

SITE PLAN REVIEW PROCEDURES

BACKGROUND

The Chatham Protective By-Law states; "...no use shall be established, erected, enlarged or changed except in conformity with a site plan approved and endorsed by the Planning Board."

However, some uses are exempted from this process. The most common excepted use is single-family dwellings and their accessory structures. Other exceptions include approved home occupations, agricultural and fishing uses, roadside stands and certain uses in Conservancy Districts.

PROCESS OVERVIEW

The Applicant should first discuss the proposal with the *Town Planner*. This informal discussion will provide the Applicant with information regarding the process and how to get started. The *Town Planner* will determine the appropriate next step, usually a *Pre-Application Conference* with the Planning Board. At this time, the *Town Planner* will schedule the meeting and determine the information that the Applicant will need to prepare for that meeting. The Applicant must submit that information 14 days before the *Pre-Application Meeting*. This will allow the Town's Planning Staff the opportunity to review the materials and get back to the Applicant regarding omissions or questions.

The purpose of the *Pre-Application Meeting* is to discuss with the Planning Board what is being proposed, what is possible and what is acceptable. Said another way, the purpose of this meeting is to have a preliminary discussion that minimizes the possibility that the Applicant will spend time and money on a proposal that is either unacceptable or one which will need major changes in order to gain acceptance.

The next step will be the *Formal Site Plan Review Meeting* with the Planning Board. Applicants must submit twelve (12) copies of their formal application four weeks prior to the Meeting. This enables the Planning Staff to review the submission and to forward copies to other Town agencies or boards as appropriate before Planning Board review. Other agencies or Town boards may need to conduct their own review process, which is not necessarily within the same time frames as the Planning Board's review. The Planning Staff may contact the Applicant with other questions and/or omissions. In some cases, the

Applicant may be asked to attend a meeting with the Planning Staff to discuss the application.

The Planning Board evaluates each Site Plan based upon eleven (11) review criteria, as applicable. These include issues such as vehicular and pedestrian access, off-street parking, location of signs, landscaping, among others. The Planning Board may conduct a public hearing on a Formal Site Plan if considered desirable by a majority of the Board. Within 30 days of the public hearing or 60 days after the Planning Board has considered the application complete, the Board shall approve, approve with conditions, or request a continuance as issue may arise that could be resolved by a second appearance.

SUMMARY

Site Plan Reviews are a critical part of Chatham's ongoing efforts to manage growth and development in the Town to insure the appropriate use of land – to encourage those qualities that distinguish Chatham as a desirable community.

The Town's Planning Staff is available to help you maximize the chances of your smooth progression through the process and to minimize misunderstanding. To this end, please feel free to contact Lynn Thatcher, Assistant Town Planner at 508-945-5168 or at lthatcher@chatham-gov.ma

Attachment: Copy of Section VI of the Chatham's Protective (Zoning) Bylaw

Site Plan Review Procedures

