

Site Plan & Design Review Checklist

PLAN PAGES and APPLICATION SUBMITTED

- ☐ Existing Conditions plan
 - > Are there photographs of the site and/or existing structures? Is there a demolition plan?
 - > Does the plan set include contours, utilities, wetlands and adjacent parcels?
 - > Is the existing structure greater than 100 years old?
- ☐ Renderings & elevations for any proposed building modifications
 - > Are there renderings in color with specific materials and color choices called out and/or samples or cut sheets of materials for façade, lighting, enclosures, amenities?
- ☐ Grading and drainage plan
- ☐ Utility plan
- ☐ Site layout plan
- ☐ Fire apparatus access plan
- ☐ Landscaping plan
- ☐ Site lighting plan including quantity and types of fixtures and a photometric plan
- ☐ Zoning compliance matrix
- ☐ Development Impact Statement
- ☐ Traffic analysis (when applicable)
- ☐ Letter from Stormwater Authority (or date of scheduled hearing)
- ☐ Order of Conditions from ConCom (if applicable)

ESSENTIAL ITEMS/ISSUES TO BE CONSIDERED AT A MEETING

- ☐ Are there existing trees/significant vegetation or site features to be preserved? Are they noted on the plan set? Will they be marked in the field?
- ☐ What is the building scale & relation to surrounding structures/lots including orientation to the street?
- ☐ Is the structure or any abutting structures greater than 100 years old?
- ☐ What is the lot coverage (pervious vs. impervious)
- ☐ Evaluate the placement and configuration of parking areas relative to the site; curb cuts onto streets; type of curbing (granite vs. asphalt); style of curbing (vertical, CCB). Are service areas (loading bays) required? Is there directional signage (striping and/or signs)?
- ☐ Snow storage & removal plans
- ☐ HVAC location and screening
- ☐ Location of hydrants and catch basins
- ☐ Dumpster location and screening
- ☐ Pedestrian connectivity and amenities
- ☐ Type and height of site lighting; type and number of wall packs
- ☐ Proposed sign plan (colors, design, location)

OTHER ITEMS TO CONSIDER

- Is SWPPP required (1 acre+)? If not, what are requirements for site management during construction?
 - What are the proposed hours of operation after construction? Is there an affect on abutters?
 - What is the effect of the development on to traffic circulation?
 - Does the project require other approvals (e.g. historic commission, licensing board, special permit, health department)?
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| ○ Estimated start of construction? | Estimated length of construction? |
| ○ Is there a "length of approval" for the Board's decision? | |
| ○ Peer review required? | Performance guarantee required? |

SPECIAL PERMIT CRITERIA TO CONSIDER

1. The proposal is suitably located in the neighborhood in which it is proposed and/or the total Town, as deemed appropriate by the Special Permit Granting Authority;
2. The proposal is compatible with existing uses and other uses permitted by right in the same district;
3. The proposal would not constitute a nuisance due to air and water pollution, flood, noise, dust, vibrations, lights, or visually offensive structures and accessories;
4. The proposal would not be a substantial inconvenience or hazard to abutters, vehicles, or pedestrians;
5. Adequate and appropriate facilities would be provided for the proper operation of the proposed use;
6. The proposal reasonably protects the adjoining premises against any possible detrimental or offensive uses on the site, including unsightly or obnoxious appearance;
7. The proposal provides convenient and safe vehicular and pedestrian movement within the site, and in relation to adjacent streets, property or improvements;
8. The proposal ensures adequate space for the off-street loading and unloading of vehicles, goods, products, materials, and equipment incidental to the normal operation of the establishment or use;
9. The proposal provides adequate methods of disposal and/or storage for sewage, refuse, and other wastes resulting from the uses permitted or permissible on the site, and methods of drainage for surface water,
10. The proposal ensures protection from flood hazards, considering such factors as the following:
elevation of buildings; drainage, adequacy of sewage disposal; erosion and sedimentation control; equipment location; refuse disposal; storage of buoyant materials; extent of paving; effect of fill, roadways or other encroachments on flood runoff and flow;
11. The proposal is in general harmony with the general purpose and intent of this bylaw;
12. The proposed use complies with any and all additional Special Permit Criteria or special use regulations imposed on individual uses as established in the ordinances.