

SECTION 10 FORMS

Form A:	Application for Endorsement of Plan Believed Not to Require Endorsement.....	10-2
Form B:	Application for Approval of a Preliminary Plan.....	10-4
Form C:	Application for Approval of a Definitive Subdivision Plan.....	10-5
Form C-1:	Application for Approval of a Modified Definitive Subdivision Plan.....	10-6
Form D:	Request For Certified List of Abutters.....	10-7
Form E:	Definitive Subdivision Construction Cost Estimate.....	10-8
Form F:	Performance Bond Agreement.....	10-10
Form G:	Covenant Agreement.....	10-13
Form H:	Substitution Performance Guarantee.....	10-14
Form I:	Certificate of Performance – Release of Lots.....	10-15
Form J:	Request for Inspection Services.....	10-16
Form K:	Engineer’s Certification of Performance.....	10-18
Form L:	Definitive Subdivision Extension Request.....	10-19



**Town of Southamptton Planning Board
Form A**

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

Application Filing Date (to be filled out by the Town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Owner Information

(if different from applicant)

Name: _____

Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Property Address/Description: _____

Deed of Property Recorded in: _____

Book: _____ Page: _____

Assessor's Map/Parcel: _____

Zoning District: _____

Number of Existing Parcels/Lots: _____

Number of Proposed Parcels/Lots: _____

Frontage (in feet) of proposed parcels/lots: _____

Signatures

To the Southamptton Planning, the undersigned wishes to record the accompanying plan and requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the reasons listed on page 2:

Owner: _____ Date: _____

Printed Name/Title: _____

Signature of Applicant (if other than Owner): _____

Printed Name/Title: _____ Date: _____

Circle the appropriate response or explain fully on a separate sheet

1. The accompanying plan is not subdivision because the plan does not show a division of land.
2. The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distances as is presently required by the Southampton Zoning ordinance under section _____ which requires _____ feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
 - A. a public way or way in which the Town Clerk certifies is maintained and used as a public way namely _____ or
 - B. a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely _____ on (date) _____ and subject to the following conditions (*attach sheet*), or
 - C. a private way in existence on _____, the date when the sub-division control law become effective in the town of Southampton, having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____
3. The division of the tract of land shown on the accompanying plan is not a subdivision because it shows a proposed conveyance/other instrument, namely _____ which adds to/takes away from/changes the size and shape of lots in such a manner that no lot affected is left without frontage as required by the Southampton Zoning Ordinance under section _____, which requires _____ feet.
4. The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically _____ buildings, were standing on the plan prior to _____, the date when the subdivision control law went into effect in the Town of Southampton, and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law is as follows: (*attach sheet*)

I certify that the above is true and accurate to the best of my knowledge:

Signature of Engineer/Surveyor _____

Printed Name/Title _____

Date _____



**Town of Southampton Planning Board
Form B**

**APPLICATION FOR APPROVAL OF
PRELIMINARY SUBDIVISION PLAN**

Application Filing Date (to be filled out by the Town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Owner Information

(if different from applicant)

Name: _____

Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Property Address/Location/Description: _____

Deed of Property Recorded in: _____

Book: _____ Page: _____

Assessor's Map/Parcel: _____

Zoning District: _____

Number of Existing Parcels/Lots: _____

Number of Proposed Parcels/Lots: _____

Number and Length of Proposed Streets: _____

Signatures

To the Southampton Planning, the undersigned herewith submits the accompanying Preliminary Plan of a subdivision of property located in the Town of Southampton for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Southampton, as amended.

Owner: _____ Date: _____

Printed Name/Title: _____

Signature of Applicant (if other than Owner): _____

Printed Name/Title: _____ Date: _____



**Town of Southampton Planning Board
Form C
APPLICATION FOR APPROVAL OF
DEFINITIVE SUBDIVISION PLAN**

Application Filing Date (to be filled out by the Town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Owner Information

(if different from applicant)

Name: _____

Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Property Address/Location/Description:

Deed of Property Recorded in: _____

Book: _____ Page: _____

Property Identification-Original Parcel's
Assessors Map/Parcel #:

Zoning District: _____

Number of Existing Parcels/Lots: _____

Number of Proposed Parcels/Lots: _____

Number and Length of Proposed Streets:

Signatures

To the Southampton Planning, the undersigned herewith submits the accompanying Definitive Plan of a subdivision of property located in the Town of Southampton for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Southampton, as amended. A list of the names and addresses of the abutters of this subdivision provided by the Southampton Assessor's Office is attached.

