



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867**

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## **Definitive Subdivision Plan and Stormwater Permit DECISION of APPROVAL**

*Land of: 103 Sanborn Lane*  
**Proposed Street Name: Farmhouse Lane**

*To the Town Clerk:*

*This is to certify, that at a public hearing of the Reading Community Planning and Development Commission (CPDC), which was opened on August 9, 2021, discussed again on October 4, 2021, and December 13, 2021, and closed on December 13, 2021, by a motion duly made and seconded, it was voted:*

“We, the CPDC, as requested by Mark G. Hall of Chimney Hill RE, LLC, under the Town of Reading’s Subdivision Rules & Regulations, and MGL Chapter 41 Sections 81K through 81GG and under the Town of Reading General Bylaw Section 7.9 and CPDC Stormwater Management and Erosion Control Regulations, to consider the 3-Lot Definitive Subdivision Plan and Stormwater Permit Application for property located at 103 Sanborn Lane (Assessors Map 56, Lot 19), as shown on the plans prepared by Sullivan Engineering Group, LLC, dated February 3, 2021, most recently revised 11/10/21, in support of an application filed on July 6, 2021, do hereby vote 5-0-0 to **approve** the Definitive Subdivision, inclusive of the waivers listed herein, subject to the Findings and Conditions below.”

### **MATERIALS:**

The following documents and plans were submitted into the public record:

1. Form B: Application for a Definitive Subdivision Plan, filed with the Town Clerk 7/19/21;
2. Form G: Designer’s Certificate, dated 9/27/21;
3. List of Waivers requested from Reading Subdivision Regulations, dated 7/6/21;
4. Certified List of Abutters, dated 7/6/21;
5. Legal Notice, published in Daily Times Chronicle on 7/22/21 and 7/29/21;
6. ‘Chimney Hill’ Definitive Subdivision Plans for 3-Lot Residential Subdivision, for the land located on 103 Sanborn Lane, Reading, MA 01867, prepared for: MG Hall Contracting, prepared by: Sullivan Engineering Group, LLC, dated 2/3/21, including the following:
  - a. Sheet 1 of 8: Cover Sheet, dated 2/3/21, and most recently revised 11/10/21;
  - b. Sheet 2 of 8: Lot Plan of Land, dated 2/3/21, and most recently revised 11/10/21;

- c. Sheet 3 of 8: Existing Conditions Plan, dated 2/3/21, and most recently revised 9/20/21;
  - d. Sheet 4 of 8: Site Grading Plan, dated 2/3/21, and most recently revised 11/10/21;
  - e. Sheet 5 of 8: Roadway Plan and Profile, dated 2/3/21, and most recently revised 11/10/21;
  - f. Sheet 6 of 8: Proof Plan, dated 2/3/21, and most recently revised 11/10/21;
  - g. Sheet 7 of 8: Construction Details, dated 2/3/21, and most recently revised 11/10/21;
  - h. Sheet 8 of 8: Construction Details, dated 2/3/21, and most recently revised 11/10/21;
7. 'Chimney Hill' Fire Truck Turning Plan, prepared by Sullivan Engineering Group, LLC, dated 11/23/21;
  8. Drainage Analysis – Chimney Hill Subdivision at 103 Sanborn Lane, Reading, MA 01867, prepared by Sullivan Engineering Group, LLC, dated 9/21/21;
    - a. Pre-Development Drainage Plan Sheet, dated 2/3/21;
    - b. Post-Development Drainage Plan Sheet, dated 2/3/21, and most recently revised 6/30/21;
  9. Memo from Interim Health Director to Staff Planner, dated 8/6/21;
  10. Memo from Town Engineer to Community Development Director, dated 7/28/21;
  11. Project Engineer, Email Summary of Changes, dated 9/21/21;
  12. Memo from Town Engineer to Community Development Director, dated 9/30/21;
  13. Stormwater Permit Application & Fee, dated 11/12/21;
  14. Stormwater Permit Narrative, prepared by Sullivan Engineering Group, LLC, received 11/15/21;
  15. TSS Removal Calculations, submitted by Sullivan Engineering Group, LLC, dated 12/6/21;
  16. Memo from Town Engineer to Community Development Director, re: Stormwater Permit, dated 12/9/21;
  17. Abutter Input:
    - a. Email from Bruce Mackenzie, dated 9/30/21;
  18. Draft Decision, dated 12/13/21.

