean Up	_____	_____
17. Maintenance	_____	_____

The developer shall notify in writing the Highway Department and the Planning Board at least 48 hours (excluding weekends and holidays) before each required inspection. The Highway Department and the Planning Board reserve the right for further time if needed for extra consultation and/or information to be supplied by the developer or agent of the Board and/or the Highway Department. All reasonable costs incurred for these inspections shall be incurred by the developer. It will be the responsibility of the developer to make sure that the Planning Board has signed copies of these inspections.

FORM I

**APPLICATION FOR MODIFICATION
OF A PREVIOUSLY APPROVED SUBDIVISION**

Date: _____

To the Planning Board of the Town of Dudley:

_____ hereby makes application for approval
of a modification to the subdivision plan entitled: _____
dated _____ and recorded at the Worcester District Registry of Deeds, Book
_____, Page ____.

OR

Under Certificate of Title No. _____ and recorded at the Worcester District
Registry of Deeds, Book _____, Page _____.

The requested modification is:

Will the modification result in a change in the number of lots or change lot number(s) of
existing lots? __ Explain any changes: _____

Benefits to be gained by this modification:

The applicant certifies that the undersigned is/are the owner(s) (all owners must sign) of
all the land involved in the aforesaid requested modifications and that the mortgagee of
said land is _____, whose assent is noted hereon.

APPLICANT

OWNER

Signature

Signature

Print Name

Print Name

Address: _____

MORTGAGEE

_____, as mortgagee of the land involved in the above-requested modification, hereby assents thereto.

Signature

Presented at the Dudley Planning Board meeting of: _____

Determined to be a ☐ Major ☐ Minor Modification

If determined to be a Major Modification to a previously approved subdivision, the Public Hearing is scheduled for: _____

Signature of Planning Board Representative

Title

FORM J

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

Pursuant to MGL Chapter 41, Section 81-U and in consideration of completion of construction of ways and installation of municipal services, THE PLANNING BOARD OF THE TOWN OF DUDLEY, hereby releases its interest in the performance security referred to below, as it affects all the Lots shown on the plan entitled _____, prepared by _____, dated _____, which plan is recorded in the Worcester District Registry of Deeds Plan Book ____, Plan ____.

Type of Performance Security (*Circle one*):

A. Covenant, dated _____ and recorded in Worcester District Registry of Deeds, Book _____, Page _____, or registered in Worcester Land Registry District as Document No. _____, and noted on Certificate of Title No. _____, in Book _____, Page _____.

B. Bond, agreement dated: _____

Surety Company: _____

Address of Surety: _____

C. Deposit of money, agreement dated: _____

Bank, if bank passbook: _____

Address of Bank: _____

D. Letter of Credit, agreement dated: _____

Bank: _____

Address of Bank: _____

The undersigned, being a majority of the Dudley Planning Board have determined that the construction of ways and installation of municipal services to serve all lots shown on the

subdivision plan referred to above have been fully and satisfactorily completed by the applicant in accordance with the Town of Dudley Rules and Regulations Governing the Subdivision of Land.

IN WITNESS WHEREOF, this instrument has been executed in the name and on behalf of the Town of Dudley by a majority of its Planning Board this ____ day of _____, 202_.

PLANNING BOARD OF THE TOWN OF DUDLEY

Guy Horne

Richard Clark

Steven Watroba

David Durgin

Thomas Chojnacki

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

Date

On this ____ day of _____, 202_ before me, the undersigned notary public, personally appeared _____, **Planning Board member as aforesaid**, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose and who swore, subscribed and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Notary Public

My Commission Expires _____

FORM K
REQUEST FOR REDUCTION
OR
RELEASE OF SURETY AMOUNT

Date of request: _____

Project/Development Name: _____

The undersigned, developer of the following described subdivision, hereby requests a:

_____ Reduction in the amount of funds held as surety for the completion of this subdivision

_____ Release of all remaining funds held as surety for the completion of this subdivision

Plan Name: _____

Date: _____

Applicant/Owner: _____

Engineer: _____

Recorded with Worcester District Registry of Deeds, Book _____, Page _____

Approved by the Planning Board of the Town of Dudley on _____

Amount and Type of Surety:

\$ _____ by Performance Bond--Secured by Deposit, dated _____

\$ _____ by Performance Bond--Surety company, dated _____

\$ _____ by Deposit of Money or Negotiable Securities _____

\$ _____ by Three-Party Agreement, dated _____

Date of latest reduction of the surety amount: _____

Amount of remaining surety funds held: _____

Description of work completed since the latest reduction:

Developer's Signature: _____

Typed or Printed Developer's Name: _____

Planning Board/Planning Board Engineer's recommended reduction or release amount:

\$ _____

Such that the following amount will still be held for completion: \$ _____

by vote of the Planning Board on (date): _____.