Owner: _____ Date: _____

Printed Name/Title: _____

Signature of Applicant (if other than Owner): _____

Printed Name/Title: _____ Date: _____



**Town of Southampton Planning Board
Form C-1**

**APPLICATION FOR APPROVAL OF
MODIFIED DEFINITIVE SUBDIVISION PLAN**

Application Filing Date (to be filled out by the Town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

**Owner Information
(if different from applicant)**

Name: _____

Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Property Address/Location/Description: _____

Deed of Property Recorded in: _____

Book: _____ Page: _____

Property Identification-Original Parcel's

Assessors Map/Parcel #: _____

Zoning District: _____

Number of Existing Parcels/Lots: _____

Number of Proposed Parcels/Lots: _____

Number and Length of Proposed Streets: _____

Describe Modification(s) being requested: _____

Signatures

To the Southampton Planning, the undersigned herewith submits the accompanying Modified Definitive Plan of a subdivision of property located in the Town of Southampton for study, discussion and approval under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Southampton, as amended. A list of the names and addresses of the abutters of this subdivision provided by the Southampton Assessor's Office is attached.

Owner: _____ Date: _____

Printed Name/Title: _____

Signature of Applicant (if other than Owner): _____

Printed Name/Title: _____ Date: _____



**Town of Southampton Planning Board
Form D**

**REQUEST FOR ABUTTER'S LIST FOR APPROVAL
OF DEFINITIVE SUBDIVISION PLAN
And ASSESSOR'S VERIFICATION**

Request Filing Date (to be filled out by the Assessor's Office):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

**Owner Information
(if different from applicant)**

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Property Address/Location/Description: _____

Deed of Property Recorded in: _____

Book: _____ Page: _____

Property Identification-Original Parcel's Assessors

Map/Parcel #: _____

Signatures

I acknowledge that it is my responsibility to procure the abutter's list and understand that up to two (2) weeks may be required for its preparation.

Requesting Party : _____ Date: _____

Assessor's Certification

This is to certify that at the time of the last assessment for taxation made by the Town of Southampton, the names and addresses of the parties on the attached list are assessed as adjoining owners to the parcel of land subject to this request.

Assessor: _____

Date of Certification: _____



**Town of Southampton Planning Board
Form E**

**DEFINITIVE SUBDIVISION
CONSTRUCTION COST ESTIMATE**

Applicant Information	
Name	
Address	
Phone	
Email	

Subdivision Information	
Name	
Address	

Engineer Information	
Name	
Company	
Address	
Phone	
Email	

Developer / General Contractor Information	
Name	
Company	
Address	
Phone	
Email	

Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
1	Site Clearing, Grubbing, Earth Excavation				
2	Backfill and Grading to Sub-Base				
3	Drainage Utility System (pipe, structures, basins, etc)				
4	Water Utility System (pipe, hydrants, services, valves, etc)				
5	Telecommunication Utility System				
6	Electrical Power Utility System				
7	Lighting Utility System				
8	Gas Utility System				
9	Other Utility System				
10	Gravel Placement and Compaction on Sub-Base				
11	HMA Roadway - Base / Binder Course				
12	HMA Roadway - Top Course				

Town of Southamptton Subdivision Regulations

Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
13	HMA Sidewalk - Binder Course				
14	HMA Sidewalk - Top Course				
15	HMA Berms / Curbs				
16	Linestriping				
17	Signage & USPS Collection Box				
18	Guardrails & Fencing				
19	Landscaping				
20	Loam Placement and Seeding				
21	Town Inspection Fees				
22	Engineering / Testing / As-Built Fees				
23	Other				

Total Projected Construction Cost
Cost Adjustment Municipal Prevailing Wage Rates
Cost Adjustment for 20% Factor of Safety / Inflation
Total Adjusted Construction Cost

Definitive Subdivision Construction Cost Estimate Certification	
Name	
Title	
Company	
Address	
Phone	
Email	
Certification Date	



**Town of Southampton Planning Board
Form F**

PERFORMANCE BOND AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, and at Southampton, in the County of Hampshire and Commonwealth of Massachusetts, by and between _____ party of the first part, hereinafter called the SUBDIVIDER, and the TOWN OF SOUTHAMPTON, a township within said County of Hampshire acting through its Planning Board, party of the second part, hereinafter called the Town.

