



Planning Department

TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
planning@acton-ma.gov

**MEMORANDUM**

**To:** Planning Board

**Date:** September 8, 2006

**From:** Roland Bartl, AICP, Town Planner *R. B.*

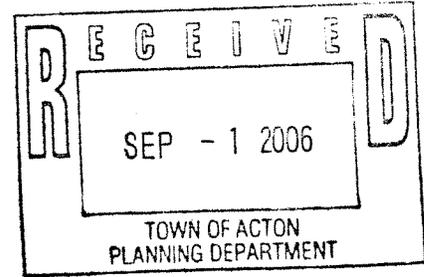
**Subject:** Fort Pond Place – Preliminary Subdivision Plan

Attached, please find the application and review comments for the subdivision into four lots of a tract of land on the Littleton line between Fort Pond Road and Nagog Hill Road. One house presently is situated on the land. The applicant proposes a residential compound. The proposed plan is accompanied by a “proof-plan” intended to show that a standard subdivision into four lots in full compliance with the Subdivision Rules is feasible. At a glance, the “proof plan” layout seems to meet standards for the most part, but house and septic system locations are not shown on it. Unfortunately, the plans (“proof” and proposed) are at different scales so we cannot overlay the two plans to easily check the “proof plan” viability. We also have not received any indication from ConCom on whether the wetlands delineations shown on the plan have been approved and what their thoughts are on the road location.

Because of legal deadlines that are relatively short on preliminary plans, the Board needs to make a decision at the meeting and we owe the Board a draft decision. We will conduct a more in-depth review and prepare a draft decision at beginning of next week. You will receive it in advance of the meeting on Tuesday. I apologize for not having it ready for the Friday package. Today was the deadline for an important grant application, which therefore had to have priority.

I:\planning\planning board\reviews\fort pond place prelim.doc

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9628  
Fax (978) 264-9630



**Engineering Department**

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**INTERDEPARTMENTAL COMMUNICATION**

**To: Don P. Johnson, Town Manager**

**Date: August 15, 2006**

**From: Engineering Department**

**Subject: Application for Approval of a Preliminary Plan. - "FORT POND PLACE" 53 Fort Pond Road Acton, MA**

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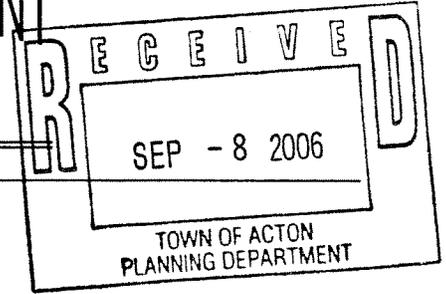
We have reviewed the preliminary plan for 53 Fort Pond Road dated August 3, 2006, and have the following comments.

1. The applicant needs to obtain approval from the Police, Fire and Engineering Departments for the proposed private way street name (Fort Pond Place). It is our opinion that Fort Pond Place will potentially cause confusion during a 911 emergency with the street name "Fort Pond Road".
2. If possible, we recommend that the proposed subdivision be assigned individual Fort Pond Road addresses. The applicant will need to confirm with the Town of Littleton whether or not each dwelling can be assigned a Fort Pond Road address.
3. The engineer will need to assign street addresses and show them on the Definitive Plan.
4. We recommend that the engineer show a sign on their driveway at Fort Pond Road clearly indicating the street addresses since these dwellings will not be visible from the Town road. We want to minimize any confusion, especially during a 911 emergency.
5. The Fire Chief will need to review the plans to ensure they can safely maneuver within the site. We were unable to check the proposed road design with our vehicle turning templates on the reduced set of preliminary plans. The engineer will need to show the edge of pavement for both sides of Fort Pond Road on the Definitive Plans so that the Fire Chief can review the adequacy of the proposed intersection.
6. The engineer should label the sight distance for the proposed private way to ensure drivers will have adequate visibility at the proposed intersection.

