



**CHECKLIST
OF
REQUIRED INFORMATION
FOR
SITE PLAN APPROVAL*/++**



- ___ 1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
- ___ 2. North arrow, date, and scale (minimum scale 1" = 40').
- ___ 3. Lot size and zoning classification.
- ___ 4. Boundaries of property plotted to scale.
- ___ 5. Proposed use(s) of the property.
- ___ 6. Location and dimensions of all existing and proposed buildings, including setback distance and square footage calculations for each use.
- ___ 7. Location and design of parking and loading areas, including:
 - ___ a. Calculation of required number of spaces (see Section VI B.6 of the Zoning Bylaw for specific requirements. NOTE: Parking calculations for retail and office uses shall be based on gross floor area unless detailed building plans are submitted which delineates storage areas not for customer use.)
 - ___ b. Delineation of both regular and handicapped spaces.
 - ___ c. Proposed surface materials.
 - ___ d. Reserve parking area (NOTE: The Planning Board may require that more than The minimum number of parking spaces be provided if the nature of the proposed use warrants such provisions.)
- ___ 8. Proposed ingress and egress routes, including location of road cuts (NOTE: Massachusetts Department of Public Works approval is required for all road cuts on State highways.
- ___ 9. Grading and drainage plan showing existing and proposed contours (Drainage calculations must be submitted to the Board of Health.)
- ___ 10. Location and design of all existing or proposed site improvements, including:
 - ___ a. Walkways, sidewalks, and handicapped ramps.
 - ___ b. Outdoor lighting facilities, including lighting specification cut sheets.

- ___ 11. Landscaping plan, including:
 - ___ a. Calculations of proposed green space (see Appendix II of the Bylaw).
 - ___ b. Location and type of shade trees (one per ten parking spaces; contact the Town Tree Warden).
 - ___ c. Delineation of buffer zone where abutting a residential district.
 - ___ d. All properties located within the Historic Business District (HBDC) shall provide and delineate the location of the following information (**see HBDC Regulations Section VII, Items to Include with Applications and For Alterations, Additions, or New Construction and Section XIII, Landscaping and Hardscaping) on all Landscape Plans:
 - ___ 1. mechanical apparatus (i.e. generators, air conditioning/heating units, compressors, etc.)
 - ___ 2. Refuse Storage and disposal facilities
- ___ 12. Existing water courses, wetlands, or other natural features of the site.
- ___ 13. Location and design of wells and/or septic systems (NOTE: Complete septic system plans must be submitted with the Site Plan for Board of Health approval).
- ___ 14. Ruled box for date and Board signatures.
- ___ 15. Title reference as indicated on the Site Plan application.
- ___ 16. Authorization Form or Letter of Authorization signed by the applicant stating the name and address of the representative.
- ___ 17. Completed Application for Site Plan Review***

* Section VI, Supplementary Regulations, Site Plan Review of the Protective Zoning Bylaw.
 ** Section VII Items to be Included with Applications for Alterations, Additions, or New Construction and Section XIII Landscaping and Hardscaping of the Historic Business District Commissions Rules and Regulations.
 *** *Formula Business Establishment*, Section VII.A.5 & See definition below.
 Two (2) or more of the following items: standardized (Formula) array of services and/or merchandise including menu, trademark, logo, service mark, symbol, décor, architecture, façade, layout, uniforms, color scheme, and which are utilized by ten (10) or more other businesses worldwide regardless of ownership or location.

++ Any alterations to this application will constitute an incomplete filing; Incomplete applications will not be accepted.

