

WESTMINSTER PLANNING BOARD
RULES AND REGULATIONS
FOR
SITE PLAN APPROVAL



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SITE PLAN APPROVAL RULES AND REGULATIONS

Westminster Planning Board
First Adopted: September 2005

SECTION 1. GENERAL PROVISIONS

1.1 Purpose.

Site Plan Approval Rules and Regulations are hereby adopted to establish the procedures and requirements for submitting site plans; and to notify applicants of the review criteria for site plans.

1.2 Authority.

Under the authority vested in the Planning Board of the Town of Westminster the Board hereby adopts these Rules and Regulations.

1.3 Applicability.

Any development requiring Site Plan Approval shall comply with the provisions of these Rules and Regulations. In accordance with the Site Plan Review Bylaw, if there is a question about whether a project requires Site Plan Review, the Planning Board shall determine if Site Plan Approval is required for a proposed development.

1.4 Waivers.

A waiver of strict compliance from these Rules and Regulations may be granted if the Planning Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Westminster Zoning Bylaw. All requests for waivers shall be submitted in writing with the site plan application. All requests shall identify the provision or provisions of the regulations from which relief is sought. The request shall also include a statement explaining why the applicant thinks that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Rules and Regulations and the Zoning Bylaw.

1.5 Amendments.

These Rules and Regulations may be amended by a majority vote of the Planning Board after a public hearing duly advertised once in a paper of general circulation in the Town of Westminster no less than seven days prior to the date of the public hearing.

1.6 Effective Date.

The effective date of any amendment to the Site Plan Rules and Regulations shall be the date these Regulations and any such amendments are filed with the Westminster Town Clerk.

SECTION II. SITE PLAN PROCEDURES

2.1 Site Plan Submission Requirements.

All Site Plans shall be prepared by a registered architect, landscape architect, or professional engineer. All Site Plans shall be on standard 24" by 36" sheets, be prepared at a scale of 1" = 40', with continuation on 8 1/2" by 11" sheets as necessary for written information. Items required for submission include the following:

- 2.1.1 The project name, north arrow, date, scale, name and address of record owner and applicant, engineer, architect and their proper seals of registration. Names of all abutters within 300 feet of the site boundaries as determined from the latest tax records. If the property owner is not the applicant, a statement of consent from the property owner should be included with the application.
- 2.1.2 Existing and proposed topography at a minimum contour interval of two feet, including all wetlands and the 100' buffer, streams, water bodies, drainage swales, areas subject to flooding, significant trees, historic features, and unique natural land features. The delineation of the River's Protection Act (200'), where applicable.
- 2.1.3 The dimensions of the lot, the frontage, location and footprint of all structures, existing and proposed, total area of buildings in square feet, percentages of building and lot coverage, parking areas, service areas, adjacent ways, streets and driveway openings within 300 feet of the site boundaries.
- 2.1.4 The location and description of all proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other disposal methods.
- 2.1.5 Landscape Plan showing planting areas, signs, fences, walls, walks and lighting, both existing and proposed. Location type, and screening details for all abutting properties and waste disposal containers.
- 2.1.6 The location, height, size, materials, and design of all proposed signage.
- 2.1.7 The location height, intensity, and bulb type of all external lighting fixtures, the direction of illumination, and methods to reduce glare onto adjoining properties.
- 2.1.8 Location and description of proposed open space and recreation areas.
- 2.1.9 A locus plan at the scale of 1" = 200'. A table of information showing how the plan conforms to the Zoning Bylaw.
- 2.1.10 The location of zoning districts, and overlay zoning districts within the locus of the plan.

- 2.1.11 Building elevation plans at a scale of 1/4" = 1' showing elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.
- 2.1.12 Evaluation of Impact on Water Resources. The applicant shall submit such materials on the measures proposed to prevent pollution of surface and ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, or flooding of other properties. The evaluation shall include the predicted impacts of the development on the aquifer, if applicable, and compare the environmental impacts to the carrying capacity of the aquifer.
- 2.1.13 Evaluation of Impact on Landscape. The applicant shall submit an explanation, with sketches as needed, of design features intended to integrate the proposed new buildings, structures and plantings into the existing landscape to preserve and enhance existing aesthetic assets of the site, to screen objectionable features from neighbors and public areas.
- 2.1.14 Evaluation of Traffic Impacts. The applicant shall submit an evaluation of the development's impact on the existing traffic network. The evaluation shall include: a.) The projected number of vehicle trips to enter and depart the site shall be estimated for an average day and peak hours; b.) The projected traffic flow patterns for both vehicular and pedestrian access, including vehicular movements at all intersections likely to be affected by the proposed development; c.) The impact of traffic upon existing streets in relation to levels of service and road capacities; and d.) The proposed mitigating measures.
- 2.1.15 Environmental Impacts of the proposed development during the construction phase of development. Corrective and protective measures such as construction sequencing and dust and erosion control, which will be taken, as part of the project, to minimize adverse impacts shall be described in detail.
- 2.1.16 The proposed use or uses of the site, i.e. retail, office or storage, number of employees, and maximum seating capacity (where applicable).