WITNESS:

WHEREAS the subdivider has petitioned the Town for approval of a Definitive Plan of a subdivision entitled: _____,
Located _____, said Plan has been submitted to the Town Planning Board, copies of which are on file in the office of said Board.

NOW THEREFORE, in consideration of the approval of said Definitive Plan and plan-profile by the Planning Board of said Town, the Subdivider agrees with the Town as follows:

(1) To construct and install streets, ways, utilities and improvements as shown on the approved Definitive Plan, cross-sections and plan-profile in strict compliance with the subdivision rules and regulations of the Planning Board and in accordance with the following general specifications:

- (a) Streets and ways shown on the Plan shall be cleared for the entire width, including the necessary side slope excavations, and the roadway shall be excavated to sub-base grade and below sub-base grade where specified by the Planning Board and/or Highway Superintendent, and then brought up to sub-base grade by compacting gravel the required number of inches.
- (b) Utilities shown on the Definitive Plan and plan-profile endorsed by the Planning Board shall be installed, where specified, including water mains, hydrants, sanitary sewers, storm water drains, manholes, catch basins, electrical and telephone wires and cables, together with their appurtenances.
- (c) All roadways shall consist of a gravel base course of good binding gravel in accordance with the approved definitive subdivision plan and the Southampton Subdivision Regulations.
- (d) The hardened surface of the roadway shall be paved the required width, and the hardened surface treatment shall be compacted bituminous concrete as specified in the Subdivision Regulations of Southampton.
- (e) Monuments, sidewalks, curbs, loaming and seeding, planting and street signs shall be installed as shown on the Definitive Plan and in accordance with the Subdivision Regulations.

(2) To file with the Planning Board a Certificate of Performance attesting to the satisfactory performance of all works and installations as set forth in this agreement and the subdivision rules

and regulations of the Town at which time the Planning Board or their authorized representative shall inspect the works and installations and said Board will proceed with the release of the deposit or bond if the provisions of this agreement have been completed.

(3) SPECIAL CONDITIONS:

The Planning Board, its representatives, or other agents of the Town shall have right of entry at all times during the life of this agreement for the purpose of examination and inspection of works and installations included herein and that the Town at its discretion shall have the right to use whatever materials may be in or on the land for completion of said works and installations as hereinafter provided.

(a) All easements to be transferred to the Town by recording said instruments in the Hampshire County Registry of Deeds or Land Court at the expense of the Subdivider before the final bond is released.

(b) Sale or transfer of any lot or lots abutting any street covered in this Bond Agreement shall not release the Subdivider of any obligation contained herein to complete any roadway construction, including clearing, excavation, side slopes, utility installations, grading, gravel or paving, monuments, sidewalks, curbing, loaming and seeding, planting, and street signs in the right-of-way strip.

(4) To deposit with the Town Treasurer cash in the form of a Certified Check or Pass Book payable to the Town of Southampton, or file with the Town Treasurer a bond with sufficient sureties, approved by the Town in the amount of _____ which shall insure to the said Town the faithful performance, by the subdivider, of the within covenants, promises and agreements, which shall be applied in one of the following ways:

(a) Full amount to be deposited before the Definitive Plan is endorsed and to be released on satisfactory completion of this agreement.

(b) Full amount to be deposited before the Definitive Plan is endorsed and at the request of the subdivider, partial releases to be made upon satisfactory completion and approved by the Planning Board of items

1 (a), 1 (b), 1 (c), 1 (d), and the remainder to be released upon completion of the remaining conditions of this agreement.