7. When the Definitive Plan is submitted we will conduct a more comprehensive review of the design of the private way in accordance with the common driveway standards set forth in section 3.8.1.5 of the Zoning Bylaw.
8. Because the proposed road will remain private, we suggest that the driveways at the end of Fort Pond Place be reconfigured to serve as the turnaround for an emergency SU-30 vehicle.
9. The existing property line monumentation such as the iron pipes, stone bounds and drill holes are not labeled on the plans. We are concerned that some of these points will be disturbed and/or destroyed during construction. These monuments should be labeled on the plan along with a note to mark these points in the field prior to construction. There should also be a note on the plans stating that if these property markers are damaged or destroyed during construction that the applicant will hire a registered land surveyor to reset the monuments and certify the new locations.
10. There is no proposed survey monumentation such as stone bounds shown on the plans for the new private way. The engineer should either monument the layout of the private way or propose some alternative locations such as at the property corners for these lots.
11. A "private way" sign should be placed at the beginning of the common driveway as this driveway will not be a Town road.
12. The maintenance agreement for the private way should incorporate the standard language for private ways so the future residents clearly understand the Town will not be responsible for snow plowing or any other related maintenance and that the private way will not become a public way.
13. The maintenance agreement for this private way should incorporate an Operation and Maintenance Plan for the proposed drainage system.
14. If possible, we recommend that the drainage area on Lot 1 be relocated adjacent to the drainage area on Lot 4 to maximize the separation from the proposed dwellings.
15. The engineer will need to encompass these drainage areas in an access & drainage easement in order to allow future owners of these lots the legal right to enter upon this property in order to inspect, maintain and repair this drainage system as necessary.
16. The engineer should add a note to the plans to clean, repair and/or replace the existing 8-inch drain pipe under the existing driveway, as necessary.
17. The engineer should submit copies of soil logs and percolation tests for any drainage basins that are proposed to determine the depth to groundwater, infiltration rates, etc...
18. A 21E Study Report has not been conducted for this property.

19. The applicant did not address the sidewalk requirement for the subdivision.
20. Any work in Fort Pond Road such as utility connections and the new driveway access will be controlled and approved by the Town of Littleton.
21. The engineer should be required to submit an as-built plan to certify the subdivision has been built in compliance with the approved plan. We recommend that the as-built plan be accompanied with a letter from the registered engineer that certifies the subdivision has been built in compliance with the approved plan.

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636



**Date:** August 9, 2006

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
Engineering Administrator  
Health Department  
Police Department, fyi  
Acton Community Housing Corporation, fyi

**From:** Kim DelNigro, Secretary 

**Subject:** Review of Preliminary Plan: Fort Pond Place Residential Compound

Attached is an application for approval for a Preliminary Plan which is being proposed as a Residential Compound: Fort Pond Road Residential Compound. General information about the proposed development is as follows:

Location: 53 Fort Pond Road  
Applicant & Owners: Gustavus J. and Catherine M. Esselen  
Address: 1300 Keller Parkway, Apt. 617  
Keller, TX 76248-1609  
Engineer: Stamski & McNary, Inc.  
Lots: 4  
Street Name: Fort Pond Road  
Street Length: 321 +/-  
Map: C-3  
Parcel: 6-1  
Zoning: R-8  
Decision Due: September 18, 2006

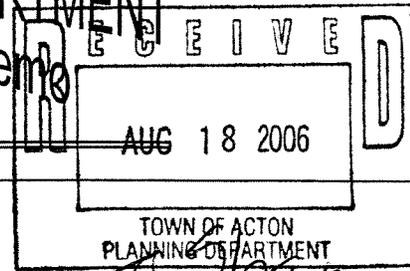
Please review the enclosed application and send your comments to the Planning Department no later than September 1, 2006. The public meeting is scheduled for September 12, 2006 at 9:00 PM.

If you have any questions, please call the Planning Department at 264-9636.

Review Comments: ① It is difficult to check the turning radii with the reduced plan provided ② Recommend not using Fort Pond Place as name of private way as it may be confused with Fort Pond Road, itself.

Signature: Robert C. Laing, Fire Chief Date: 9/8/06

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636



**Date:** August 14, 2006  
**To:** Steve Barrett, Finance Director  
**From:** Kim DelNigro, Planning Department Secretary  
**Subject:** Review of Preliminary Plan entitled "Fort Pond Place Residential Compound"  
53 Fort Pond Place  
Map: C-3, Parcel: 6-1

The Planning Board has received an application for the above referenced subdivision and is scheduled to hold a public hearing on September 12, 2006. Please advise the Board of any delinquent taxes owed on the property at this time. If any property taxes are overdue, the Planning Board will include a condition requiring tax payment in their decision.