For commercial-scale ground-mounted solar power projects, the following additional materials shall be required:

- 2.1.17 Emergency Response Plan.
- 2.1.18 Decommissioning Plan.
- 2.1.19 Decommissioning Bond.

2.1.20 Narrative explaining how the applicant plans to screen the solar arrays from nearby residential abutters.

2.1.21 Narrative explaining how the project will minimize impact on wetlands.

2.2 Site Plan Filing.

The Site Plan Application (Appendix A) and a copy of the Site Plan shall be filed by the petitioner with the Town Clerk. Three copies of the application including the date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board. Applications filed with the Planning Board shall include twelve (12) paper copies and one digital copy of the plans in PDF format.

If the Applicant, after being notified by the Town Planner of missing or incomplete application items, fails to either submit the items necessary to complete the Application, or withdraw the Application in writing, within seven (7) days of the written notification, the Planning Board shall forthwith notice and conduct a public hearing on the incomplete Application, but will accept no additional submissions from the Applicant. If the Board determines that the application is, indeed, incomplete in that the application does not conform with these requirements, it shall deny the application on that ground, and the Applicant shall forfeit the submittal fees.

Public Hearing: Upon determination by the Board that the application for approval of the Site Plan is complete, the Board shall set a date for the public hearing and so notify the Applicant. Notice of the hearing shall be arranged by the Board, at the Applicant's expense, by advertisement in a newspaper of general circulation once not less than seven days before the day of such hearing; and by mailing a copy of the advertisement to all owners of land abutting upon the land included in the plan as appearing on the most recent tax list.

Application Review: Within fourteen (14) days after the filing of the Site Plan Application with the Planning Board, the Town Planner shall notify the Planning Board and the Applicant, in writing, of any missing or incomplete application items. Within seven (7) days of being so notified, the Applicant may either submit the items necessary for a complete Application under these Rules, or withdraw the incomplete Application by notifying the Planning Board and the Town Clerk, in writing, of the withdrawal, at which time the submittal fees shall be refunded.

2.3 Referrals.

Upon receipt of the Site Plan application, the Planning Board shall transmit one copy each to the Conservation Commission, the Board of Appeals, the Building Inspector, the Selectmen, the Police Chief, the Fire Chief, the Director of Public Works and any other department the Planning Board deems appropriate. Such agency shall, within 25 days of receiving such copy, report to the Planning Board about their concerns and questions. Agencies may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the development. All boards and departments are expected to provide a written response even if only to say they have no comments. The

Planning Board shall not render a decision until it has received all Board reports or said 25 days has elapsed.

2.4 Procedures.

If a development requires both a Board of Appeals Special Permit and Site Plan Approval, it is recommended that the applicant obtain the Special Permit before applying for Site Plan approval.

2.5 Public Hearing.

Within 35 days after the filing of a complete Site Plan Review Application, the Planning Board will schedule a Site Plan Review public hearing at a properly posted Planning Board meeting.

2.6 Decision.

A decision regarding the site plan shall be rendered within thirty (30) days of the close of the public meeting. The Planning Board shall notify the applicant in writing of its decision. The decision of the Planning Board shall be upon majority vote of those present. The required time limit for filing a decision may be extended by written agreement between the applicant and the Planning Board.

2.7 Fees.

- 2.7.1 Filing Fees. A Filing Fee in accordance with the most recent Planning Board Fee Schedule shall be submitted with the Site Plan. Failure to submit the fee at the time of submitting the application shall be deemed an incomplete application.

Currently, the Filing Fee for Site Plan Review is no charge for preliminary plan; then \$200 application fee plus \$500 for projects up to 10,000 square feet; or \$750 for projects over 10,000 square feet plus consultant review fees. For commercial-scale ground-mounted solar power projects, the filing fee is \$2,500.