NOW, THEREFORE, if the Subdivider shall, on or before _____, 20__ make and complete the work and installations as set forth herein and file with the Planning Board the Certificates of Performance required, any cash deposited hereunder shall be released to the Subdivider, and, the obligation under any surety bond filed with the Board shall be null and void; otherwise the amount which the Town pays to complete said work and installations shall be deducted from such cash deposit, and, the principal and surety shall pay to the Treasurer of the Town the amount which the Town pays to complete said work and installations; provided, however, the amount shall not exceed the total deposit required or the penal sum of the bond.

This agreement shall terminate upon satisfactory completion of all requirements under the subdivision rules and regulations of the Planning Board and of said work and installations agreed to.

This instrument includes the Subdivider, his administrator, executor successor or assigns.

Town of Southampton Subdivision Regulations

The Subdivider herein states as one of the material allegations that induce the said Town to approve this Subdivision that he/it is the owner of the tract in fee, subject to the following encumbrance: _____ and that he will not sell, convey, mortgage or pledge the tract in whole or in part, except as individual building lots, without consent of the Town and without making such sale, conveyance, mortgage or pledge subject to the conditions set forth herein.

IN WITNESS WHEREOF, the said Subdivider and mortgagee has/have caused his/their seals to be affixed and these presents to be signed the day and year first above written.

MORTGAGEE

SUBDIVIDER

RECEIPT of the original, hereof, together with the cash deposit or Bond stipulated in paragraph (4) is hereby acknowledged.

Approved by Majority of the Planning Board of the Town of Southampton:

Date: _____



**Town of Southamptn Planning Board
Form G**

COVENANT

The undersigned _____
of _____ County, Massachusetts,
hereinafter called the "Covenantor," having submitted to the Southamptn Planning Board, a definitive plan of
subdivision, entitled _____
dated _____ made by _____ does hereby covenant and agree
with said Planning Board and the successors in office of said Board, pursuant to General Law (Ter.Ed.) Chapter
41, Section 81U, as amended, that:

1. The covenantor is the owner of record of the premises shown on said plan;
2. This covenant shall run with the land and be binding upon the executors, administrators, heirs, assigns
of the covenantor, and their successors in title to the premises shown on said plan;
3. The construction of ways and the installation of municipal services shall be provided to serve any lot in
accordance with the applicable Rules and Regulations of said Board before such lot may be built upon
or conveyed, other than by mortgaged premises by foreclosure or otherwise and any succeeding owner
of the mortgaged premises or part thereof may sell any such lot, subject only to that portion of this
Covenant, which provides that no lot so sold shall be built upon until such ways and services have been
provided to serve such lot;
4. Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of the
entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning
Board without first providing such ways and services.
5. This covenant shall take effect upon the approval of said plan;
6. Reference to this covenant shall be entered upon said plan and this covenant shall be recorded when said
plan is recorded.

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

OWNER: _____ Date _____

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

COMMONWEALTH OF MASSACHUSETTS

ss. _____ 20____

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

Notary Public
My commission expires _____ 20____



**Town of Southampton Planning Board
Form H
SUBSTITUTION PERFORMANCE GUARANTEE**

Filing Date (to be filled out by the town Clerk):

AGREEMENT made this ____ day of _____ at Southampton in the County of Hampshire and Commonwealth of Massachusetts, by and between _____ hereinafter called the SUBDIVIDER and the TOWN OF SOUTHAMPTON, a municipal corporation located within said County acting through its Planning Board, hereinafter called the TOWN.

WITNESSETH:

WHEREAS on _____ the Planning Board approved a certain Definitive Plan of the Subdivider entitled _____ in return for which the Subdivider executed a certain Performance Agreement, dated _____ the performance was secured by the Covenant of the Subdivider, duly recorded in Hampshire County Registry of Deeds, Book _____ Page _____.

WHEREAS the Subdivider now desires to have certain lots released from the operation of said Covenant and offers to provide other security for the faithful performance of said Agreement.

