

APPENDIX A

APPLICATION FOR SITE PLAN APPROVAL, SECTION 5400 OF THE WESTMINSTER ZONING BY-LAW

This application shall be filed by the petitioner with the Town Clerk. Three copies of said application including date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board. Applications shall be filed with eight (8) prints of the plan.

The following sections of the application describe supplementary information that must be submitted, and those aspects of the proposed site development that will be evaluated by the Planning Board.

1. Full name of owner(s) and address of land to which this application applies:

2. Full mailing address and telephone number of owner(s) of land to which this application applies or full name, mailing address and telephone number of the applicant if different from above.

3. Location of Property: Map _____ Section _____ Parcel _____

4. Zoning District(s) (Including all overlay districts) _____

5. Describe briefly the development for which Site Plan Approval is sought:

6. Describe briefly the uses or activities for which site plan approval is sought:

Uses will be reviewed for conformity with those described in the Zoning By-Law. These may be the specific intended uses of the site if known, or lists of potential uses of the site if the uses are not known at this time.

Note: If the uses are not known at the time of application, present "worst-case" (most intensive) estimates of water consumption, sewage discharge, parking requirements, and traffic impacts, along with your assumptions used to develop these estimates. Site plan and building permits for such sites will be valid only for occupancy that does not exceed these estimates.

7. The application must include a plan of the site and proposed developments as specified in the Rules and Regulations.

The plan will be reviewed for the following features, please provide:

- Lot Area _____, Frontage _____, Building Height _____, Number of Stories _____.

Building	Front	Rear	Left Side	Right Side
- Setbacks:	Setback:	Setback:	Setback:	Setback: _____.

Parking	Front	Rear	Left Side	Right Side
- Setbacks:	Setback:	Setback:	Setback:	Setback: _____.

- Lot Coverage (buildings, parking, paving): _____

- Adequate walkways and pedestrian access: _____

- Adequate access, driveways and private ways: _____

- Adequate waiting areas for drive-in uses: _____

- Appropriate loading docks and/or access for trucks: Number: _____ Location: _____

- Is there any proposed site work within the vegetated wetlands or within 100 feet of the vegetated wetlands? Yes: _____ No: _____

If yes, has the Conservation Commission issued an Order of Conditions?: _____
Date: _____.

- List any special permits required from the Board of Appeals: _____

- Is the project within the Flood Plain District? Yes: _____ No: _____

If yes, what is the base flood elevation? (100 year storm): _____

Watertight flood-proofing elevation: _____

(If watertight flood-proofing is used, provide appropriate certifications of the methods and of the fact that no increase in flood level will occur.

-Does the driveway access a State Highway?

Yes: _____ No: _____

If yes, has a State DPW curb cut been issued? _____ Date: _____

- Has a driveway permit been issued by the DPW? Date: _____

8. Provide an evaluation of the impact of the development on Water Resources. (Submit information on measures proposed to prevent pollution of surface or ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, flooding of other properties.)

9. Sewage Discharge Rate (gallons per day) _____

Water Usage (gallons per day) _____

10. Submit calculations of the storm run-off from buildings and paved areas, and a description of the run-off disposal system and its capacity. Include a description of the extent and depth of flooding anticipated during storm conditions. _____

11. Indicate the estimated parking requirements, and provide a count of the proposed number of parking spaces: _____

12. Describe here and show on the plans the curbing, marking or other methods used to define the parking areas and to prevent vehicles from encroaching on required yards:

13. Estimate the Daily Traffic: No. of Employees: _____ Total No. of Trips: _____, Peak A.M.: _____, Peak P.M.: _____, Sight distance along the road for vehicles using the access driveway: _____

For developments where the number of trips exceed 75 per day, submit an expert's evaluation of the impact of such traffic on adjacent town roads. (Any permits or approvals necessary for construction of the driveway/access/curb cut [state or local] shall be submitted with this application.

14. Describe any proposed signs: _____

15. Describe any proposed outdoor lighting (include hours of use, lighting type [e.g. mercury vapor] and spectral filtering, directional shielding, and height of fixtures:

16. Visual Impact of the Development: (additional information shall be submitted to allow for this evaluation). For elaborate developments additional sketches or artist's renderings or the like may be desirable.

17. Describe the proposed landscaping plan, including parking lot landscaping and the location, structure and screening of on-site holding facilities (e.g. "dumpsters").

18. Discuss any hazardous materials or wastes to be used or generated on site, including quantities, safety procedures, storage and disposal methods: _____

19. Electric and telephone utility connections: Above Ground: _____
Underground: _____

20. Describe the proposed heating system: _____

21. Describe the fire control system in the building (sprinklers, etc.).

22. Describe access to such ponds(s), and proposed dry hydrant construction and location. _____

23. All applications shall be accompanied by a filing fee as determined by the most recent Planning Board Filing Fee Schedule.

24. In the event of an application of unusual complexity or expense, the Board may retain outside consultants to help review the application, any such fees shall be paid by the applicant.

25. State the full name, mailing address and phone number of any person or attorney who is authorized by you to appear and represent you before the Board other than yourself: _____

DATE: _____

SIGNATURE OF OWNER: _____
(Owner must sign application or authorize the Applicant to file an application)

CHECKLIST FOR REVIEW OF SITE PLANS

- Soils and subsoil compatible to type and intensity of development.
- Surface drainage, level of water table and periodic flooding accounted for.
- Ground coverage by structures and impervious surface coverage consistent with drainage and soil considerations.
- Topography incorporated into site plan.
- Compatibility with adjacent land uses achieved.
- Compatibility of internal land uses achieved.
- Pollution controls provided: air, water noise.
- Circulation: right-of-way, pavement width, horizontal and vertical alignments, cul-de-sacs, turnarounds, curbs, sidewalks and bonding to cover the cost thereof.
- Connection with existing transportation network satisfactory.
- Parking sufficient space for primary users plus service, loading and guest space provided.
- Building orientation: regard for slope, sun, wind, microclimate used to best advantage, ingress and egress location and site accommodations for pedestrian traffic.
- Building mass, shape, facade and skyline, (i.e. the visual impact) compatible with community.
- Security: lighting details.
- Storm drainage consistent with building and surface coverage, grades, slopes, soils and water table.
- Water distribution sufficient in volume and pressure for fire needs, hydrant placement satisfactory, looped system.

- Sewerage layout sufficient to handle flow, adequate size and connections.
- Garbage collection screened or within buildings, special consideration for on-site incineration.
- Other utilities placed underground, night-lighting esthetic and sufficient.
- Easements as necessary have been provided, these and existing easements protected from encroachment.
- Open space provisions sufficient in size and arrangement, compatible with adjacent uses; will not become nuisances and safety hazards, functional, esthetic and easily maintained.
- Landscaping and retention of existing growth maximized.
- Type of heat in building and how fuel supply therefore shall be contained/screened, etc. on site.