- 2.7.2 Consultant Review Fees. In addition to Filing Fees which are fees to cover administrative costs, the Board may also require Consultant Review Fees. When reviewing a site plan application, or when conducting inspections in relation thereto, the Board may determine that the assistance of outside consultants is warranted. The Board may require the applicant to pay a "Consultant Review Fee" at the time of submission or at any time in the review process. The fee will consist of the reasonable costs incurred by the Board for the employment of outside consultants engaged by the Board to assist in the review of a proposed project.

Commercial-scale ground-mounted solar power projects will always be reviewed by the Planning Board's consulting engineer. Depending on the size and scope of the project, the Planning Board may require the applicant to cover the cost of having its consultant engineer inspect the project during the construction phase.

In hiring outside consultants, the Board may engage engineers, planners, lawyers, urban designers or other appropriate professionals, at the sole cost and expense of the Applicant, who can assist the Board in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decision or regulations, or inspecting a project during construction or implementation.

Funds received by the Board pursuant to this section shall be deposited with the town treasurer who shall establish a special account for this purpose. Expenditures from this account may be made at the discretion of the Board without further appropriation. Expenditure from this special account shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the applicant. Accrued interest may also be spent for this purpose. Failure of an applicant to pay a consultant review fee shall be grounds for denial or revocation of the permit.

At the completion of the Board's review of a project, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be the applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

Any applicant may take an administrative appeal from the selection of outside consultants to the Board of Selectmen. Such appeal must be made in writing and may be taken only within 20 days after the Planning Board has mailed or hand-delivered notice to the applicant of the selection. The grounds for such an appeal shall be limited to the claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field. The required time limit for action upon an application by the Board shall be extended during the administrative appeal. In the event that the Board of Selectmen does not render a decision within 30 days following the filing of an appeal, the Planning Board's selection shall stand.

SECTION III. DESIGN STANDARDS

3.1 Parking Requirements.

The total number of parking spaces shall be determined by §205-27 - §205-33 of the Zoning Bylaw.

3.2 Driveway and Circulation.

A safe and convenient driveway and circulation system shall be provided for each development. The following guidelines shall apply:

- 3.2.1 Entrance and exit driveways shall be located to maximize sight distances where the proposed road meets an existing way.
- 3.2.2 Entrance and exit driveways shall be located to maximize the distance from existing and proposed access connections of adjacent properties.
- 3.2.3 Where it is necessary to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision shall be made for turning lanes, traffic directional islands, sidewalks, and traffic controls within the streets.
- 3.2.4 Parking aisles shall be separated from site circulation routes.
- 3.2.5 Where topographic and other conditions warrant, shared access driveways are encouraged on lots with similar existing or potential uses.
- 3.2.6 There shall be no more than one driveway connection from any lot to any street, except when separate entrance and exit driveways may be provided where necessary to safeguard against hazards and to avoid congestion; and additional driveway connections may be provided, particularly for, but not limited to, large tracts and uses of extensive scope, if traffic flow in the street will be facilitated by the additional connection.

3.3 Traffic Standards.

Proposed uses shall not degrade the existing levels of service of surrounding roads and intersections, below Level of Service (LOS) D, based on peak-hour traffic volumes. When the existing LOS is below LOS D, the proponent shall propose mitigation to maintain or improve performance indicators. Traffic information shall be submitted by a registered Traffic Planner/Engineer.

3.4 Landscaping and Buffers.

The site shall be landscaped with native tree, shrub and grass species. Street trees, 2" caliper diameter breast high (dbh) or larger, shall be planted along the entire frontage of the lot at one tree for each 40 feet of frontage. Landscaping shall be set back from entrance and exit ways to allow for safe exiting sight distances. For a list of preferred and discouraged landscaping materials see Appendix B.

Parking areas shall be screened from the public road and adjacent properties. Large parking areas containing 25 or more parking spaces shall be subdivided with landscaped islands. Adjacent properties shall be screened by trees and vegetation. Exposed storage areas, machinery, HVAC equipment, service areas, dumpsters, truck loading areas, utility buildings and structures shall be screened from view from adjacent properties and streets by dense evergreen plantings, earthen berms, walls, or fences complimented by evergreen plantings.

In the case where an industrial or commercial building abuts residentially zoned property or land used for residential purposes, the Planning Board may require that the front/side or setbacks be landscaped to minimize disturbance to residential areas.