NOW THEREFORE, the parties, in consideration of their mutual undertakings, agree as follows:

1. The Subdivider deposits with the Town hereunder the following collateral:
in the amount of \$ _____ with payment order in the name of the Town of Southampton to insure the true and faithful performance of all of the requirements of said Performance Agreement as they relate to _____ Street in its entirety, and _____ Street for a distance of _____ feet from the end of the present public way.
2. In the event the ways described in the Performance Agreement are laid out as public ways subsequent to the date of that Agreement, the Subdivision agrees to complete the work required by the Performance Agreement nevertheless.
3. The Town will deliver forthwith to the Subdivider its formal Release (from the aforesaid Covenant) as to lots _____ through _____, inclusive, on Subdivider's Definitive Plan.

IN WITNESS WHEREOF the said parties have caused these presents to be signed, sealed, and delivered the day and year first above written.

OWNER: _____ **Date** _____

Approved by Majority of the Planning Board of the Town of Southampton:

_____ **Date:** _____



Town of Southamptn Planning Board
Form I

CERTIFICATE OF PERFORMANCE -- RELEASE OF LOTS

Filing Date (to be filled out by the town Clerk):

Certification and Signatures

The undersigned being a majority of the Planning Board of the Town of Southamptn, Massachusetts hereby certify that the requirements for work on the ground called for the covenants dated _____ and recorded in the Hampden County Registry of Deeds, Book _____, Page _____, (or registered in Land Registry District as Book _____ Page _____) have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on a plan entitled _____ recorded with said Deeds, Plan Book _____, Page _____ (or registered in Land Registry District as Book _____ Page _____) and said lots are hereby released from the restrictions as to sale and building specified thereon.

Lots Designated on said Plan as follows: _____

Majority of the Planning Board of the Town of Southamptn

COMMONWEALTH OF MASSACHUSETTS

_____, ss. _____
2003

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

Notary Public

My commission expires: _____



**Town of Southampton Planning Board
Form J**

REQUEST FOR INSPECTION OF CONSTRUCTION

Request Filing Date (to be filled out by Department):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Name of Subdivision: _____

Property Address/Location/Description: _____

Descriptions of works and/or installations to
be inspected: _____

Certification and Signature

To the Planning Board

The undersigned hereby certifies that the above described works and/or installations have been made in accordance with the approved plans as designed and laid-out by me.

Engineer: _____

Printed Name/Title : _____

Date: _____

Professional Seal:

Town of Southampton Subdivision Regulations

REQ'D	ITEM	DATE	INSPECTOR	DEPT.	REMARKS
	1. Roads				
	a. Subbase				
	b. Base Course				
	c. Binder Course				
	d. Top Course				
	2. Berms				
	3. Sidewalks				
	a. Subbase				
	b. Base Course				
	c. Cement Concrete				
	d. Binder Course				
	e. Top Course				
	4. Loam & Seed				
	5. Street Trees				
	6. Street Name Signs				
	7. Monuments				
	8. Fire Alarm				
	9. Police Call System				
	10. Drainage System				
	11. Water System				
	12. Sewer System				
	13. Other Improve.				
	14. Final Acceptance				

cc: Planning Board



**Town of Southamptton Planning Board
Form K**

Engineer's Certification of Performance

Request Filing Date (to be filled out by the town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

**Owner Information
(if different from applicant)**

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Name of Subdivision: _____

Property Address/Location/Description:

Descriptions of works and/or installations
certified to: _____

Certification and Signature

To the Planning Board

The undersigned hereby certifies that the above described works and/or installations have been made in accordance with the approved plans as designed and laid-out by me, and all systems are functioning as designed.

Engineer: _____

Printed Name/Title : _____

Date: _____

Professional Seal:



**Town of Southampton Planning Board
Form L**

Definitive Subdivision Extension Request

Filing Date (to be filled out by the town Clerk):

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Property Information:

Name of

Subdivision: _____

To the Southampton Planning Board, please accept this request for an extension to the time period for the following project: _____

I would like to extend the Planning Board's (circle one):

1. Public Hearing to: _____
(date)

2. Deadline date for filing its decision with the City Clerk to: _____
(date)

3. Deadline for completion of construction to: _____
(date)

Applicant's Signature: _____

Printed Name: _____ Dated: _____

Approved by Majority of the Planning Board of the Town of Southampton:

Date: _____