The developer may present this form, signed below, to the holder of above funds as evidence of authorized reduction or release.

DUDLEY PLANNING BOARD

_____	_____
_____	_____

FORM L

**APPLICATION FOR APPROVAL OF A SPECIAL PERMIT
FOR AN OPEN SPACE RESIDENTIAL DEVELOPMENT**

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts:

Pursuant to the provision of Section 3.05.00 of the Dudley Zoning Bylaw, the undersigned hereby makes application for a Special Permit for an Open Space Residential Development shown on a plan entitled: _____

Name of Applicant: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Property Owner: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Engineer: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Designer/Architect: _____

Address: _____

Telephone Number: _____ Email: _____

Property Information:

Property Address: _____

Assessor's Map/Block/Lot Number: _____

Zoning District(s): _____

Total Land Area: _____ (square feet) _____ (acres)

Number of Proposed Lots: _____

Number of Lots Allowed under a Conventional Subdivision Plan: _____

Acreage of Open Space: _____

Percentage of Open Space: _____

Percentage of Open Space that is Wetlands: _____

Open Space Will Be Conveyed to: _____

Linear Feet of Proposed Roadway(s): _____

Access to the Property is from the Following Public Way(s): _____

Number of Proposed Affordable Dwelling Units: _____

Recording Information:

The owner's title to the land is derived under deed from _____
dated _____, and recorded in the Worcester District Registry of Deeds, Book _____, Page
_____, or under Certificate of Title No. _____, and registered in the Worcester District
Registry of Deeds, Book _____, Page _____.

Waivers:

List any waivers of submission requirements:

Signature of Applicant(s)

Signature of Property Owner(s)

FORM M

**APPLICATION FOR APPROVAL OF A SPECIAL PERMIT
FOR A MILL CONVERSION PROJECT**

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts

Pursuant to the provision of Section 3.10.00 of the Zoning Bylaw, the undersigned hereby makes application for a Special Permit for a Mill Conversion Project entitled:

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF ENGINEER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

Property Information:

Property Address: _____

Assessor's Map/Block/Lot Number: _____

Zoning District(s): _____

Total Land Area: _____ (square feet) _____ (acres)

Proposed Uses in Project: _____

Proposed Gross Floor Area of Commercial Space: _____

Proposed Gross Floor Area of Institutional Space: _____

Proposed Gross Floor Area of Recreational Space: _____

Proposed Gross Floor Area of Residential Space: _____

Number of Proposed Dwelling Units: _____

Number of Proposed Affordable Dwelling Units: _____

Recording Information:

The owner's title to the land is derived under deed from _____,
dated _____, and recorded in the Worcester District Registry of Deeds, Book
_____.

Page _____, or under Certificate of Title No. _____, and registered in the
Worcester District Registry, Book _____, Page _____.

Waivers:

The following waivers are requested:

Signature of Applicant(s)

Signature of Property Owner(s)

Official Receipt by the Dudley Planning Board

of Accurate Submission of a MILL CONVERSION PROJECT (MCP) PLAN

MCP Name: _____

Deed Date: _____

Location Address: _____

Book: _____

Owner / Applicant's Name (if not Owner): _____

Page: _____

Applicants Address: _____

Tax Map _____, Lot _____

This document certifies that the Dudley Planning Board officially accepted the above mentioned Mill Conversion Project for review and consideration. It does not constitute approval of the MCP nor can it be inferred that approval will occur.

