

SECTION V

PRELIMINARY SUBDIVISION PLANS

No person shall make a residential subdivision within the meaning of the Subdivision Control Law of any land within the City of Westfield, or proceed with the improvement or sale of lots in a subdivision, or the construction of ways, or the installation of municipal services therein, until a Definitive Plan of such subdivision has been submitted to and approved by the Planning Board as hereinafter provided, or ninety (90) days have elapsed without action by the Board, in accordance with Chapter 41 of the General Laws, as amended, and the regulations herein.

A. GENERAL

A Preliminary Plan of a subdivision shall be submitted by the subdivider for discussion and approval by the Board. The submission of such Preliminary Plan will enable the subdivider, the Board, other municipal agencies and boards, and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. It is recommended that all subdivisions complete the preliminary review process. All nonresidential subdivisions MUST submit a preliminary subdivision plan.

B. FILING PROCEDURE

The applicant, who shall be the owner and/or agents, shall file the Preliminary Plan and Form B Application form either by registered mail to the City Clerk or at a regularly scheduled meeting of the Planning Board. (One should consult with the Community Development Planner to obtain the meeting schedule.) A complete application package consists of the following seven items:

1. preliminary filing fee;
2. two (2) copies of Preliminary Subdivision Form B;
3. two (2) copies of a Preliminary Development Impact Statement;
4. twelve (12) blueprint copies of the preliminary plan;
5. an assessor's map of the site depicting all zoning districts.
6. approval from the Westfield Water commissioners(04-16-2002)
7. if connecting to the city sanitary sewer system is proposed, a written statement from the City Engineer that it is in accordance with the city's Sewer Master Plan. (04-16-2002)
8. In order to make application information available on the city's web site, and for presentation purposes at public meetings/hearings, all applications (Form B., Preliminary Development Impact Statement, Waiver Requests, Preliminary Engineering Plans, supportive information) shall also be submitted in a digital format on a single floppy or compact disk.
 - ◆ test information shall be submitted in a format suitable for reading as an MSWord document or PDF (portable document format) Adobe Acrobat file.
 - ◆ engineering plans shall be submitted in a PDF format.
 - ◆ other plans, drawings and photographs must be submitted in a JPEG, TIFF or PDF format (09-16-03)

All Preliminary Plans approved by the Planning Board must be followed by a Definitive Plan for final approval within seven (7) months of approval of the preliminary plan. After that time, the preliminary approval will become null and void if a Definitive Plan has not been submitted within seven (7) months of the date of approval of the Preliminary Plan. Definitive Plans that do not have an approved Preliminary Plan must be submitted in compliance with current zoning regulations.

C. CONTENTS

The Preliminary Plan must be drawn at a scale of one inch to each forty (40) feet. Normally these prints will be distributed to the following: the City Clerk, the Engineering Department, the Health Department, the Public Works Department, the Conservation Commission, the Police Department, the Fire Department, the Building Inspector, the Water Department and the Gas and Electric Department. The Preliminary Plan shall have sufficient information about the subdivision to form a clear basis for discussion. The following items shall be presented on the preliminary plan:

1. the subdivision name, boundaries, north arrow, date, scale, legend and “Preliminary Plan” notation;
2. the names of all abutters as determined from the most recent tax list;
3. the names of the record owner, the applicant, the designer, and the registered engineer or land surveyor;
4. the existing and proposed lines of streets, ways, easements and any public areas within the subdivisions;
5. the proposed systems of drainage, including adjacent existing natural waterways,
6. the approximate boundary lines of proposed lots, with approximate areas and dimensions;
7. the names and approximate location and widths of adjacent streets;
8. the topography (i.e., “topo lines”) if the site;
9. a sketch of surrounding areas which may be affected by the proposed subdivision.

D. ENDORSEMENT

The Preliminary Plan, when submitted, will be reviewed by the Planning Board and other Boards as deemed necessary to determine whether it is in compliance with the requirements adopted by the Board. Within forty-five (45) days after submission, the Planning Board and the Board of Health will tentatively approve, disapprove or approve with modification the Preliminary Plan noting its actions and any changes that should be made. One (1) copy may be returned, upon request, to the subdivider with the date of said approval or disapproval noted thereon, and the City Clerk shall be notified of said action. Failure of the Board to act upon a Preliminary Plan within forty-five (45) days after the submission thereof shall be deemed to constitute approval of such plan.

Approval of a Preliminary Plan shall be tentative and shall not be construed as approval of the subdivision and no such plan shall be recorded.