All landscaped areas shall be maintained in a healthful condition. Trees and shrubs that die shall be replanted during the next growing season. This requirement shall apply for two years following the date of initial or replacement planting.

3.5 Erosion Control.

Erosion and soil sedimentation of streams and water bodies shall be minimized by using the following erosion control practices:

- 3.5.1 The development shall be designed to fit the physical characteristics of the site, including the topography, soils and natural drainage systems;
- 3.5.2 Once construction activities are underway, the amount of area and duration of exposure shall be kept to a minimum;
- 3.5.3 Temporary erosion control measures such as hay bales or fabric filters shall be used during construction;
- 3.5.4 Exposed or disturbed areas due to stripping of vegetation, soil removal, and regrading shall be permanently stabilized within six months of occupancy.
- 3.5.5 Permanent vegetation and mechanical erosion control measures shall be installed as soon as possible after construction ends but in no case less than 6 months after approval.

3.6 Storm Water Drainage and Management.

Increases in run-off shall be recharged on site by being diverted to vegetated surfaces for infiltration, or through the use of detention ponds. Dry wells shall be used only where other methods are infeasible and shall require oil, grease, and sediment traps to facilitate removal or contaminants prior to discharge to the ground. All drainage structures shall be maintained on a regular basis.

All projects required to obtain Site Plan approval that disturb 10,000 square feet or more shall also obtain a Low Impact Development (LID) permit from the Planning Board. In order to obtain a LID permit, the project must demonstrate full compliance with the

Town's LID Bylaw (Chapter 136 of the General Bylaws) and the Planning Board's associated LID Regulations. If there is a conflict between the stormwater management provisions found in these regulations and those found in the LID Regulations, the stormwater management provisions of the LID Regulations shall take precedent.

If the proposed project, including clearing, grading, and excavation, results in a land disturbance equal to or greater than one (1) acres of land or will disturb less than one acre of land but is part of a larger common plan of development or sale that will ultimately disturb an area equal to or greater than one (1) acre of land within the Town of Westminster, the applicant must obtain a Stormwater Management Permit issued by the Planning Board in addition to the Site Plan Approval. In order to obtain the Stormwater Management Permit, the application and project must demonstrate full compliance with the Town's Stormwater Management Bylaw and the Planning Board's Stormwater Management Rules and Regulations. If there is a conflict between the stormwater management provisions found in these regulations and those found in the Stormwater Management Rules and Regulations, the stormwater management provisions of the Stormwater Management Rules and Regulations shall take precedent.

3.7. Siting and Appearance Guidelines.

Buildings, parking and other structures shall, to the extent possible, be located to protect and preserve unique natural areas, wetlands, wetlands buffers, rare and endangered plant species, rare or endangered animal habitat, trees with 15 inch dbh or greater, historic features, and flood plain areas.

Buildings should be compatible with the prevailing historical architectural styles in the town and should relate to such architecture in terms of character, scale and building materials. Proposed buildings should relate harmoniously to each other. Buildings should be located to preserve and complement natural, historic and scenic areas, and to reduce the visual impact of the buildings from adjacent properties.

3.8 Sidewalks and Walking Paths.

Where determined necessary by the Planning Board, sidewalks shall be provided along the site's road frontage. Walking and foot-paths are encouraged in all developments. Walking and foot-paths may be constructed using alternative pavement materials such as stone dust. Sidewalks may be constructed with pavers, stamped concrete or other alternative surfaces than bituminous concrete if approved by the Planning Board.

3.9 Utilities and Lighting.

All utilities shall be located underground. Lighting shall conform to the Westminster Zoning Bylaws.

3.10 Pollution and Hazardous Materials.

Where applicable, the applicant shall maintain a hazardous materials plan on file with the Fire Chief. The purpose of the plan is to assist the Town with necessary information in the event of a spill, fire, or other emergency and to ensure compliance with the Zoning Bylaws.

3.11 Storage Tank Vaulting and Monitoring.

If heating oil, gasoline, kerosene, diesel fuels, or any chemicals are to be used and stored underground on the site, they shall be contained in a holding tank. The tank shall be vaulted and equipped with an automatic monitoring system to detect any leakage from the tank.

3.12 Fill Materials and Stump Burials.

The applicant shall provide assurances that no potential groundwater contaminants are included in any fill materials used in site preparation. Stump burial is considered a waste dump activity and as such requires a permit from the Board of Health.

