

## Site Plan Review Guidelines

Location of Project \_\_\_\_\_  
Zone of location \_\_\_\_\_ Map/Lot \_\_\_\_\_  
Reason for Site Plan Review \_\_\_\_\_  
Special Permit \_\_\_\_\_

### Submission Requirements:

7 copies \_\_\_\_\_ Scale 1" = 40' \_\_\_\_\_  
Registered Surveyor stamp \_\_\_\_\_  
Registered Engineer (water/sewer/drainage) \_\_\_\_\_  
Cover letter \_\_\_\_\_ parcel lot lines/easements \_\_\_\_\_  
Use/height of abutting property \_\_\_\_\_ parking/access/egress \_\_\_\_\_  
Average daily traffic \_\_\_\_\_ peak traffic \_\_\_\_\_  
If project generates more than 250 trips per day, traffic impact plan \_\_\_\_\_  
Existing and proposed buildings \_\_\_\_\_ public private ways on site \_\_\_\_\_  
Rendering of facades \_\_\_\_\_ foundation lines \_\_\_\_\_  
Gross floor area \_\_\_\_\_ building height \_\_\_\_\_  
Location of solid waste container \_\_\_\_\_ Existing/proposed topography \_\_\_\_\_  
Location of wetlands \_\_\_\_\_ Location of waterbodies \_\_\_\_\_  
Location of streams \_\_\_\_\_ Location of trees 10" cal \_\_\_\_\_  
Location of 100 year floodplain \_\_\_\_\_ Drainage/sewer provision \_\_\_\_\_  
Proposed landscaping \_\_\_\_\_ Proposed screening/buffering \_\_\_\_\_  
Required open space \_\_\_\_\_  
Location of all historic structures, walls or similar features \_\_\_\_\_  
Protective status \_\_\_\_\_  
Town water resource if within 1000' of development area \_\_\_\_\_  
Fencing, walls, and existing proposed lighting \_\_\_\_\_  
Location, material and size of all signs \_\_\_\_\_

### Criteria:

Consistent with the design and character of surrounding area \_\_\_\_\_  
Consistent with sign, design guideline, landscaping/buffering requirements \_\_\_\_\_  
Consistent with Open Space and Comprehensive Plan \_\_\_\_\_  
Protection/enhancement of natural or man made existing site features \_\_\_\_\_  
Protection of adjoining premises against detrimental uses  
    Surface water drainage \_\_\_\_\_ Sound/light barriers \_\_\_\_\_  
    Preserve light/air \_\_\_\_\_ Preserve views \_\_\_\_\_  
Convenience/safety of on site vehicular and pedestrian movement \_\_\_\_\_  
Convenience/safety of driveway openings as relates to traffic/streets \_\_\_\_\_  
Adequacy and Arrangement of Parking/Loading Spaces \_\_\_\_\_  
Parking areas preferred to not be in front of building \_\_\_\_\_

Date Site Plan Review Received \_\_\_\_\_  
Date of Public Review Meeting (within 35 days of receipt) \_\_\_\_\_  
Date of end of Review Period (within 90 days of receipt) \_\_\_\_\_  
SPRC - Majority Vote of the Following  
Planning Board Members \_\_\_\_\_  
Inspector of Buildings \_\_\_\_\_  
Conservation Commission Designee \_\_\_\_\_  
Date of written recommendations to Inspector of Buildings \_\_\_\_\_