**FINDINGS:**

1. **Approval Not Required Plan Endorsement:** On August 10, 2020, the CPDC voted to endorse an Approval Not Required (ANR) Plan of Land for the land located at 103, 105 and 107 Sanborn Lane. The plan showed an adjustment of lot lines that resulted in 48,087 square feet of land being conveyed from 105 and 107 Sanborn Lane to the 103 Sanborn Lane lot. The plan qualified for ANR endorsement under Subdivision Control Law because it showed lot line adjustments and land conveyance for which frontage was not affected.
2. **Stormwater Permit Applicability:** Any activity that results in disturbance of one (1) or more acres of land and any land-disturbing activity that is part of a Common Plan of Development or Sale that will ultimately result in the disturbance of one (1) or more acres of land, shall be subject to the requirements of the Stormwater Management and Erosion Control Bylaw and Regulations. The project proposes to disturb and develop 1.6 acres of land area.
3. **General Proposal:** The Applicant is proposing a 3-lot residential subdivision on the land of 103 Sanborn Lane, that would be accessed by the construction of the ~330' long private way proposed to be named Farmhouse Lane. The existing single-family dwelling and shed will be razed; the proposal will result in 3 house lots, or a net of 2 new house lots and homes.
4. **Zoning:** The development tract is entirely within the Single-Family 20 (S-20) Zoning District; each of the 3 house lots will comply with the bulk frontage (120'/80') and area (20,000sf) requirements of the S-20 Zoning District. Each of the proposed homes will comply with the dimensional requirements of the S-20 Zoning District. A Zoning Compliance/Land Use Table is depicted on Sheet 2 of 8: Lot Plan of Land detailing compliance with these requirements.

The entirety of the land is also with the Aquifer Protection Overlay District. Residential development, except as prohibited by Section 10.3.2 of the Zoning Bylaw, is allowed in the district. However, per the Bylaw,

*“Land uses that alter a lot such that the total amount of Impervious Surface on the lot within the district would not exceed 2,500 square feet or 15% of that portion of the lot located within the District, whichever is greater, unless a system of artificial recharge of precipitation is designed with the applicable design standards established by the Massachusetts Department of Environmental Protection Stormwater Regulations and approved by the Town Engineer is provided; that will not result in the degradation of groundwater quality.”*

Compliance with the impervious area restrictions on each individual lot is also depicted within the Aquifer Protection District Table on Sheet 4 of 8: Site Grading Plan.

5. **Existing Conditions:** The existing development tract at 103 Sanborn Lane comprises ~90,047 square feet of land and contains one single-family dwelling at the southern end by Sanborn Lane. It is predominately woodland area, with a mix of hardwood and coniferous trees. The tract gently slopes downward from east to west with a 20' vertical difference between high and low points. The existing tract maintains 115 linear feet of frontage along Sanborn Lane.
6. **Proof Plan:** Prior to receiving any waivers to create a reduced subdivision right-of-way layout, the Applicant is required to provide a Proof Plan depicting a subdivision right-of-way layout meeting all of the Town of Reading's Subdivision Regulations and Zoning requirements. The Proof Plan determines what can be developed by-right, with no waivers, on the tract. The Proof Plan forms the basis for the permitted density and gives the Applicant some leverage to seek waivers to propose and construct a reduced right-of-way layout.
7. **Proposed Right-of-Way:** The Applicant would like to construct and has proposed a 40' wide right-of-way layout which will include: a paved roadway width of 24', a 4.5' ADA compliant bituminous concrete sidewalk and a 0-3.5' grass strip on the western side, and an 8' grass strip along the eastern edge of the road. The road will be approximately 330' long to the center of the proposed 50' radius cul-de-sac bulb layout, which will have a paved radius of 45' to accommodate a fire truck. Vertical Granite Curbing will be provided along the entirety of the roadway edge. The right of way is to remain private and ongoing maintenance of the roadway shall be consistent with the Town's policy for maintenance of other private ways in Town.
8. **Sidewalk:** A 4.5' wide bituminous concrete sidewalk is to be constructed from the north and down the western edge of the proposed roadway leading to Sanborn Lane. Vertical granite curbing will line the sidewalk around the cul-de-sac and a 0-3.5' tree lawn will be provided between the sidewalk and right of way as it straightens leading towards Sanborn Lane.
9. **Wetlands:** There are no Bordering Vegetated Wetlands located on-site. Each of the 3-lots complies with the Upland Area requirements within the S-20 Zoning District (minimum of 12,000 square feet).
10. **Traffic:** A waiver has been requested from providing a full Traffic Study as the Applicant feels the net of two single-family dwellings will have minimal impact on neighborhood traffic.
11. **Trees/Landscaping/Screening:** Trees to be saved have been depicted on the plans. A 170' long retaining wall to be 4' high or less is to be installed along the east side of the right of way in order to help preserve trees in the area.

