

Forms

FORM A

Lunenburg Planning Board
Lunenburg, Massachusetts

ANR PROCEDURES

MAKE AN APPOINTMENT WITH THE PLANNING BOARD OFFICE. CONTACT THE ADMINISTRATIVE ASSISTANT AT 978-582-4147 extension 5, TO SCHEDULE AN APPOINTMENT TIME FOR PRESENTATION BEFORE A SCHEDULED PLANNING BOARD MEETING.

IN ADDITION TO PRESENTING ITEMS LISTED BELOW AT THE BOARD MEETING, ALL ITEMS (EXCEPTING #8, WHICH MUST BE SUBMITTED AT TIME OF PRESENTATION TO THE BOARD) ARE ALSO TO BE SENT IN HIGH RESOLUTION PDF TO plans@lunenburgonline.com BY 4:00 PM THE WEDNESDAY PRIOR TO THE MONDAY BOARD MEETING.

ITEMS REQUIRED FOR PRESENTATION:

1. COMPLETED COMPLIANCE LETTER FROM THE BOARD OF HEALTH
2. ONE PINK FORM (OR MARKED AS SUCH) FOR THE TOWN CLERK
3. ONE (1) MYLAR
4. SEVEN (7) COPIES OF THE ABOVE PLAN
5. ONE (1) TOPOGRAPHY/CONTOUR PLAN
6. ORIGINAL AND SEVEN (7) COPIES OF FORM A
7. CURRENT ABUTTERS' LIST OBTAINED FROM ASSESSOR'S OFFICE
8. CHECK MADE OUT TO THE TOWN OF LUNENBURG

* (IF PRESENTER IS OTHER THAN THE OWNER OF RECORD,
A NOTARIZED FORM MUST BE FILLED OUT)

**APPLICATION FOR ENDORSEMENT
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL**

(Form A)

The undersigned, believing that the accompanying plan of his/her/their property in the Town of Lunenburg 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.

Date: _____

Name of Applicant(s)/Owner(s): _____

Applicant(s) Address: _____

Telephone # (Home): _____ (Work): _____

Address of Property (if not same as above): _____

Presenter's Name (if not same as above): _____

Presenter's Address : _____

Telephone #: _____

Deed of Property as recorded in the Northern Worcester County Registry of Deeds:

Plan Book _____ Page # _____

Location of Property by physical boundaries or landmarks/other: _____

Signature of owners(s): _____

Signature of Applicant(s): _____

Signature of Agent: _____

(If applicable - Letter or other documentation designating authorization of agent/presenter)

Note: Necessary evidence to show that the plan does not require approval must be filed with this application.

PLANNING BOARD PROCEDURE FORM FOR SINGLE LOTS
(SUBDIVISION CONTROL NOT REQUIRED)

ANRs- APPROVAL NOT REQUIRED

Date: _____

Applicant's/Owner's Name: _____

Presenter's Name (if not same as above): _____

Address of Owner: _____

Address of Property **if not** same as above: _____

—

Description by physical boundaries or landmarks/other: _____

Telephone: (Home) _____ (Work) _____

Date requested: _____ Purpose/reason for Appointment: _____

Requirements:

Plans may be submitted only at a scheduled meeting of the Planning Board. Bring the following with you to the meeting. In addition to presenting items below at the Board meeting, all items (excepting #8, which must be submitted at time of presentation to the Board) are also to be sent in high resolution PDF to plans@lunenburgonline.com by **4:00 PM the Wednesday prior to the Monday Board meeting.**

1. Signed compliance letter from the Board of Health.
2. Pink Form – “Notice to Town Clerk”
3. One (1) Mylar Plan prepared by a Registered Land Surveyor
4. Seven (7) paper copies of the above plan
5. One (1) Topography/Contour Plan
6. Original and seven (7) copies of Form A
7. A current abutters’ list obtained from the Board of Assessor’s office
8. Check for fee, made out to the **“Town of Lunenburg”**

Important: **Appointment for presentation to the Board is to be made by 4:00 PM, the Wednesday prior to the scheduled Monday meeting.** The Planning Board meets the 2nd and 4th Monday of each month. The meeting held on the 2nd Monday is a televised meeting held in the Joseph F. Bilotta meeting room at Town Hall, 17 Main Street. The meeting held on the 4th Monday is held in the Planning Board Conference Room (first floor), Ritter Memorial Building, 960 Massachusetts Avenue (unless noted otherwise). All public hearings are televised and held in the Joseph F. Bilotta room at Town Hall. All meetings begin at 6:30 PM.

