

Town of Charlemont

Site Plan Review Application Package

This package contains:

1. Purpose of Site Plan Review
2. Application Requirements
3. The Site Plan Review application form
4. A flow chart describing the key steps from 'soup to nuts'

1. Purpose:

Site Plan review is a recent addition to the Charlemont zoning bylaw and applies almost exclusively to the Village Center District. It reassures applicants that their proposed land use is 'allowed by right', however, it does allow for abutter and Planning Board input through the public hearing process. The intent is to encourage development in the Village while ensuring that a development protects the character of the Village, its scenic qualities and the environment; that it is designed in a manner that complies with these Land Use performance Standards (zoning bylaws) and is consistent with the goals of the Master Plan. The Charlemont Planning Board is the Site Plan Review Authority.

2. Application Procedures and Requirements:

Section 28.7 of the zoning bylaws cites a list of information required under a site plan review application. However, the Planning Board encourages applicants to come to a pre-application meeting where certain requirements can be waived by vote of the Board "if the simplicity or scale of the application warrants such action". Section 28.7: Required Contents of a Site Plan is attached to this package. Approval of a site plan requires a simple majority of Board members present at the public hearing.

A site plan review does not eliminate the need for a Building Permit which can be obtained through the Franklin County Cooperative Inspection Program, 12 Olive Street, Greenfield: http://permiteyes.com/frcoq/user_login.asp. If you started with a building permit application, the Building Inspector may send you back to the Planning Board if they determine that the project requires site plan review.

The following information is required for the application for a site plan review in the Town of Charlemont (all materials in 3 copies):

• The Application Form

Available from the Planning Board Secretary during regular office hours. The application shall give a short description of the project including information such as map and parcel # from the assessors, lot size, ownership proof or letter of approval by owner.

- **Responses to the items requested under Section 28.7**

Unless waived by the Board at a previous meeting.

- **Certified Abutters list**

Available from the Board of Assessors and to be handed to the Planning Board secretary, together with the application.

- **Application fee of \$90 and Abutter Mailing Fee of \$10.**

- **Project Review fee where appropriate as stated by the Planning Board.**

- **Note: Applicant will be responsible for payment of newspaper notice.**

Site Plan Review Application Requirements:

28.7 Required Contents of a Site Plan. The Site Plan submission shall contain information necessary to enable the Planning Board to conduct an informed review. **The Planning Board may waive any of the requirements for site plan submittal and approval if the simplicity or scale of the project warrants such action.** All site plans shall be prepared by a registered architect, land surveyor, landscape architect or professional engineer and shall be on standard sheets of 24 inches by 36 inches and prepared at a scale of 1"=40 feet or finer. The site plan shall contain the following:

- a) Name of project, boundaries, locus map(s), date, north arrow and scale of plan;
- b) Name(s) and addressees) of the owner(s) of the land, the developer (if applicable), and/or their designee;
- c) Name, title, and address of person(s) who prepared the plan;
- d) Names and addresses of owners of abutting lots and those within 300 ft of property line;
- e) All existing and proposed lot lines, easements and rights of way;
- f) Location and use of buildings and structures within 300 feet of the site;
- g) Location and use of all existing and proposed buildings and structures on the site, including approximate height and floor area, with proposed building elevations as renderings;
- h) Location of wetlands, streams, drainage swales, areas subject to flooding and unique natural features on site and within 300 feet of the property line;
- i) The location and a description of all proposed storm drainage systems, utilities, snow disposal areas, and refuse- and other waste-disposal methods;
- j) Water provision, including fire protection measures;
- k) Location of proposed sewer hook-up and evidence of sufficient capacity to serve the proposed use, or alternative septic plan;
- l) Existing and proposed topography at a two-foot contour interval for the proposed grading and landscape plan;
- m) Location of proposed public and private ways on the site;
- n) Location and size of proposed parking and loading areas, driveways, walkways, access and egress points;
- p) Size and location of existing and proposed sign(s);
- q) Existing and proposed exterior lighting, utilizing full-cutoff down lighting fixtures, where feasible, to minimize lighting intrusion onto abutting properties;
- r) Surface drainage strategy that prevents increased drainage off-site or pollution; the Board will prefer measures that allow the roof run-off to permeate into the ground with pervious pavement;
- s) Existing vegetation that will be left undisturbed and proposed landscape features, including the location and a description of screening, fencing and plantings;

- t) Design features which will integrate the proposed development into the existing landscape, maintain neighborhood character, and screen objectionable features from neighbors and roadways;
- u) A complete list of chemicals, pesticides, fuels and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use; provisions to protect against the discharge of hazardous materials or wastes to the environment, including spill containment and cleanup procedures; and provisions for indoor, secured storage of hazardous materials and wastes;
- v) Estimated average daily and peak-hour vehicle trips to be generated by the site and traffic flow patterns for both vehicles and pedestrians, showing adequate access to and from the site and adequate circulation within the site.
- w) Adequate access to each structure for fire, service and other emergency equipment.

The applicant shall bring the complete application package to the Planning Board secretary for a review of completeness and to schedule the public hearing date.. The applicant will then take it to the town clerk to date stamp the official filing date on the application and then return it to the Planning Board Secretary.

**TOWN OF CHARLEMONT
CHARLEMONT PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW**

DATE OF APPLICATION: _____

NAME OF APPLICANT: _____

MAILING ADDRESS OF APPLICANT: _____

PHONE NUMBER: _____ EMAIL: _____

LOCATION OF PROPERTY: _____

PROPERTY IS IDENTIFIED AT REGISTRY OF DEEDS IN:

BOOK #:

MAP #:

PAGE #:

PARCEL #:

APPLICANT IS: OWNER, TENANT, LICENSEE, PROSPECTIVE PURCHASER, ETC.

NOTE: IF APPLICANT IS NOT OWNER, INCLUDE LETTER OF OWNER'S APPROVAL WITH APPLICATION.

REASON FOR REQUEST:

DATE OF DENIAL BY BUILDING INSPECTOR:

APPLICABLE SECTION OF BUILDING/ZONING BY-LAW:

APPLICANT'S SIGNATURE: _____

OWNER'S SIGNATURE, IF DIFFERENT: _____

***APPLICANT MUST OBTAIN FROM THE ASSESSORS AND SUBMIT WITH THIS APPLICATION, A CERTIFIED LIST OF ALL ABUTTERS WITHIN THREE HUNDRED FEET (300') OF ALL PROPERTY LINES.

***APPLICANT WILL BE RESPONSIBLE FOR PAYMENT OF NEWSPAPER NOTICE.**

SEND COMPLETED FORMS TO:
CARLENE HAYDEN/CHARLEMONT PLANNING BOARD
P.O. BOX 465
CHARLEMONT, MA 01339

DATE OF RECEIPT BY TOWN CLERK: _____

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

_____ **Required contents of a site plan (unless specifically waived by Planning Board).**

_____ **Abutters list attached.**

_____ **Check for \$90.00 Site Plan Review fee and \$10.00 abutter's mailing fee included**

Building Permit application available at Cooperative Building Inspection Program: 413.774.3167 located on 12 Olive Street, Suite 2, Greenfield.

http://permiteyes.com/frcog/user_login.asp