Five (5) Hemlock trees at 8' tall and 4' wide are proposed at the northern lot line in order to provide natural screening to the existing residential abutters.

A total of thirteen (13) street trees are proposed along both sides of the proposed right-of-way. Final determination of tree species and location to be planted shall be determined by the Tree Warden.

12. **Snow Management:** Snow shall be plowed onto grassed areas to encourage infiltration during subsequent thawing periods. Sediments shall be removed from snow storage areas in the early spring.
13. **Lighting/Electrical:** A street pole and light is to be installed at the end of the cul-de-sac. Granite posts with ornamental lighting are also provided at all driveway entries.

A transformer is proposed between Lots 1 and 2. The transformer shall require a concrete pad and its final location shall be determined and approved by RMLD.
14. **Utilities:** The proposed project will utilize all available private and public utilities. Connections to the existing 8" water and sewer mains within Sanborn Lane will be made and extended throughout the proposed roadway. Underground ETC locations and connections are to be coordinated with the utility companies.
15. **Grading and Drainage:** The site naturally grades downwards to the west. Soil testing was conducted on the site and soils were found to be suitable for drainage recharge. To mitigate the increase in impervious surfaces from the development, deep sump catch basins, drain manholes, a stormceptor and a drainage infiltration field will be utilized to collect, convey and infiltrate stormwater. The system has been sized utilizing the 2-, 10- and 100-year storm numbers. The 21.5' X 58' infiltration field is located in the rear of Lot 2 and is located a minimum of 2-feet above the seasonal high groundwater table. Emergency overflow has been provided. A drainage easement shall be provided for the infrastructure.
  - a. **Low Impact Development Features:** No rain gardens, bioretention gardens, bioswales, pervious pavement, green roofs, or similar have been proposed.
16. **Erosion and Sediment Control:** Along the limit of work line a 12" diameter staked mulch soxx shall be installed to provide a definite limit and protect abutting properties during construction activities.
17. **Cut and Fill:** Cut and Fill Table needed. This is conditioned below.
18. **Parking:** Future homes on Lots 1 and 2 will include three-car garages, while the home on Lot 3 will include a two-car garage. Each lot shall also include private driveways that shall be accessed off of the proposed right-of-way.
19. **Public Safety:** In order to maintain proper access Public Safety has requested that No Parking Signage, or a creative solution to prevent parking on one side of the right of way, be installed. However, the Police Department does not routinely enforce parking regulations on a Private Way, unless complaints are made.
20. **Rooftop Solar:** The Applicant shall consider orienting the homes so that future owners can benefit from potential rooftop solar installations and/or passive heating.
21. **Board of Health:** In accordance with M.G.L. Ch. 41 Section 81U, a copy of the Form B and plans were submitted to the Board of Health. The Health Agent submitted a memo with recommendations and requirements to the Staff Planner dated 8/6/21.