Appointment time: _____

Signature of Owner(s): _____

Date: _____

To the Lunenburg Planning Board:

The following applicant(s):

wish to submit to the Lunenburg Planning Board an Application for Endorsement of a Plan Believed Not to Require Approval.

I/we, the undersigned, give full permission to _____
to act as our agent and he/she has full permission to present an ANR (Approval Not Required) plan for me/us for the property located at:

Signature of owner(s): _____

Plan Book: _____ Page #: _____

(As recorded in the Northern Worcester County Registry of Deeds).

Notarization Required

THIS FORM IS PINK

WRITTEN NOTICE TO TOWN CLERK
TOWN HALL
LUNENBURG, MA

You are hereby notified, in accordance with Sections 81S and 81T of Chapter 41 of the General Laws, that the plan described below was submitted to the Lunenburg Planning Board on _____ (date). (Upon endorsement by the Planning Board, the completed Form A will be provided to the Town Clerk.)

Description of land to which plan relates:

A. Plan Believed Not to Require Approval (Planning Board Meeting)

B. Preliminary Subdivision Plan

C. Definitive Subdivision Plan

Owner of Land:

Name: _____

Address: _____

Name of Subdivision, if applicable: _____

Signature(s) of Owner(s):

BOARD OF HEALTH COMPLIANCE

Date: _____

To the Lunenburg Planning Board:

The accompanying ANR Plan has met all necessary Board of Health requirements for land division.

Board of Health Endorsement

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM B)

Application shall also be sent in High Resolution PDF to plans@lunenburgonline.com.

**APPLICATION FOR TENTATIVE
APPROVAL OF A PRELIMINARY PLAN**

To The Planning Board:

Date: _____

The undersigned herewith submits the accompanying Preliminary Plan of property located in the Town of Lunenburg for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Lunenburg.

1. Name of Subdivider _____
Address _____ Phone _____
2. Name of Owner _____
Address _____
3. Name of Engineer or Surveyor _____
Address _____
4. Deed of Property Recorded in _____ Registry,
Book _____ Page _____
5. Location and Description of Property: Subdivision name _____,
located _____, number of lots proposed _____,
total acreage of tract _____. Signature of Applicant _____

(FOR PLANNING BOARD USE ONLY) Received by City/Town Clerk: Date _____ Time _____ Signature _____ Received by Board of Health: Date _____ Time _____ Signature _____

Signature of Owner _____

NOTE: A designer's certificate, on Form D, and a certified list of abutters, on Form E, must be filed with this application.

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____

PLAN # _____

(FORM B-1)

CERTIFICATE OF APPROVAL
OF A PRELIMINARY PLAN

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

submitted by: _____

originally filed with the Planning Board on _____

concerning the property located _____

_____ with the following conditions:

A copy of this certificate of approval is to be filed with the Lunenburg Town Clerk and a copy sent to the applicant.

A true copy, attest:

Clerk, Lunenburg Planning Board

Lunenburg Planning Board

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____

PLAN # _____

(FORM B-2)

CERTIFICATE OF DISAPPROVAL
OF A PRELIMINARY PLAN

It is hereby certified by the Planning Board of the Town of Lunenburg, Massachusetts, that at a duly

called and properly posted meeting of said Planning Board, held on _____, 20____,

it was voted to disapprove a preliminary plan entitled: _____

submitted by: _____

originally filed with the Planning Board on _____

concerning the property located _____

for the following reasons:

A copy of this certificate of disapproval is to be filed with the Lunenburg Town Clerk and a copy sent to the applicant.

A true copy, attest:

Clerk, Lunenburg Planning Board

Lunenburg Planning Board

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM C)

Application shall also be sent in High Resolution PDF to plans@lunenburgonline.com

**APPLICATION FOR APPROVAL
OF A DEFINITIVE PLAN**

To The Planning Board:

Date: _____

The undersigned herewith submits the accompanying Definitive Plan of property located in the Town of Lunenburg for approval as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Lunenburg.

1. Name of Subdivider _____

Address _____ Phone _____

2. Name of Owner _____

Address _____

3. Name of Engineer or Surveyor _____

Address _____

4. Deed of Property Recorded in _____ Registry,
Book _____ Page _____; said land is free of encumbrances except for the following

5. Location and Description of Property: location _____,
number of lots proposed _____, total acreage of tract _____

6. All ways and utilities shall be installed within _____ years.

Signature of Applicant: _____

Signature of Owner: _____

NOTE: A designer's certificate, on Form D, and a certified list of abutters, on Form E, must be filed with this application.