No property taxes due at this time.

The following property taxes are overdue at this time:

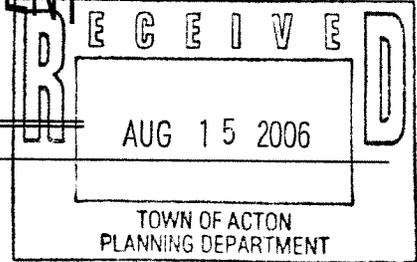
Sharon Faldasz  
Signature

8/15/06  
Date

Thank you for your attention to this request.

Not in the Sewer  
District \$91K

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636



**Date:** August 9, 2006

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
Engineering Administrator  
Health Department  
Police Department, fyi  
Acton Community Housing Corporation, fyi

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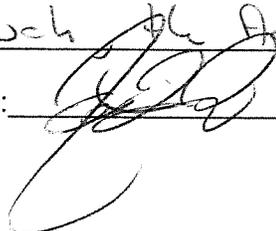
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Applicant & Owners: Gustavus J. and Catherine M. Esselen  
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Keller, TX 76248-1609  
Engineer: Stamski & McNary, Inc.  
Lots: 4  
Street Name: Fort Pond Road  
Street Length: 321 +/-  
Map: C-3  
Parcel: 6-1  
Zoning: R-8  
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Review Comments:

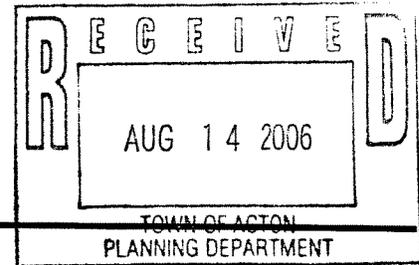
The Residential Compound proposed is not going to be serviced with public water. The attached plans show private wells. As such, the Acton Water District, has no comment.

Signature:  Date: 8-14-06



## MEMORANDUM

Acton Board of Health - Telephone (978) 264-9634



TO: Planning Board

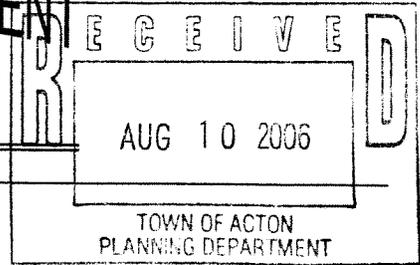
FROM: Brent L. Reagor, R.S. 

RE: Fort Pond Place  
Preliminary Plan Review

DATE: August 14, 2006

- 1) The Acton Health Department has witnessed soil testing demonstrating the feasibility of siting onsite wastewater systems to service the proposed new construction.
- 2) All care should be taken to avoid offsite runoff towards the northeasterly wetlands as they are part of the drainage network feeding into Nagog Pond, which serves as a public water supply for the Town of Concord.
- 3) The existing house will require an Official Title 5 Inspection prior to the subdivision of the property.
- 4) The location of the Acton/Littleton Town Line, on lot 1, should be well established prior to the development of the private drinking water well to serve the proposed house.

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**Date:** August 9, 2006

**To:** Assessors  
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Municipal Properties  
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Building Commissioner  
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**From:** Kim DelNigro, Secretary 

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Review Comments: *The Building Commissioner in Littleton should review and provide a written zoning opinion if the access through Littleton creates a Zoning Violation*

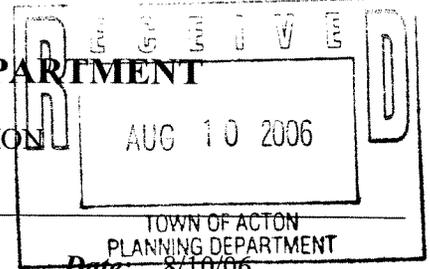
Signature: 

Date: *8/10/06*

*8/11/06 Road email Littleton Town*

**ACTON MUNICIPAL PROPERTIES DEPARTMENT**

INTERDEPARTMENTAL COMMUNICATION



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**To:** Kim DelNigro, Planning Department

**From:** Dean A. Charter, Municipal Properties Director *DA*

**Subject:** Preliminary review, Fort Pond Place residential compound

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I have reviewed the plans submitted and inspected the site of the proposed Residential Compound. Nothing envisioned in this plan will have any impact upon my areas of interest, and I have no comment.