

# Site Plan Document Checklist

*NOTE: Applications for Special Permits and Site Plans can be rejected if your application is incomplete or documents haven't been submitted.*

## **Phase I – Required when Public Hearing is opened**

All project documents must be submitted to the Planning Board 2 weeks before the first date of your public hearing.

- £ 1. Narrative (General Notes and Description of project)
- £ 2. Building Code Requirements
- £ 3. Existing conditions (Topographic Grading Plan)
- £ 4. Existing site photos
- £ 5. Preliminary design plans
- £ 6. Evidence that liens have been satisfied
- £ 7. Evidence that property is not in Chapter 61

## **Phase II – Additional documents that may be required before hearing is closed**

All documents must be submitted unless a waiver is requested. If a waiver is requested, check the Waiver box and attach a letter describing the nature of the waiver.

NOTE: You may also need to submit addition documentation based on the Zoning Bylaw covering your project. Also, refer to the document “Rules and Regulations for Site Plan Approval”, Section 3, for additional requirements.

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|---|----------|
| £ 1. Proposed design (Floor Plan)                                   | £ Waiver |
| £ 2. Elevations (Building)  | £ Waiver |
| £ 3. Sections (Building and Topography)                             | £ Waiver |
| £ 4. Cut and fill (Proposed Topography)                             | £ Waiver |
| £ 5. Water sheds (grading and drainage plan, existing and proposed) | £ Waiver |
| £ 6. Surrounding properties (1 Mile radius)                         | £ Waiver |
| £ 7. Traffic study  | £ Waiver |
| £ 8. Reference Massachusetts code review (see Item 1)               | £ Waiver |
| £ 9. Construction sequence (Detailed Phasing of Construction)       | £ Waiver |
| £ 10. Photos and videos of all tests conducted                      | £ Waiver |
| £ 11. Stormwater Analysis (Include in Item 8)                       | £ Waiver |
| £ 12. 3D Rendering  | £ Waiver |

£ 13. Occupancy and Parking Calculations	£ Waiver
£ 14. Life/Safety (Emergency vehicle access, emergency egress)	£ Waiver
£ 15. Power and Lighting Plan	£ Waiver
£ 16. Fire Alarm Plan	£ Waiver
£ 17. HVAC Plans Plan	£ Waiver
£ 18. Plumbing Plan	£ Waiver
£ 19. Foundation Plan	£ Waiver
£ 20. Structural Plan	£ Waiver
£ 21. Relevant Construction Details	£ Waiver
£ 22. Other _____	
£ 23. Digital copies of the entire submission in PDF format (via Online and/or Thumbnail)	

Design plans should include:

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|---|---------------------------------------|
| 1. Property lines (Location Plan)       | 8. Setbacks                           |
| 2. Topography (Existing and Proposed)   | 9. 3D design/rendering, if applicable |
| 3. Existing watercourses                | 10. Land Scape and Lighting           |
| 4. Vegetation and vegetative screening  | 11. Location Map                      |
| 5. Infrastructure (Utility Plan)        | 12. Abutting wells and septic         |
| 6. Existing buildings                   | 13. Views from abutting properties    |
| 7. Dimensions (Horizontal and Vertical) |                                       |