(FOR PLANNING BOARD USE ONLY)	
Received by City/Town Clerk:	
Date _____	Time _____
Signature _____	
Received by Board of Health:	
Date _____	Time _____
Signature _____	

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM C-1)

CERTIFICATE FOR APPROVAL
OF A DEFINITIVE PLAN

It is hereby certified by the Planning Board of the Town of Lunenburg, Massachusetts, that at a duly called and properly posted meeting of said Planning Board, held on _____, 20__

it was voted to approve a definitive plan entitled: _____

and dated _____

submitted by: _____ address _____

and owned by: _____ address _____

originally filed with the Planning Board on _____

concerning property located _____

and showing _____ proposed lots, with the following conditions:

A copy of this certificate of approval is to be filed with the Lunenburg Town Clerk and a copy sent to the applicant.

A true copy, attest: _____

Clerk, Lunenburg Planning Board

Lunenburg Planning Board

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM C-2)

CERTIFICATE FOR DISAPPROVAL
OF A DEFINITIVE PLAN

It is hereby certified by the Planning Board of the Town of Lunenburg, Massachusetts, that at a duly called and properly posted meeting of said Planning Board, held on _____, 20__

it was voted to disapprove a definitive plan entitled: _____

and dated _____

submitted by: _____ address _____

and owned by: _____ address: _____

originally filed with the Planning Board on _____

concerning property located _____

and showing _____ proposed lots, for the following reasons:

A copy of this certificate of disapproval is to be filed with the Lunenburg Town Clerk and a copy sent to the applicant.

A true copy, attest: _____

Clerk, Lunenburg Planning Board

Lunenburg Planning Board

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM D)

DESIGNER'S CERTIFICATE

To The Planning Board:

Date: _____

I hereby certify that the accompanying Definitive Plan, entitled _____ and dated _____, 20____, is true and correct to the accuracy required by the Rules and Regulations of the Lunenburg Planning Board, and that all pertinent data are shown. 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 _____ Registry In Book____, Page_____.
2. Other deeds and plans, as follows _____

3. Oral information furnished by _____

4. Actual measurement on the ground from a starting point established by _____
5. Other Sources _____

(seal of surveyor)

Signature _____ RLS

Address _____

(seal of professional engineer)

Signature _____ PE

Address _____

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS

DATE _____

SUBDIVISION NAME _____

PLAN # _____

(FORM E)

CERTIFIED LIST OF ABUTTERS

Lunenburg, MA., _____, 20 _____

To The Planning Board:

It is to certify that at the time of the last assessment for taxation made by the Town of Lunenburg, the names and addresses of the parties assessed as adjoining owners of the parcel of land shown above, and the names and addresses of all other parties assessed within 500 feet of the property line of the parcel of land shown above, were as above written.

For the Board of Assessors

FORM F

**PERFORMANCE SECURED BY
A SURETY COMPANY**

_____, 20____
Lunenburg, Massachusetts

AGREEMENT made this date between the town of Lunenburg and _____
hereinafter referred to as "the applicant" of (address) _____;
and (surety) _____, a corporation duly organized and
existing under the laws of the state of _____ and having a usual place of
business at _____, hereinafter referred to as "the surety," 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 (No.) _____ proposed lots.

KNOW ALL MEN by these presents that the applicant and the surety hereby bind and obligate
themselves, their, or its; executors, administrators, devisees, heirs, successors and assigns,
jointly and severally to the town of Lunenburg, a Massachusetts municipal corporation, acting
through its Planning Board, in the sum of

_____ dollars, and have secured this obligation by depositing with the Treasurer
of said town of Lunenburg a surety bond to secure the above sum of money, said surety bond 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;
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, or has elected to provide another method of securing performance as
provided in M.G.L., Chapter 41, Section 81-U.

Upon completion by the applicant of all obligations as specified herein, on or before (date
construction and installation is to be completed, as specified by applicant) _____,
or such later date as may be specified by vote of the Planning Board with a written concurrence

of the applicant and the surety, the interest of the town in such surety bond shall be released, the surety bond shall be returned to the surety, and this agreement shall become void. In the event the applicant should fail to complete the construction of ways and installation of municipal services as specified in this agreement and within the time herein specified, the surety bond may be enforced, in whole, or in part, by the Planning Board for the benefit of town of Lunenburg to the extent of the reasonable cost to the town of completing such construction or installation as specified in this agreement. Any unused portion of the surety bond will be released and the unused portion of the surety bond will be returned to the surety upon completion of the work by said town; and

The town of Lunenburg acting by and through its Planning Board hereby agrees to accept the aforesaid surety bond 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 _____ of _____, 20_____.

