

## Requirements

- 1) At least six (6) copies are required of all Site Plan sheets, drawings and written information. Submissions shall be delivered to the Building Department.
- 2) Within five (5) working days of receiving a Site Plan, the Building Commissioner or his designee shall distribute copies of the Site Plan to the Department of Planning and Development, the Department of Public Works and the Board of Health.
- 3) Upon receipt of a Site Plan from the Building Commissioner or his designee, the agencies as noted in Section 4-7.8 (2) shall respond in writing, by notations on the Site Plan, or both, as to the propriety of the proposed development, within the context of each agencies' jurisdiction. Such response shall be made to the Building Commissioner or his designee within ten (10) working days of each agencies' receipt of the Site Plan.
- 4) The Building Commissioner or his designee may solicit the advice of any other Town agency or department he deems necessary to properly make the determinations required by this section.
- 5) Site Plans shall be reviewed for consistency with zoning and other applicable regulations and standards, and within twenty (20) working days of receiving a Site Plan, the Building Commissioner or his designee, shall notify the applicant of any approval, conditional approval or disapproval, stating reasons.
- 6) One (1) copy of the approved Site Plan shall be provided each to the applicant, the Department of Planning and Development, the Department of Public Works and the Board of Health. One (1) copy of the approved Site Plan shall remain in the records of the Building Department.
- 7) Upon completion of all work, a letter of certification, made upon knowledge and belief according to professional standards, shall be submitted to the Building Commissioner or his designee by a Registered Engineer or Registered Land Surveyor, as appropriate to the work involved, that all work has been done substantially in compliance with the approved Site Plan, except that the Building Commissioner or his designee may certify compliance.

## Fees

The following site plan review fee schedule has been approved for implementation commencing July 1, 2004

Under \$ 5,000.00	\$100.00
\$5,001.00 - \$ 15,000.00	\$200.00
\$15,001.00 - \$ 50,000.00	\$250.00
\$50,001.00 - \$250,000.00	\$350.00
Over \$250,000.00	\$500.00

### 4-7.5 Contents Of Site Plan:

The Site Plan shall include one or more appropriately scaled maps or drawings of the property, drawn to an engineer's scale, clearly and accurately indicating such elements of the following information as are pertinent to the development activity proposed:

- 1) Legal description, Planning Board Subdivision Number (if applicable), Assessors' Map and Parcel number and address (if applicable) of the property.

- 2) Name, address and phone number of the property owner, and applicant if different than the property owner.
- 3) Name, address, and phone number of the developer, contractor, engineer, other design professional and agent or legal representative.
- 4) Complete property dimensions, area and zoning classification of property.
- 5) Existing and proposed topographical contours of the property taken at two-foot (2') contour intervals by a registered engineer or registered land surveyor.
- 6) The nature, location and size of all significant existing natural land features, including, but not limited to, tree, shrub, or brush masses, all individual trees over ten inches (10") in caliper, grassed areas, large surface rock in excess of six feet (6') in diameter and soil features.
- 7) Location of all wetlands or water-bodies on the property and within one hundred feet (100') of the perimeter of the development activity.
- 8) The location, grade and dimensions of all present and/or proposed streets, ways and easements and any other paved surfaces.
- 9) Engineering cross-sections of proposed new curbs and pavements, and vision triangles measured in feet from any proposed curb cut along the street on which access is proposed.
- 10) Location, height, elevation, interior and exterior dimensions and uses of all buildings or structures, both proposed and existing; location, number and area of floors; number and type of dwelling units; location of emergency exits, retaining walls, existing and proposed signs.
- 11) Location of all existing and proposed utilities and storage facilities including septic systems and any storage materials, truck loading and parking areas, tanks, garbage dumpsters and re-cyclable storage materials.
- 12) Proposed surface treatment of paved areas and the location and design of drainage systems with drainage calculations prepared by a registered civil engineer.
- 13) Complete parking and traffic circulation plan, if applicable, showing location and dimensions of parking stalls, dividers, bumper stops, required buffer areas and planting beds.
- 14) Lighting plan showing the location, direction and intensity of existing and proposed external light fixtures.
- 15) A landscaping plan showing the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls, steps and paths.
- 16) A location map or other drawing at appropriate scale showing the general location and relation of the property to surrounding areas including, where relevant, the zoning and land use pattern or adjacent properties, the existing street system in the area and location of nearby public facilities.
- 17) Location within an Historical District and any other designation as an Historically Significant property, and the age and type of each existing building and structure on the site which is more than fifty (50) years old.
- 18) Location of site with regard to the GP, Groundwater Protection Overlay District and WP, Well Protection Overlay District as shown on the Official Zoning Map, Section 2-2.1, Identification of Zoning Map. (Revised by Town Council on Sept. 17, 1998 by a 10 Yes vote on item 99-012)
- 19) Location of site with regard to Flood Areas regulated by Section 3-5.1 herein.

20) Location of site with regard to Areas of Critical Environmental Concern as designated by the Commonwealth of Massachusetts, Executive Office of Environmental Affairs.

Additional information may be required by the Building Commissioner or his designee, as reasonably necessary, to make determinations required by this section.