

Specific consultant services may include but are not limited to the engineering of roads and ways, private and public, driveways, grades, grading, and sanitary systems, to hydrogeologic and drainage analysis, to impact analyses of various kinds, and to environmental and land use law. The consultant shall be chosen by, and report only to, the Planning Board.

The Planning Board shall give written notice to the applicant of the selection of an outside consultant, which notice shall state the identity of the consultant, the amount of the fee to be charged to the applicant, and a request for payment of said fee in its entirety. Such notice shall be deemed to have been given on the date it is mailed or delivered. No such costs or expenses shall be incurred by the applicant if the application or request is withdrawn within five days of the date notice is given.

The fee must be received in its entirety prior to the initiation of consulting services. The Board may request additional consultant fees if necessary review requires a larger expenditure than originally anticipated or new information requires additional consultant services. Failure by the applicant to pay the consultant fee specified by the Board within ten (10) business days of the request for payment shall be cause for the Board to determine that the application is administratively incomplete (except in the case of an appeal). The Board shall state such in a letter to the applicant, copied to Town Counsel. No additional review or action shall be taken on the application until the applicant has paid the requested fee. For applications to be considered under the local bylaw regulations only, failure by the applicant to pay the consultant fee specified by the Board within ten (10) business days of the request for payment shall be cause for the Board to deny the application.

The applicant may appeal the selection of the outside consultant to the Selectmen, who may disqualify the outside consultant selected only on the grounds that the consultant has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist of either an educational degree or three or more years of practice in the field at issue or a related field. Such an appeal must be in writing and received by the Selectmen and a copy received by the Board within ten(10) days of the date consultant fees were requested by the Board. The required time limits for action upon the application shall be extended by the duration of the administrative appeal.

Section 12. Subdivision Closeout and As-Built Plans

To closeout a subdivision and have the Planning Board release final performance guarantees, the following must be completed:

1. The subdivision has been completed correctly, including all subdivision facilities, street bounds, and other improvements shown on approved subdivision plans or required by the subdivision regulations.
2. The project applicant has provided letters from all private utility companies indicating that they have no objections to the project being considered complete or certification from their project engineer that all utilities were installed in conformance with all utility company comments and requirements.
3. All final engineering certifications and inspection reports have been provided by the applicant's professional engineer in a format acceptable to the town.

4. All landscaping is completed and the entire area is cleaned up so as to leave a neat and orderly appearance free from debris and other objectionable materials.
5. All catch basins, drainage structures, drainage swales, and detention ponds are properly cleaned out and landscaped.
6. Electronic copies of said As-Built/Record Plans and Street Layout Plans which meet the current version of the "MassGIS Standard for Digital Plan Submission to Municipalities" meeting the requirements for Level I submission standards. Electronic copies must be submitted on a CD-ROM and must be accompanied by the completed checklist required in the MassGIS standard.
7. A report signed and stamped by the project engineering documenting:
 - a. How the project varied from the subdivision approval plans. Minor changes are common to reflect the exact field placement, but all changes must be noted and approved by the Planning Board.
 - b. Certification that all utilities under the road were installed prior to the installation of the base coat.
8. As-Built or Record Plans, drawn at same size as originals and including the following:
 - a. Edge of road, type of curbing, all utilities, existing driveways
 - b. Right-of-way sidelines and lot property lines shown at least 100' from frontage.
 - c. Private Utilities-- It shall be the responsibility of the developer to insure that each utility (gas, electric, telephone, cable TV) provides all the necessary information to the person preparing the record plan, so that all the components of each system can be plotted on the record plan. Components of said systems which can be identified on the ground such as gates, hand-holes, transformers, etc. shall be verified by project's professional engineer.
 - d. Profile showing centerline of roadway and storm and sanitary systems.
 - e. Every plan shall have at least four points accurate within a centimeter, as certified by a surveyor, on each sheet tied into the Massachusetts State Plane Coordinate System (NAD 1983 datum), using said published control points or the global positioning system. The plan must note the metric coordinates of the four tie-in points, the datum, and the source and location of monuments used for data. Elevations to be NAVD 1988 datum
 - f. Sanitary Sewer (if community system), with all components clearly identified and marked:
 1. Stationing of manholes bases on center-to-center distances between successive ones with lowest/beginning manholes being a 0+00 station
 2. Type, size and class of pipe between each manhole
 3. Location of sanitary wyes, pumping stations, siphons, etc with distances from center of downstream manhole
 4. Location of end of sanitary sewer service stubs at property lines (each location, ties to fixed and easily identifiable objects and elevations of end of pipe (NAVD 1988 datum) to be placed on a 4"x 6" card and submitted to the Planning Board prior to placement of gravel on roadway).
 - g. Storm Sewer (if applicable), with all components clearly identified and marked

1. Stationing of manholes based on center-to-center distances between successive ones with lowest/beginning manhole having a 0+00 station
 2. Type, size and class of pipe between each successive manhole and between manholes and catch basins
 3. Location of individual lot subdrains and connections of said subdrains to storm system Location, ties to easily identifiable objects and elevation of end of subdrains at property line. (Each location, ties and elevation to be placed on a 4"x 6" card and submitted to the Planning Board prior to placement of gravel on roadway.)
 4. Location, size and class of roadway curtain drains, detention ponds, including elevations of inlet and outlet structures and pond bottom, , if any.
 - h. Water System (if public or community system), with component clearly identifiable and marked
 1. Location, ties (distances) to fixed and easily identifiable objects, of all water gates, water service boxes, corporations, ends reducers, tapping sleeve and valves, etc. (each location and ties for each of the above to be placed on a 4"x 6" card and submitted to the Planning Board prior to placement of gravel on roadway).
 2. Location, type and class of mains, branches, services, etc.
9. Final Street Layout Plans including the following:
- a. Final approved plans must be recorded in the Registry of Deeds or Land Court, as appropriate
 - b. A title search showing that the property is free of all liens and encumbrances.
 - c. Two sets of 24" by 36" Mylar originals (one for the town and one to be recorded) and three sets of prints at a scale of 1" equals 40' prepared by a registered land surveyor in accordance with registry of deeds requirements
 - d. Only one proposed street to be shown per sheet, with match lines to be used if a street is to be shown on more than one sheet
 - e. Title block to be: Street Layout Plan {name} STREET, Tyringham, said street is part of a of the {name} Subdivision approved by the Planning Board, filed with the Clerk, {date} and recorded at the Registry of Deeds (book and page)
 - f. Planning Board's endorsement that "Approved is not Required"
 - g. Street line to be shown in metes and bounds (standard surveying distance and bearing descriptions). Tie courses so that street can be mathematically closed. Bearings and distances for all curves to be shown.
 - h. Street to be tied to Massachusetts State Plane coordinate system. Every plan shall have at least four points accurate within a centimeter, as certified by a surveyor, on each sheet tied into the Massachusetts State Plane Coordinate System (NAD 1983 datum), using said published control points or the global positioning system. The plan shall note the metric coordinates of the four tie-in points, the datum, and the source and location of monuments used for data.
 - i. All street line monuments to be shown and identified and its exact metric coordinates shown, in accordance with the requirements in the above paragraph.
 - j. At least 100' of lot property lines shown with metes and bounds.

- k. Ownership of lots (including Registry Book and Page)
- l. Land court case numbers, when appropriate, must appear on plans

The Planning Board's release of final performance guarantees is NOT a representation by the town that the project has been successfully completed, but strictly represents that final releases will be issued.