Date of the meeting at which the Planning Board accepted the Plan submission: _____

Submission Checklist:

- _____ 1) Properly Executed Form M.
- _____ 2) Submission Fee of \$_____ made payable to the Town of Dudley.
- _____ 3) One original Plan and eight (8) copies thereof showing:
 - _____ a) A Site Plan and all supporting documents as set forth in Section 5.04.00 SITE PLAN REVIEW.
 - _____ b) A plan at a scale of 1"=40' showing the topography of the site at a minimum of two (2) foot intervals, as well as vegetation and special features.
 - _____ c) A plan illustrating preliminary landscaping and architectural design, showing type, location and layout of buildings, typical elevations, as well as the general height, bulk and appearance of structures.
 - _____ d) A floor plan to scale for each floor of each building.
- _____ 4) The following narrative reports or data:
 - _____ a) Proposed development schedule.
 - _____ b) Concise narrative that includes architectural history of all structures on the site, mention of any important association with one or more historic persons or events, of any cultural, political, economic or social significance of the site or any structures on the site.
 - _____ c) Development impact statement.
 - _____ d) Information pertaining to any organization that the applicant proposes to form.
 - _____ e) Copies of all proposed covenants, easements, and other restrictions which the applicant proposes to grant.
- _____ 5) Waiver requests of application requirements.

Signed: **Town of Dudley Planning Board:**

Signature: **Town of Dudley Town Clerk**

Recipient

Town Clerk

Date

Date

FORM N
APPLICATION FOR REVIEW OF A SITE PLAN

Date: _____

To the Planning Board of the Town of Dudley, Massachusetts:

Pursuant to the provision of Section 2.03.02 and Section 3.04.00 of the Zoning Bylaw, the undersigned hereby makes application for Site Plan Review for a project called:

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ Email: _____

Property Information:

Property Address: _____

Assessor's Map/Block/Lot Number(s): _____

Zoning District(s): _____

Total Land Area: _____ (square feet) _____ (acres)

Existing Land Use(s): _____

Proposed Land Use(s): _____

Existing Gross Floor Area: _____

Proposed Gross Floor Area: _____

Number of Parking Spaces: Existing _____ Required _____ Proposed _____

Project Information:

MINOR SITE PLAN (Circle all that apply):

- ✓ Construction or exterior expansion of any nonresidential building or structure or change of use from residential to commercial/industrial in any district where such construction will exceed a total gross floor area of three thousand (3,000) square feet, but less than five thousand (5,000) square feet, within any five (5) year period.

- ✓ The construction or exterior expansion of any residential building or structure or change of use from commercial/industrial to residential in any district where such construction will exceed two (2) apartment units, but fewer than (7) apartment units.
- ✓ The construction or renovation of parking facilities involving five (5) but fewer than ten (10) additional parking spaces, with the exception of normal maintenance.

MAJOR SITE PLAN (Circle all that apply):

- ✓ The construction or exterior expansion of any non-residential building or structure or change of use from residential to commercial/industrial in any district where such construction will exceed a total gross floor area of five thousand (5,000) square feet per building within any ten (10) year period.
- ✓ The construction or exterior expansion of any residential building or structure or change of use from commercial/industrial to residential in any district where such construction will exceed seven (7) apartment units.
- ✓ The construction or renovation of parking facilities involving ten (10) or more additional parking spaces, with the exception of normal maintenance.

Recording Information:

The owner's title to the land is derived under deed from _____,
 dated _____, and recorded in Worcester District Registry of Deeds, Book _____,
 Page _____, or under Certificate of Title No. _____, and registered in the
 Worcester District Registry, Book _____, Page _____.

Waivers:

The following waivers are requested:

 Signature of Applicant(s)

 Signature of Property Owner(s)

Official Receipt by the Dudley Planning Board of Accurate Submission of a SITE PLAN

Site Plan Name: _____

Deed Date: _____

Location Address: _____

Book: _____

Owner / Applicant's Name (if not Owner): _____

Page: _____

Applicants Address: _____

Tax Map _____ Lot _____

This document certifies that the Dudley Planning Board officially accepted the above mentioned Site Plan for review and consideration. It does not constitute approval of the Site Plan nor can it be inferred that approval will occur.

Date of meeting at which the Planning Board accepted the Plan submission: _____

Submission Checklist:

- _____ 1) Properly Executed Form N is attached to the Site Plan.
- _____ 2) Submission Fee of \$_____ made payable to the Town of Dudley.
- _____ 3) One original Site Plan and twelve (12) copies thereof showing:
 - _____ a) The names, addresses and telephone numbers of the owner, applicant and person(s) or firm(s) preparing the plan.
 - _____ b) The project name, property address, assessor map & lot number, date, north arrow, names of abutters, and scale.
 - _____ c) Vicinity sketch.
 - _____ d) Natural features.
 - _____ e) Existing and proposed contours at intervals of two (2) feet with spot elevations provided when needed.
 - _____ f) Surveyed property lines including angles and bearings, distances, monument locations, and size of entire parcel.
 - _____ g) Lines of existing abutting streets and driveway locations within 200 feet of site.
 - _____ h) Location, elevation and layout of existing and proposed storm drainage systems.
 - _____ i) Shape, size, height, location, and use of all existing and proposed structures.
 - _____ j) Location of all existing and proposed easements, rights-of-way and other encumbrances.
 - _____ k) All floodplain information.
 - _____ l) Location, flow and timing patterns of existing and proposed traffic.
 - _____ m) Location, width, curbing and paving of all existing and proposed streets, rights-of-way, easements, alleys, driveways, sidewalks, and other public ways.
 - _____ n) Location, size and layout of all existing and proposed off-street parking.
 - _____ o) Size and location of all existing and proposed public and private utilities.
 - _____ p) Location, type and size of all existing and proposed landscaping, screening and open space areas.
 - _____ q) Location and type of all existing and proposed on-site lighting.
 - _____ r) Location, size and exterior design of all existing and proposed signs to be located on-site.
 - _____ s) Type and location of all existing and proposed solid waste disposal facilities and accompanying screening.
 - _____ t) Location of all existing and proposed on-site snow storage areas.
 - _____ u) Project impacts and proposed mitigation.
 - _____ v) Signature block consisting of five (5) signature lines for Planning Board approval.
 - _____ w) Digital submission of all plans and documents on a thumb drive or via email

Signature: **Town of Dudley Planning Board:**

Signature: **Town of Dudley Town Clerk**

Recipient

Town Clerk

Date

Date

FORM O

APPLICATION FOR APPROVAL OF A SPECIAL PERMIT

Date: _____

Applicant and Property Owner Information:

Name of Applicant: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Property Owner: _____

Address: _____

Telephone Number: _____ Email: _____

Engineer/Architect: _____

Address: _____

Telephone Number: _____ Email: _____

Property Information:

Property Address: _____

Assessor's Map/Lot Number: _____

Zoning District(s): _____ Current Use: _____

Flood Plain District (Y/N) _____ Aquifer Protection District (Y/N) _____

Lot Area: _____

Registry of Deeds Book _____ Page _____ or Certificate of Title No _____

Project/Plan Information:

Use for Which a Special Permit is Sought: (Refer to §2.03.02 of the Zoning Bylaw – Use by District Chart, or Cite Other Section): _____

Plan Title and Date: _____

Floor Area: _____ Parking Spaces: _____

Building Coverage (%): _____ Impervious Surface Coverage (%): _____

Wetlands: _____ (ac.) _____ (%) Upland: _____ (ac.) _____ (%)

Waivers:

List any waivers of submission requirements:

Signature of Applicant(s)

Signature of Property Owner(s)

FORM P
APPLICATION FOR MODIFICATION OF A SPECIAL PERMIT

Date: _____

Applicant and Property Owner Information:

Name of Applicant: _____

Address: _____

Telephone Number: _____ Email: _____

Name of Property Owner: _____

Address: _____

Telephone Number: _____ Email: _____

Engineer/Architect: _____

Address: _____

Telephone Number: _____ Email: _____

Previously Approved Special Permit:

Use Granted by Special Permit: _____ Date: _____

Property Address: _____

Assessors' Map/Lot Number: _____ Special Permit: Book _____ Page _____

Provide a Brief Description of the Requested Modification and Attach a Full Narrative:

Plans/Documents Submitted in Support of the Application:

Waivers Requested:

Signature of Applicant

Signature of Property Owner

FORM S
APPLICATION FOR
WORK ALONG A DESIGNATED SCENIC ROAD
DUDLEY ZONING BYLAW §3.11 AND
MGL CHAPTER 40 §15C, THE SCENIC ROAD ACT

The Scenic Road Bylaw provides that any repair, maintenance, reconstruction or paving work done with respect to any road designated as a Scenic Road shall not involve or include the cutting or removal of trees or tearing down or destruction of stone walls, or portions thereof, except with prior written consent of the Planning Board after a public hearing.

INSTRUCTIONS: Submit to the Planning office two signed originals of this completed Form S, six copies of the work plan, three copies of the narrative and any other documentation, a certified abutters list, and one check for two-hundred-dollars (\$200.00).