## **WAIVERS:**

**The Applicant has requested, and the Commission has approved the following waivers from the Town of Reading Subdivision Regulations:**

1. A waiver from Section 6.1.1.b.23 requiring delineated bounds of any wetland resource areas on the property or within 200-feet of any portion of the property. The Applicant has found that no wetlands are present on site or within 200-feet of any portion of the property.
2. A waiver from Section 6.1.1.d.3 requiring the submittal of a full traffic study. The Applicant found that minimal traffic impact from a net of two residential dwellings is expected.
3. A waiver from Section 6.1.1.d.4 requiring the submission of an Environmental Impact Report.
4. A waiver from Section 6.1.1.d.7c requiring electrical service and street lighting.
5. A waiver from Section 7.1.1(a) requiring the right-of-way width and cul-de-sac radius to be a minimum of 60' has been requested. The Applicant proposes to **reduce the right-of-way layout from 60' to 40' and cul-de-sac radius from 60' to 50'**.
6. A waiver from Section 7.1.3(a) requiring a minimum of a 30' wide paved way has been requested. The Applicant proposes to **reduce the minimum paved width requirement of 30' to 24'**.
7. A waiver from Section 7.1.3(b) requiring dimensions of the proposed roadway, curbing, tree lawns, and sidewalks be conforming to the cross section shown in Figure 1 of the Subdivision Regulations has been requested.
8. A waiver from Section 7.1.5(a) (c) and (e) requiring a landscape island to be installed within the cul-de-sac, a cul-de-sac radius of 45', and a paved way of 30', has been requested.
9. A waiver from Section 7.2(a) requiring sidewalks to be constructed on both sides of the proposed street. The Applicant is proposing **a sidewalk on one side of the proposed street.**

**Pursuant to Section 3.8 Waivers, the CPDC voted 5-0-0 to approve all of the requested waivers.**

## **CONDITIONS:**

### **General:**

1. **No Further Subdivision:** This Decision of Approval is limited to the number of lots shown on the endorsed plans.
2. **Other Permits:** The Applicant is responsible for obtaining all other required Federal, State and Local permits, including but not limited to: a NPDES Permit; utility permits for sewer, water, electric, etc.; curb cut, driveway, MassDOT and Jackie's Law excavation permits; and Board of Health approvals.
3. **Subordination:** All encumbrances, mortgages and restrictions shall be subordinated to this Decision of Approval and the Covenant Agreement described herein as a matter of record.
4. **Property Maintenance:** The Applicant shall maintain the property in a neat and orderly fashion while the development is pending, and during construction.
5. **Engineering Concerns:** In general, throughout the project, the Applicant shall work with the Town Engineer to address any outstanding comments in the memos dated 7/28/21, 9/30/21, and 12/9/21.

6. **Project Changes:** The Applicant and/or any future property owner/management organization shall notify the CPDC in writing prior to any change or alteration of an activity authorized in the Stormwater Permit. If the CPDC determines the change to be significant the Applicant shall obtain an amended Stormwater Permit prior to implementation of the change or alteration.
7. **Sidewalk on Sanborn Lane:** The Applicant is strongly encouraged to coordinate with the owners of 105 and 107 Sanborn Lane to extend the subdivision road sidewalk along the property frontages for 105 and 107 Sanborn Lane and connect it to the existing sidewalk at 147 Sanborn Lane.

