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# Transmittal

To: Kathy Joubert, Town Planner &  
Staff Liason  
Northborough Planning Office  
63 Main Street  
Northborough, MA 01532

From: David Robinson, EIT, Senior Engineer  
A&M Project #: 1145-09  
Date: December 18, 2020  
Re: **Definitive Subdivision Submission**  
**Parcel H Way – 0 Bartlett Street**

Copy: The Gutierrez Company, A&M Record File

We are transmitting ☒ herewith ☐ under separate cover ☐ by FedEx ☐ by Mail ☒ by  
Messenger: ☒

☐ Priority  
☐ Standard  
☐ Two Day

☒ Originals  
☒ Prints  
☐ Shop Drawings

☒ Copy of Letter  
☐ Specifications  
☒ Report

☐ Certification  
☒ Digital Data  
☒ Other

Copies	Document Date	Description
1 ORIGINAL, 17 COPIES	December 17, 2020	Full-Sized (24x36) Definitive Subdivision Site Plans entitled “Plans for Non-Residential Subdivision of Land – Parcel H Way” stamped and signed for submission, prepared by Allen & Major Associates, Inc. (17 sheets)
17 COPIES	December 17, 2020	Signed Form C Definitive Subdivision Application copies and Supporting Materials including Impact Report, Copy of Filing Fee Check, Letter from MHC, drainage report supporting materials and certified abutters list, etc.
1 ORIGINAL	November 9, 2020	Filing Fee (Check #52918) in the amount of \$1,400 made payable to Town of Northborough
1 ORIGINAL	December 17, 2020	Signed Form C Definitive Subdivision Application
3 COPIES	December 16, 2020	Updated Traffic Impact Memorandum prepared by VHB, (175 pages)
1 COPY	March 30, 2020	Geotechnical Engineering Letter Report prepared by Langan Engineering (82 pages)
1 COPY	December 2020	Phase 1 Environmental Site Assessment prepared by Sanborn, Head & Associates, Inc. (713 pages)
17 COPIES	December 17, 2020	Parcel H Definitive Subdivision Operation & Maintenance Report (20 pages)
1 COPY	-----	Distribution Sign-off Sheet for F
1 E-COPY	-----	Electronic copy of all submitted materials, emailed to Planning Department on December 18, 2020

These items are transmitted:

civil engineers ♦ land surveyors ♦ environmental consultants ♦ landscape architects  
www.allenmajor.com

☒ For approval  
☐ As requested

☒ For your use  
☒ For review and comment

Dear Ms. Joubert,

Please find the attached Definitive Subdivision Plans, Form C, and supporting documents package and standalone reports as discussed and detailed above for your review, use and distribution to the Town of Northborough Planning Board and other Boards as detailed on the Form C Distribution and sign-off sheet. We are hoping to be added to the January 2021 Planning Board Agenda, please confirm our status on that Agenda. An electronic copy of all submittal materials detailed hereon has been forwarded to your attention, thank you. Please reach out with any questions or concerns.

A handwritten signature in blue ink, appearing to read 'DMR', followed by the letters 'EIT' in a smaller, blocky font.

David M. Robinson, EIT  
Senior Project Engineer  
Email: [drobinson@allenmajor.com](mailto:drobinson@allenmajor.com)  
Direct: (781)-305-9426