To the Planning Board of the Town of Dudley, Massachusetts:

The undersigned wishes to perform work on property abutting a designated scenic road:

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

Location of Subject Property: _____

Assessors Map and Lot Number: _____

Worcester Registry Book _____ Page _____ or Certificate No. _____

Project Description: _____

Applicant's Signature: _____ Date: _____

Provide a narrative that documents compliance with the standards of §3.11 on the following page.

3.11.00 SCENIC ROADS

The Planning Board may adopt reasonable rules and regulations for administration of locally designated Scenic Roads as provided in MGL Chapter 40, Section 15C.

Trees and stone walls within the public taking along roads or sections of roads having been designated scenic by vote at a town meeting will be protected and will not be altered except after notification of abutters within 100 feet including those across roads by certified mail return receipt requested to be paid for by the applicant, submittal of six (6) copies of the work plan, completion of Form S “Application for Work Along a Designated Scenic Road” and an advertised public hearing paid for and advertised in the manner of a Definitive Plan public hearing at which the Planning Board shall consider the work project based on the following:

- The degree to which the proposed work would adversely affect the scenic and aesthetic values upon which the scenic road designation was originally based, and/or
- The necessity for the proposed work in terms of public safety, welfare, and/or convenience, and/or
- Compensatory action proposed such as replacement of trees or walls, and/or
- Availability of reasonable alternatives to the proposed work which could reduce or eliminate anticipated damage to trees or stone walls, and/or
- Whether the proposed work would compromise or harm other environmental or historical values, and/or
- Consistency of the proposed action with previously adopted Town plans and policies.

As authorized by MGL Chapter 40, Section 15C each violation thereof shall be punished by a fine of \$300.00; each tree cut or removed shall constitute a separate violation; fines to inure to the use of the Town.



FORM W
APPLICATION FOR
WIRELESS TOWER CO-LOCATION
SPECIAL PERMIT

TOWN OF DUDLEY
OFFICE OF THE PLANNING BOARD
71 WEST MAIN STREET
DUDLEY, MA 01571

INSTRUCTIONS: Your complete submission shall include TWO SIGNED ORIGINALS of this completed Form W, three sets of 24" x 36" prints of the plan in a convenient scale and 6 sets of the same plan in 11" x 17", and TWO checks.

Date: _____ Application Fee: \$ _____ & \$ _____
APPLICATION FEE REVIEW FEE
BOTH CHECKS MADE PAYABLE TO "TOWN OF DUDLEY"

USE THIS FORM WHEN YOU ARE ADDING SOMETHING
TO AN EXISTING STRUCTURE

1. WIRELESS APPLICANT:

BUSINESS NAME	CONTACT NAME	PHONE	EMAIL
STREET	CITY	STATE	ZIP

2. PROPERTY OWNER:

NAME	PHONE	EMAIL	
STREET	CITY	STATE	ZIP

The owner's title to the land is derived under a deed recorded in Worcester District Registry of Deeds Book _____, Page _____

3. TOWER OWNER:

NAME	PHONE		
STREET	CITY	STATE	ZIP

4. LEGAL DESCRIPTION OF PROPERTY:

SUBDIVISION OR TRACT NAME

ASSESSORS' MAP & LOT

STREET

5. INCLUDE A SCALED PLAN SHOWING LOCATION OF EXISTING TOWER
AND AN ELEVATION SHOWING LOCATION OF EQUIPMENT TO BE ADDED

a. Existing tower height (show on plan): _____ ft.

Proposed tower height (show on plan): _____ ft.

b. Existing equipment storage: (show on plan)

Proposed new equipment storage: (show on plan) _____ ft. by _____ ft. by _____ ft.

6. Include a layman's description of the equipment proposed to be added to the existing tower:

6. Include a description of the proposed equipment shelter, including construction materials, color, access and any other pertinent information.

7. Include a layman's description of the equipment proposed to be housed in the shelter. This should include the utilities required for the new equipment and how they will be delivered to the equipment the site,

OWNER'S NAME (PLEASE PRINT)

OWNERS' SIGNATURES (ALL OWNERS MUST SIGN)

OWNER'S STREET ADDRESS

OWNER'S TOWN, STATE, ZIP

OWNER'S PHONE NUMBER

APPLICANT'S NAME (IF NOT OWNER)

APPLICANT'S STREET ADDRESS

APPLICANT'S TOWN, STATE, ZIP

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

DATE OF PUBLIC HEARING:

APPROVED DISAPPROVED
DUDLEY PLANNING BOARD

CHAIRMAN

DATE

FOUR SIGNATURES REQUIRED