3.13 Fire Safety and Protection.

Fire and emergency vehicle access shall be provided to each building shown on the site plan. The emergency access shall be maintained and kept in a passable condition at all times. Fire Ponds and dry hydrants, or other fire protection measures shall be required for all developments as specified by the Fire Chief.

3.14 Snow Storage Easement.

A snow easement and associated curb cut shall be provided along the outside of turnarounds and clearly marked on site at the end of dead end streets. When the contours of the land make the outside impractical, the snow easement shall be located elsewhere as directed by the Planning Board, with the advice of the Department of Public Works. The minimum size of the snow easement shall be fifteen feet (15') deep by thirty feet (30') wide.

SECTION IV. ADMINISTRATION

4.1 Bonding.

Prior to the issuance of an occupancy permit the Planning Board may require a performance guarantee to ensure compliance with the plan and conditions set forth in their decision.

4.2 Permit Lapse.

Any Special Permit with site plan approval issued under this section shall lapse within two years if a substantial use thereof has not commenced except for good cause.

4.3 As Built Plans.

Final "As Built Plans" showing the location of, all buildings and structures, all utilities, including the septic system, leaching area, underground piping, vent pipes, drainage facilities, the well, the well pipes, electric, gas, and phone lines shall be submitted and approved prior to the issuance of an occupancy permit. "As built plans" shall be prepared by a licensed survey professional and be provided on drawings bearing the appropriate professional license stamp.

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:

Amount of land to be disturbed during the construction of this process (expressed in square feet): _____

- 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.

- ☐ Compliance with either the Town's Low Impact Development bylaw & regulations (land disturbance of 10,000 square feet up to one acre) or the Town's Stormwater Management bylaw & regulations (land disturbance of over an acre).
- ☐ 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.

APPENDIX B

APPENDIX B – DISCOURAGED AND PREFERRED LANDSCAPE MATERIALS

Plant Species to be avoided

Because of the adverse impacts to the ecology in Central Massachusetts, it is recommended the following plants not be used for landscaping.

Trees:

Olive, Russian or Autumn
Norway maple
Osage orange
Silver poplar
Sycamore maple
Tree of heaven
White mulberry
White cottonwood

Shrubs & Small Trees:

Barberry, japanese
Winged euonymus
Honeysuckle, Amur, Japanese, Tartarian
Privet, including blunt-leaved, common/hedge, and Japanese
Buckthorn, including common, smooth and shiny/glossy
Rose, specifically Multiflora, Rugrose & Japanese

Vines:

Bittersweet nightshade
Porcelain berry
Oriental bittersweet
Honeysuckle, Japanese or Morrow's/Morrow's X Tartarian/Tartarian
Silver fleece/lace vine
Kiwi vine
Kudzu
Japanese Wisteria

Herbaceous plants:

Garlic mustard
Hairy willow-herb
Yellow flag iris
Purple loosestrife
Japanese knotweed
Wild thyme

Other:

Barnyard grass
Black locust
Wort, black swallow and money
Bushy rock-cress
Canada bluegrass
Common mullien
Creeping buttercup
Curly pondweed
Cypress spurge
Dame's rocket
water-milfoil, Eurasian and variable
Fanwort
Giant waterweed
Goutweed or Bishop's weed
Hair fescue
Japanese hops
Lesser naiad
Live forever or Orpine
Phragmites, Reed/Reed canary grass
Sea- or horned poppy
Sheep fescue
Sheep-sorrel
Spotted knapweed
Sweet reedgrass
True forget-me-not
Water chestnut
Watercress
Wetsern catalpa
Yellow floating heart

Plant Species that are encouraged

Native trees:

Flowerwing dogwood
Sycamore
American Beech
White Spruce
White Pine
Eastern hemlock
Eastern red cedar
Red maple
Sugar maple
Red oak
American linden

Native Wildflowers:

American columbine
Butterfly weed
Spike gayfeather
New England aster
Cardinal flower
Lanceleaf Coreopsis
Spotted geranium
Blue flag
Obedient plant
Cutleaf coneflower

Native Groundcovers & Grasses:

Canada Anemone
Foam flower
Wild ginger
Labrador violet
Bearberry
Virginia creeper
Virgin's bower
Switchgrass
Indiangrass
Little bluestem
Wild rye

Native Shrubs:

Elderberry
Bayberry
Winterberry
Red Osier Dogwood
Silky dogwood
Blueberry, lowbush and highbush
Sweet pepperbush
Highbush cranberry
Pinxterbloom Azalea