Signatures of a Majority of the Planning Board of the town of Lunenburg

Signature of Applicant

Signature of Authorized Representative of the Surety

COMMONWEALTH OF MASSACHUSETTS

(county)_____, ss _____, 20 _____

Then personally appeared _____ one of the above-named members of the Planning Board of Lunenburg, Massachusetts, the applicant, and the authorized representative of the surety, 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
- Surety
- Planning Board
- Town Clerk
- Town Treasurer

FORM G

**PERFORMANCE SECURED
BY DEPOSIT OF MONEY**

_____ 20_____
(Lunenburg, Massachusetts)

AGREEMENT made this date between the town of Lunenburg and _____
hereinafter referred to as "the applicant" of address) _____
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: _____
and located: _____ and showing (No.) _____ 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 town of Lunenburg,
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
said town of Lunenburg a deposit of money in the above sum to be deposited in a subdivision
escrow account in the name of the town. 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;
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 or has elected to provide another method of securing performance as
provided in M.G.L., Chapter 41, Section-81-U.

Upon completion by the applicant of all obligations as specified herein, on or before (date construction and installation is to be completed, as specified by applicant) _____, 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 said (city/town) and this agreement shall become void. In the event the applicant should fail to complete the construction of ways and 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 town of Lunenburg to the extent of the reasonable cost to the town of completing such construction or installation as specified in this 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 said town; and

The town of Lunenburg 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 _____ of _____, 20_____.

Signatures of a Majority of the Planning Board of the town of Lunenburg

Signature of Applicant

COMMONWEALTH OF MASSACHUSETTS

(county)_____, ss _____,20_____

Then personally appeared _____ one of the above-named members of the Planning Board of Lunenburg, Massachusetts and the applicant 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
Planning Board
Town Clerk
Town Treasurer

**FORM H
COVENANT**

_____ 20_____
Lunenburg, Massachusetts

KNOW ALL MEN by these presents that the undersigned has submitted an application dated _____, to the town of Lunenburg Planning Board for approval of a definitive plan of a subdivision of land entitled:

_____, plan by _____,

dated: _____ and owned by: _____,

address: _____,

land located: _____,

and showing (No.) _____ proposed lots. The undersigned has requested the Planning Board to approve such plan without requiring a performance bond.

IN CONSIDERATION of said Planning Board of Lunenburg in the county of Worcester approving said plan without requiring a performance bond, the undersigned hereby covenants and agrees with the inhabitants of the town of Lunenburg as follows:

1. That the undersigned is the owner* in fee simple absolute of all the land included in the subdivision and that there are no mortgages of record or otherwise on any of the land, except for those described below, and that the present holders of said mortgages have assented to this contract prior to its execution by the undersigned.

* If there is more than one owner, all must sign. "Applicant" may be an owner or his agent or representative, or his assigns, but the owner of record must sign the covenant.

2. That the undersigned will not sell or convey any lot in the subdivision or erect or place any permanent building on any lot until the construction of ways and installation of municipal services necessary to adequately serve such lot has been completed in accordance with the covenants, conditions, agreements, terms and provisions as specified in the following:

- a. The Application for Approval of Definitive Plan (Form C).
- b. The Subdivision Control Law and the Planning Board's Rules and Regulations governing this subdivision.
- c. The certificate of approval and the conditions of approval specified therein, issued by the Planning Board, dated _____.
- d. The definitive plan as approved and as qualified by the certificate of approval.
- e. Other document(s) specifying construction to be completed, namely:

However, a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise and any succeeding owner of the mortgaged premises or part thereof may sell or convey any lot, subject only to that portion of this covenant which provides that no lot be sold or conveyed or shall be built upon until ways and services have been provided to serve such lot.

