



**TOWN OF LITTLETON**  
**APPLICATION FOR EVALUATION OF A PAPER STREET**  
**FORM PS**  
ADOPTED May 30, 2013

Littleton Town Offices  
37 Shattuck Street  
Room 303  
Littleton, MA 01460  
(978) 540-2425

*File 3 completed forms with the Planning Board with 3 copies of the plans, plus original Mylar. File a copy of form and plan with the Town Clerk. Email 1 PDF copy of the application and plan to the Planning Department.*  
See **PAPER STREET REVIEW PROCEDURE**, page 2 of this form.

Date: \_\_\_\_\_, 20\_\_

**To the Planning Board:**

The undersigned Applicant herewith submits this Paper Street Evaluation Application for property located in the Town of Littleton.

1. Location of Property:

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2. Name(s) and Address(es) of Applicant:

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3. Name(s) and Address(es) of Record Owner(s):

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4. Name and Address of Engineer or Surveyor:

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5. Title of Plan: \_\_\_\_\_

6. Date of Plan: \_\_\_\_\_

7. Owner's Title Reference: Deed of \_\_\_\_\_ dated \_\_\_\_\_,  
[recorded at Middlesex South Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_], [filed  
at the Middlesex South Registry District of the Land Court as Document No. \_\_\_\_\_]  
and noted on Certificate of Title no. \_\_\_\_\_, in Registration Book \_\_\_\_\_,  
Page \_\_\_\_\_.

8. Zoning District: \_\_\_\_\_

9. Assessor's Map and Parcel Number: \_\_\_\_\_

**APPLICATION FOR EVALUATION OF A PAPER STREET**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Record Owner Date  
(if other than Applicant)

\_\_\_\_\_  
Signature of Record Owner Date  
(if other than Applicant)

Filing Fee: (\$300.00) \_\_\_\_\_

Received by Town Clerk: Date/Time: \_\_\_\_\_

Form: June 2014

**PAPER STREET REVIEW PROCEDURE**

**ADOPTED: May 30, 2013**

**A. Building Department determines if a lot(s) on a paper street can be developed.** To determine if a lot on a paper street can be developed, please provide the following to the Building Department:

1. \_\_\_\_\_ A copy of the subdivision plan showing the paper street, with recording information and highlighting the lot(s) in question
2. \_\_\_\_\_ All deeds in the chain of title to the lot going back to before 1949 (when the Town adopted the Subdivision Control Law); and
3. \_\_\_\_\_ All deeds in the chain of title to each abutting lot going back to before 1949.

4. \_\_\_\_\_ If a determination in response to a “Request for Determination for Separate Lot Protection” has been received from the Littleton Building Department, the determination, if current, can be submitted in place of items #2, and #3 above.

*This information will be forwarded to Town Counsel for assistance in determining if any lot(s) on a paper street may be developed.*

**B. Meet informally with Planning Staff and Planning Board:** the purpose of early consultations with planning staff and Planning Board is to provide the developer an opportunity to present the proposed development before a significant amount of money is spent on engineering details, and can be scheduled after the Building Department has determined that lot(s) can be developed.

1. \_\_\_\_\_ It is recommended that the applicant prepare a conceptual roadway design plan for a preliminary non-binding Board review as early as possible.

2. \_\_\_\_\_ The applicant is encouraged to informally consult with the Planning Department staff to review a conceptual plan of a paper street proposal and to discuss any issues raised. Staff will answer questions, offer suggestions related to the general concept presented, and discuss possibilities to minimize development impacts.

3. \_\_\_\_\_ The applicant is encouraged to informally consult with Conservation, Fire, Police, Highway, Light, and Water Department officials to gather input regarding potential wetland impacts, emergency service requirements, utilities, and drainage issues, if any.

**C. The applicant shall apply for a formal evaluation of the Paper Street design.  
Application consists of:**

1. \_\_\_\_\_ Paper Street Evaluation Application form signed by property owner(s).

2. \_\_\_\_\_ \$300 Administrative Fee.

3. \_\_\_\_\_ Certified list of abutters (300 feet) from Assessors’ Office

3. \_\_\_\_\_ Proof that the applicant has the authority to undertake the improvements shown on the design plan; and

4. \_\_\_\_\_ Detailed design plan showing proposed design of the street to provide actual access to and frontage for the lot(s). The roadway design shall include:

a.) Existing condition information for all ways within 500 feet of the lot to assist in understanding interconnections with constructed roadways.

b.) Proposed pavement width, berm/curbing, grading, drainage, turnaround, construction details, and utilities.

c.) Detailed drainage report.

Minimum roadway design standards outlined below will generally apply, and may vary depending on site conditions:

<b>Widths:</b>	Rights of way widths are established, usually 40 feet
	Pavement width – 22 feet, back of berm to back of berm
	Travel lanes – two 10-foot lanes (20 feet)
	Pavement centered in the right of way
<b>Berm:</b>	Both sides of pavement with exceptions made if road is very flat (this allows water to runoff the street)
<b>Grades:</b>	Minimum 1%; maximum 10%
	3/8 inch per foot crown on roadway
<b>Drainage:</b>	Catch basins at low points, intersections, and every 200 to 250 feet of run
	Catch basin to manhole system
	Sub drains as necessary due to field conditions
	3-foot sumps and hoods in catch basins
	Water quality basin at outlet
	Infiltration system can be used if soils are suitable
<b>Turnaround:</b>	Provided to the maximum extent possible given the land constraints
<b>Construction:</b>	Conforms to the Subdivision Rules and Regulations
	Pavement thickness 2-inch binder and 1 ½ inch top course
<b>Engineering:</b>	Construction plans and drainage calculations are prepared and stamped by a Registered Professional Engineer

*The Planning Board will review if the design is in compliance with the Town’s subdivision regulations’ design standards to the extent that compliance with the regulations is reasonable, includes proper installation of municipal services, including emergency services, and whether the application of the regulations does not negatively impact any other lot that is exempt. Goals include providing safe interconnections to existing roadways and minimizing the length of dead-end streets.*

The Board will request detailed input from Fire Department, Police Department, Conservation Commission, Highway Department, Light and Water Departments.

**Engineering and Legal Review:** If the Planning Board determines that independent review of the plans, legal documentation, and/or construction is required, the Board will obtain cost estimates and scope of services from an engineer and/or attorney of its choice, and the developer or applicant shall deposit fund equal to the amount of the cost estimate with the Treasurer of the Town of Littleton to pay for this work, in accordance with applicable General Laws, prior to the start of the review.

**Abutter Notification:** The Planning Board office will schedule a meeting date with the Planning Board, prepare a meeting notice, and the applicant shall use this notice to notify all abutters regarding the date and time of the Planning Board meeting for a formal evaluation of the paper street design. Abutters should refer to posted agendas for any additional meeting dates.

**PLANNING BOARD POLICY ADOPTED: May 30, 2013**