



**TOWN OF ACTON**  
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**Engineering Department**

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***INTERDEPARTMENTAL COMMUNICATION***

**To: Planning Department**

**Date: 6/26/13**

**From: Engineering Department**

**Subject: Windsor Heights – 56 Windsor Ave - Preliminary Subdivision**

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We have reviewed the above referenced Preliminary Subdivision Plan dated June 1, 2012 and have the following comments:

1. The engineer will need to assign street addresses to the new dwellings. We recommend choosing a name for the private way and assigning street addresses off the way. In our experience, we have found that developers avoid using the number 4 for a street address. The proposed street addresses will need to be approved by the Fire and Police Departments.
2. The Fire Chief will have to review the proposed private way to ensure that it is adequate for emergency SU-30 vehicles.
3. The engineer should show the proposed monumentation for the new private ways on the definitive plans.
4. The applicant should provide an operation and maintenance agreement for the private way and the drainage system along with the definitive plans.
5. We suggest locating the drainage system within a private easement so that future homeowners have the right to inspect, maintain and repair the system.
6. The site is located within a Groundwater Protection District Zone 3 which would require the proposed detention basin to be a minimum height above the seasonal high water table among other regulations set forth in Section 4.3 of the Zoning Bylaw.