3. That this covenant shall be binding upon the executors, administrators, devisees, heirs, successors and assigns of the undersigned and shall constitute a covenant running with the land included in the subdivision and shall operate as restrictions upon the land.
4. That particular lots within the subdivision shall be released from the foregoing conditions upon the recording of a certificate of performance executed by a majority of the Planning Board and enumerating the specific lots to be released; and
5. That nothing herein shall be deemed to prohibit a conveyance by a single deed subject to this covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board.
6. That the undersigned agrees to record this covenant with the Worcester County Registry of Deeds, forthwith, or to pay the necessary recording fee to the said Planning Board in the event the Planning Board shall record this agreement forthwith. Reference to this covenant shall be entered upon the definitive subdivision plan as approved.
7. A deed of any part of the subdivision in violation of the 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 Section 81-U, Chapter 41, M.G.L.
8. That this covenant shall be executed before endorsement of approval of the definitive plan by the Planning Board and shall take effect upon the endorsement of approval.
9. Upon final completion of the construction of ways and installation of municipal services as specified herein, on or before _____, the Planning Board shall release this covenant by an appropriate instrument, duly acknowledged. Failure to complete construction and installation within the time specified herein or such later date as may be specified by vote of the Planning Board with a written concurrence of the applicant, shall result in automatic rescission of the approval of the plan. Upon performance of this covenant with respect to any lot, the Planning Board may release such lot from this covenant by an appropriate instrument duly recorded.
10. Nothing herein shall prohibit the applicant 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 M.G.L., Chapter 41, Section 81-U, as long as such security is sufficient in the opinion of the Planning Board to secure performance of the construction and installation; and

For title to the property, see deed from _____ dated _____ recorded in Worcester 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 _____ of _____. The mortgage is dated _____ and recorded in Worcester Registry of Deeds, Book _____, Page _____, or registered in 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 the covenants set forth above and agrees that the covenants 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.

_____, spouse of the undersigned applicant hereby agrees that such interest as I, we, may have in the premises shall be subject to the provisions of this covenant and insofar as is necessary releases all rights of tenancy by the dower or homestead and other interests therein.

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

_____	_____
Owner	
_____	_____
Spouse of Owner	
_____	_____
Mortgage	Acceptance by a Majority of the Planning Board of Lunenburg

One acknowledgement must be completed for each of the following:
Planning Board representative
Owner or owners
Spouse of the owner
Mortgagee

COMMONWEALTH OF MASSACHUSETTS
Worcester, ss _____, 20____

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

Signature of Notary Public

My commission expires _____

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM I)

RELEASE FORM

The undersigned, being a majority of the Planning Board of the Town of Lunenburg hereby certifies that:

The undersigned for the construction of ways and municipal services called for by the Covenant dated _____, 20____, and recorded in District Deeds, Book_____, Page _____ (or registered in _____ Land Registry District as Document No._____ and noted on Certificate of Title No._____ in

Registration Book_____, Page_____) has been partially completed, to the satisfaction of the Planning Board to adequately serve the enumerated lots shown on the Plan entitled

_____, Plan_____ and said lots are hereby released from the restrictions as to sale and building specified thereon, but dwellings constructed cannot be occupied until all requirements for the construction of ways and municipal services have been completed.

Lots designated on said Plan as follows:

Release voted at Regularly Scheduled (), Special Meeting (), of the Planning Board on

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____ PLAN # _____

(FORM J)

CONVEYANCE OF EASEMENTS AND UTILITIES

_____, of _____,

_____ County, Massachusetts, for good and adequate consideration, grant to the Town of Lunenburg a municipal corporation in Worcester, County Massachusetts, the perpetual rights and easements to construct, inspect, repair, renew, replace, operate for forever maintain, water and sewer mains and drainage systems with any manholes, pipes, conduits, easements and other appurtenances thereto, and to do all acts incidental thereto, in,

through and under the following described land: _____

appearing on a plan entitled _____.

And, for the consideration aforesaid, the said grantor does hereby give, grant, transfer and deliver unto the Town of Lunenburg all water and sewer mains and drainage systems, manholes, pipes, conduits, 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.

The grantor's title free deed from _____

dated _____, 19 _____, and recorded in _____

District Registry of Deeds, Book _____, Page _____

or under Certificate of Title No. _____, registered in _____

District of Land Court, 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 _____, 20 _____, and recorded in said Deeds, Book _____, Page _____, for consideration paid, hereby releases unto the Town forever from the operation of said mortgage, the rights and easements herein above granted and assents thereto.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 19 _____.