**Stormwater Permit Conditions:**

1. The Applicant shall notify the Community Development Director and Town Engineer before significant site milestones, such as installation of erosion and sediment control measures or completion of site clearing.
2. The Applicant shall conduct and document periodic inspections of all control measures (before, during and/or after construction) and submit reports to the Community Development Director and Town Engineer.
3. The Applicant shall post, before the start of land disturbance activity, a cash bond or other surety to secure the performance of the Permittee's obligations under the Stormwater Permit.
4. The Applicant shall record notice of the Operation & Maintenance Plan with the Registry of Deeds (or the Land Court for registered land).
5. The Applicant shall establish a dedicated source of funding for long-term operation and maintenance of stormwater control measures, if not conducted by the Town.
6. The Applicant shall submit, to the Community Development Director and Town Engineer, an annual certification documenting the work that has been done over the last 12 months to properly operate and maintain the stormwater control measures.
7. The Applicant shall notify the CPDC in writing of any change or alteration of a land-disturbing activity authorized in a Stormwater Permit before the change or alteration occurs. If the proposed change or alteration is minor, the Community Development Director, after coordinating with the Town Engineer, may authorize such change or alteration in writing with a copy to the CPDC. Otherwise, the Community Development Director shall forward the notification of change or alteration to the CPDC. If the CPDC determines that the change or alteration is significant, it may require the Permittee to apply for an amendment to the Stormwater Permit.
8. The Approval of the Stormwater Permit shall lapse two (2) years after the date of its issuance if construction pursuant thereto has not begun; provided however, that the CPDC may grant an extension of the two (2) year period, for a maximum of one (1) year, upon a finding of good cause, including the need to obtain other local, state, and federal permits duly applied for, at the written request of the applicant, if submitted to the CPDC at least thirty (30) days prior to the expiration of the two (2) year period.
9. The CPDC may, upon application by the Permittee, amend a Stormwater Permit. Any such amendment shall conform to the requirements of the Stormwater Management and Erosion Control Bylaw and Regulations.
10. Within 60 days of the completion of construction of the project, the Permittee shall submit to the Community Development Director and Town Engineer a record plan detailing the actual

stormwater management system as installed. The as-built plan must depict all on-site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site. Such plan shall be provided both in hard copy and as an electronic file. Upon review of the as-built plan, the Community Development Director and Town Engineer may approve it or may direct the Permittee to take any actions necessary to correct the plan or to comply with any outstanding requirements of the Stormwater Permit.

**Prior to Plan Endorsement:**

1. **Engineering Comments:** The Applicant shall coordinate with the Town Engineer to resolve any necessary outstanding comments listed in the memos dated 7/28/21, 9/30/21, and 12/9/21.
2. **Plan Revisions:** The Applicant shall revise the Site Plan pursuant to any conditions imposed herein and submit 2 full-size (24x36) copies of the revised plans to the Community Development Director for review and approval prior to the issuance of a Building Permit. Revisions include but are not limited to:
  1. The Locus Map on *Sheet 1: Cover Sheet* shall be corrected to reflect the correct tract boundary.
  2. Indications on how roof leaders are draining onto the property shall be added;
  3. A 'Cut and Fill' Table shall be added to *Sheet 4: Site Grading Plan*;
  4. A note shall be added to *Sheet 2: Lot Plan of Land* indicating that the proposed right of way is to remain private.
  5. *Sheet 4: Site Grading Plan* shall be revised to indicate the installation of 'No Parking' signs along the within the cul-de-sac area in order to maintain fire truck turning movements.
  6. Waiver Request #7 above shall be added to the List of Waivers Requested on *Sheet One: Cover Sheet*.
  7. Language about snow plowing and snow stockpile areas shall be corrected in the Stormwater Management Plan.
3. **Electric Utility:** The electric utility plan shall be approved by the Reading Municipal Light Department (RMLD). Locations of light poles, transformers, etc. shall be added to the plans and approved by RMLD.
4. **Mylars:** The Applicant shall submit two (2) complete sets of mylar plans, and an electronic version, to the Community Development Director for endorsement by the CPDC.
5. **Owner of Record:** The Applicant shall have become the owner of record of the subject land to be subdivided, and shall provide acceptable documentation of such to the Community Development Director.