COMMONWEALTH OF MASSACHUSETTS

_____, ss _____, 19 _____

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

Notary Public

My Commission Expires: _____

PLANNING BOARD - TOWN OF LUNENBURG, MASSACHUSETTS DATE _____

SUBDIVISION NAME _____

PLAN # _____

(FORM K)

INSPECTION FORM

Lunenburg, MA
Name of Subdivision _____

Street _____

From Sta. _____ to Sta. _____

Item Inspected	Date of Inspection	Remarks	Approval	Signature of Inspecting Officer
Clearing and Grubbing				
Excavation				
Laying Water Mains, Hydrants, appurtenances				
Laying of Sewers				
Laying Gas Mains				
Installation of Surface and Subsurface Drainage System and Related Equipment				
Filling				
Compacting				
Installation of Elec. Lines				
Installation of Tel. Lines				
Paving Operations				
Placing of Curbs & Gutters				
Construction of Sidewalks				
Grading of Grass Plots				
Installation of Monuments				
Grading Lots				
Installation of Fire Alarm				
Tree Planting				
Final Cleanup				
Other				

TOWN OF LUNENBURG CONSTRUCTION COST ESTIMATE

<u>WORK ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>ITEM COST</u>
<u>GROUP 1</u>					
Tree Cutting					
Clean and Grub					
Clear and Stockpile					
Top & Sub-Soil					
Fill to Subgrade					
Erosion & Sedimen- tation Controls					
<u>GROUP 2</u>					
Water line					
Hydrant -500 Spacing					
Gate Isolation Valve					
Flush/Disinfect & Test					
Water Line					
Storm Drain/Trench					
Catchbasins/Grates					
Manholes/Covers					
Drainage Basin					
Fire Alarm					
Underground Tele.					
Elec & Cable					
Blasting					
<u>GROUP 3</u>					
Compacted Gravel Sub- Base					
Bit Conc Binder Course					
<u>GROUP 4</u>					
Bit Conc Finish Course					
Bit Conc Cape Cod Berm					
Bit Conc Sidewalk					
Loam & Seed					
Street Lights					
Street Trees					
Street Signs					
<u>GROUP 5</u>					
Survey Monuments					
Inspect & Clean Drains					
Sweep Street					
Roadway As-Built Plan					
				Sub-Total of Estimated Costs	_____
				Overhead Costs	_____
				Contingency Costs	_____
				Total	_____

(FORM L)

TABULAR SUMMARY

SUBDIVISION NAME: _____

SHEET NO. _____

Total area of original tract shown on this plan equals _____

(a) Area in lots -- Nos. 1, 2, 3, etc., equals _____

(b) Area in Streets -- A-B-C equals _____

(c) Open Space _____

Total Areas of Subdivision
(Total of (a), (b), and (c)* _____

A. Street - Station _____ to Station _____ equals _____

B. Street - Station _____ to Station _____ equals _____

C. Street - Station _____ to Station _____ equals _____

Total Area of Streets (Should equal (b) above _____

Sewer Easement - Station _____ to Station _____ equals _____

Drainage Easement - Station _____ to Station _____ equals _____

Utility Easement - Station _____ to Station _____ equals _____

Total Remaining Area (Should equal (c) above _____

* Must equal total of original tract

FORM M
PERFORMANCE SECURED BY
LENDER'S AGREEMENT

_____, 20____
Lunenburg, Massachusetts

AGREEMENT made this date between town of Lunenburg; _____ hereinafter referred to as "the applicant" of _____; and (name of bank that has first mortgage) _____ 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 (No.) _____ proposed lots.

KNOW ALL MEN by these presents that the applicant has recorded a first mortgage with the lender dated

_____ recorded in the Worcester Registry of Deeds, Book _____

Page _____ covering (area of plan that is covered by first mortgage) _____ 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 town of Lunenburg, a Massachusetts municipal corporation, acting through its Planning Board in the sum of

_____ dollars, and have secured this 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 COMPLETED
1. \$		
2. \$		
3. \$		

(add additional stages if necessary)

the interest of the 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 and 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 town) of Lunenburg to the extent of the reasonable cost to the 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 town.

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 ____.

Signature of Applicant

Signature of Authorized Representative of the Lender

Signatures of a Majority of the Members
of the Planning Board of the town of
Lunenburg

FORM N
LUNENBURG PLANNING BOARD
REMOVAL OF OVERBURDEN

DATE: _____

TIME: _____

AMOUNT: _____

NUMBER OF TRUCKS: _____

DESTINATION: _____

ROUTE: _____

SIGNATURE OF PROJECT MANAGER

E-mail to mboggio@lunenburgonline.com or aburney@lunenburgonline.com or fax to Planning Office 978-582-4353 on day of removal of overburden.