**Prior to the Commencement of Site Work, Road Work, or Utility Work:**

1. **Recorded Plans:** The Applicant shall provide electronic copies of the recorded plans and all other recorded documents to the Community Development Director.
2. **Covenant Agreement:** Once the plans are endorsed and recorded, the Applicant shall submit to the Town Engineer and Community Development Director, a Covenant Agreement (Form H) that is fully completed, properly executed, duly recorded, and running with the land,

providing that the ways and services shall be constructed in accordance with the approved Definitive Subdivision Plan and approval conditions thereof to serve any lot before such lot may be built upon or conveyed other than by mortgage deed. No partial release of lots from this Covenant shall be allowed. This Covenant shall be referred to on the Definitive Subdivision Plan as follows:

*“A Covenant Agreement between the Community Planning and Development Commission of the Town of Reading and \_\_\_\_\_ (Applicant) to secure completion of required ways and utilities has been executed and is recorded at the Middlesex South Registry of Deeds with this plan.”*

3. **Sureties:** A surety in the form of a bond or deposit of money or negotiable securities sufficient in the opinion of the CPDC to secure the construction of ways and the installation of municipal services may be provided, acceptable to the CPDC at any time prior to the completion of the subdivision. The value of the surety shall be based on the total estimated costs, including engineering, management, supervisory, inspections, inflation, and contingencies, and the costs to prepare as-built plans, to complete all remaining required improvements in the subdivision over a period of time extending to four years from the date of the establishment of the surety, together with the costs of any restoration of affected lands and properties. The Applicant shall secure said surety via any of the following methods of performance guarantee:
  - a. Performance Bond – Secured by Deposit (Form I); or
  - b. Performance Bond – Secured by Surety Company (Form J); or
  - c. Retention of Funds by Lender – Three Party Agreement (Form K).
4. **Engineering Comments:** The Applicant shall coordinate with the Town Engineer to resolve any necessary outstanding comments listed in the memo dated 7/28/21 and 9/30/21.
5. **Stormwater Operations and Maintenance Plan:** A stormwater Operations and Maintenance Plan shall be submitted for review and approval by the Engineering Department prior to the start of construction. The Plan shall be developed for construction and post-construction procedures and shall be provided in a report separate from the construction plans. The Plan shall address the concern on mulch from the rain garden entering the Town’s drainage system. Annual O&M reports shall be delivered to the Engineering Department by January 15 of each year.
6. **Pre-Construction Meeting:** The Applicant shall contact the Community Development Director to set up a pre-construction meeting with Town staff.
7. **Erosion Controls:** Any erosion controls shown on the plans approved herein shall be installed to the satisfaction of the Town Engineer.
8. **Notification:** The Engineering Division shall be notified 72 hours in advance of excavation work to mark out Town-owned utilities.
9. **Trees:** Any Town-owned trees requiring removal or replacement need to be identified and approved by the Tree Warden.

**Prior to the Issuance of a Building Permit for any Lot:**

1. **Engineering Comments:** The Applicant shall coordinate with the Town Engineer to resolve any necessary outstanding comments listed in the memo dated 7/28/21.



2. **Driveway Permits:** The Applicant shall receive approvals for the proposed driveways from the Engineering Division.
3. **I&I Fee:** The Applicant is subject to the required one-time Inflow & Infiltration Fee of twice the Title V flow multiplied by \$4.00.
4. **Plot Plans:** Individual plot plans for each lot shall be submitted to the Town Engineer for review and approval. These plans shall indicate locations of proposed utilities, driveway locations and widths, and final lot grading.
5. **Building Permit Plans:** Building Permit Plans shall be submitted for review by the Building Inspector, including all information required for the issuance of a Building Permit.
6. **Lot Release:** The Applicant shall submit a written request and any documentation needed for filing at the Registry for the release of all or certain subdivision lots. The CPDC shall vote to release all or certain subdivision lots, and the Community Development Director shall provide a Notice to the Building Inspector (Form L) of such.

**During Construction:**

1. **Utilities:** All utilities, structures, frames and covers shall meet Town of Reading standards.
2. **Materials:** All project materials shall be stockpiled safely.
3. **Inspections:** All site work shall be inspected by the Engineering Division. The Applicant / Owner's Contractor shall submit a construction schedule of proposed work. All inspections shall be scheduled at least 24 hours in advance.
4. **Reduction of Performance Guarantee:** The Applicant may submit at any time a Request for Reduction or Release of Surety Amount (Form M) to reflect the actual expected cost of work remaining to be completed.
5. **Time Limit for Completion:** Construction of all required improvements shall be completed fully and to the satisfaction of CPDC in accordance with the approved Definitive Subdivision Plan, conditions of approval, and any modifications thereto duly authorized, within two years of the date of endorsement of the plan or the time set forth in any surety, whichever is earlier. The Applicant may request a one-year extension of time in writing from the CPDC before the expiration of said two-year period.
6. **Tree/Landscape:** All approved trees and landscaping by CPDC shall be gator bagged and staked when planted in order for proper growth and survival. Upon installation of such the Tree Warden shall inspect and approve. Both gator bags and stakes shall remain installed for a minimum of one year or to the requirements/recommendation of the Tree Warden.

**Prior to the Issuance of a Certificate of Occupancy for any Lot:**

1. **Conveyance of Easements and Utilities:** The Applicant shall execute a Conveyance of Easements and Utilities (Form N) transferring to the Town valid, unencumbered title to all sanitary sewers, stormwater drains, water mains and all appurtenances thereto constructed and installed in the subdivision. All easements, as reviewed by the Town Engineer and Town Counsel, shall be properly written and recorded. In no instance shall any lot be sold or transferred to a new owner until all easements and utilities related to the lot are properly conveyed to the Town.
2. **Road Work:** The roadway base course and binder shall have been constructed properly and approved by the Town Engineer.

3. **Drainage:** The stormwater infiltration system shall be properly constructed, operational, and inspected by the Engineering Department.
4. **Closing Documents for Homeowners:** An O&M Plan shall be prepared for the catch basins, and infiltration basins, which shall include language specifying that the Town will NOT be able to service these systems in case of emergency or power outage. A copy of the O&M Plan shall be provided to the Community Development Director, and to homeowners as part of the closing materials. The O&M Plan shall be recorded with the Registry of Deeds.
5. **Homeowners Association Documentation:** Finalized HOA documents shall be provided to the Community Development Director for review and shall include the following language:
  - a. **Right-of-Way Layout:** No structures shall be allowed in the right-of-way layout.
  - b. **Stormwater Management Plan:** Reference shall be made in the Homeowner's Association documents to the Stormwater Operations and Management Plan for the site. Current and future owners of the lots shall be notified that they are responsible for maintaining the stormwater system, including but not limited to the catch basins, infiltration gallery, and drainage structures.
  - c. **Trash/Recycling:** Trash/recycling shall be placed curb side for regular pick up by the Town's contracted haulers.

**Prior to the Issuance of a Certificate of Completion or the Release from Covenant:**

1. **As-Built Plans:** Upon completion of construction, and within 60 days of the issuance of the final Certificate of Occupancy for the project, the Applicant shall prepare and submit As-Built Plans in hard copy, PDF and AutoCAD format to the Community Development Director and Town Engineer.
2. **Condition of Sanborn Lane:** Upon completion of construction, the Applicant shall repair and repave portions of Sanborn Lane damaged by construction vehicles.
3. **Sidewalk on Sanborn Lane:** The Applicant shall provide an update on the status of the recommendation that the subdivision road sidewalk be extended along the property frontages for 105 and 107 Sanborn Lane, and connected to the existing sidewalk at 147 Sanborn Lane.
4. **Final Release of Performance Guarantee:** The Applicant shall submit a Form M for review by the Town Engineer and Community Development Director. The CPDC shall not release the performance guarantee unless and until written documentation from the Town Engineer and Community Development Director have been provided verifying the durability of required improvements as outlined under Section 9.5.2.1 of the Subdivision Regulations.
5. **Certificate of Completion:** The Applicant shall submit a Certificate of Completion (Form O) for review by the Town Engineer and Community Development Director. The CPDC shall not vote to approve the Certificate of Completion unless and until the requirements of Section 9.5.2.4 of the Subdivision Regulations have been satisfied.

*Signed as to the accuracy of the vote as reflected in the minutes:*

  
 Julie Mercier, Community Development Director 12/21/21  
Date

*Cc: Applicant, Town Clerk, CPDC, Development Review Team, Building Inspector, planning file*