



*Community Development Department
Town Hall - 62 Arlington Street
Dracut, MA 01826*

**SITE PLAN REVIEW APPLICATION
Town of Dracut Planning Board**

Date: _____

Three copies of this application, associated plans and materials as well as an electronic copy of the same, shall be submitted to the Planning Office for a determination of completeness.

Section A.

1. Explain why a Site Plan Review is required for the project. Cite all applicable portions of the Zoning Bylaw (attach additional materials if necessary).

2. Street Address of Property:

3. Assessor's Map: _____ and Lot _____

4. Which zoning district(s) and other types of districts is the property located in? Check and circle all that apply.

_____ Residence (1) (2) (3)

_____ Business (1) (2) (3) (4) (5)

_____ Industrial (1) (2)

5. Name of Applicant: _____

6. Address of Applicant: _____

7. Phone Number of Applicant: _____ Email Address: _____

Section B. If Applicant is not the owner of the property, fill out section below.

8. If Applicant is not the owner, state interest or status of Applicant in the property below. For example, the Applicant may be leasing the property. (Attach a copy of any option, purchase agreement, power of attorney, and copies of all trust instruments including schedules of beneficiaries or owners, or, if a corporation, copies of documents evidencing corporation existence which may be applicable)

9. Name of Owner: _____

10. Address of Owner _____

11. Telephone Number of Owner: _____ Email Address: _____

Section C. Existing and Proposed Property Use

12. Describe the existing use of the property (attach separate document if necessary):

13. Describe the proposed use of the property (attach separate document if necessary):

Section D. Other Permitting Relief

14. Is a variance required from the Zoning Board of Appeals? () yes () no

If yes, then specify the type and status of the application below:

15. Is the proposed development served by:

Public Water System () yes () no

Public Sewer System () yes () no

16. Is the property subject to the Wetlands Protection Act or action by the Conservation Commission? () yes () no () don't know

If yes or don't know, please contact the Conservation Agent.

17. Is an environmental study or document required for this project under state or federal law? () yes () no

If "yes" then specify the type of study and agency requiring study below. If "don't know", please contact Engineering and Planning staff.

Section E: Other materials required

- 18. Attach a list of abutters to the property the application is being submitted for. An abutters list is a separate form available from the Assessor’s Office and this list must be certified by the Dracut Assessor’s Office prior to submittal to the Planning Office.

For the purposes of this application, abutters are the owners of property directly opposite on any public or private way or street, and owners of land within 300 feet of the property line, including those properties which may lie within any bordering towns.

- 19. Submit the \$300 application fee per the Site Plan Review Regulations.

Section F: Waivers

- 20. The Board may waive, by an affirmative vote of three (3) out of five (5) members, any of the preceding requirements, if it believes that the strict compliance with these rules and regulations will, because of the size or special nature of the proposed development, create an undue hardship on the applicant and will not be in the public interest. Any waiver(s) requested by the applicant shall be submitted in writing by the applicant with the submission of the special permit application.

Section G: Engineering Peer Review and Site Inspection Fees

- 21. Engineering Peer Review or Consulting Fees: The Planning Board reserves the right to engage the services of a technical consultant(s) to review any plan if, or whenever in its sole discretion, the Board believes that professional review is necessary to accomplish the purposes of these rules and regulations. The costs for any professional review shall be borne by the applicant and shall be imposed in accordance with the M.G.L. Chapter 44, Section 53G, as amended, and as duly adopted by the Dracut Planning Board in accordance with said law.
- 22. Site Inspection Fees: In the event a site plan review is granted to the applicant, the Planning Board reserves the right to require site inspection(s) similar to those required in the Rules and Regulations Governing the Subdivision of Land. The costs for such inspections shall be borne by the applicant and shall be charged at a rate approved by the Planning Board. Inspection fees shall be received by the Town in accordance with the M.G.L. Chapter 44, Section 53G, as amended, and as duly adopted by the Planning Board in accordance with said law.

Signature of Owner(s): _____

Signature of Applicant, if different: _____

SITE PLAN REVIEW CHECKLIST
Town of Dracut Planning Board

Section H: Required plans

All Site Plan Review applications must include a site plan. If the Site Plan Review involves changes to exterior elements of a building or a new building, elevation drawings of the building at a scale sufficient to show the details of the proposed buildings and signs, preferably prepared by a Registered Architect or Engineer must also be submitted. In addition, any Site Plan Review application which proposes any kind of changes to the site must also submit a landscape plan, preferably prepared by a Registered Landscape Architect or Certified Landscape Designer, clearly showing existing and proposed plantings, exterior lighting and other site amenities. Upon request, the Board may allow the landscape plan to be prepared by a non-registered landscape architect or non-certified landscape designer, or by a registered civil engineer, based on the scope of the landscape plan.

Site Plans should contain all elements listed below:

- Names of Owner and Applicant
- Registered Professional Engineer, Architect, or Landscape Architect (all plans must be stamped)
- Date (all plan revisions must be noted and dated)
- Scale (no greater than 1 inch = 40 feet except for the locus or index map)
- North Arrow
- Locus map
- Zoning District(s)
- Existing and proposed topography of the site in two-foot contours
- Names of adjacent streets
- All existing lot lines and dimensions
- Lot size
- Locations and dimensions of all existing and proposed structures, including additions
- Number of dwelling units • Location and number of parking and loading spaces
- Location of driveways and/or access roads and all sight distances
- Existing and proposed uses of the structures
- Existing and proposed utilities and service areas
- Screening and/or buffer provisions
- Any proposed open space or park
- Planning Board signature block, including reference to the special permit and date of approval

Stormwater management plans and calculations should show:

- Existing and proposed method of handling stormwater run-off
- Pre and Post Development drainage maps showing drainage catchment areas, soil type boundaries and direction of surface flow of run-off
- Location, elevation, and size of all catch basins, drywells, drainage ditches, swales retention basins, and storm sewers. Detention pond and subsurface detention systems shall be shown in cross section detail.
- Engineering calculations used to determine drainage requirements, based upon a ten (10) year storm frequency. If water is to be retained or detained on site the Planning Board shall require twenty-five (25), fifty (50) and one hundred (100) year storm frequency calculations. Stormwater piping is to be sized using twenty-five (25) year frequency storm event.

Elevation Drawings should include the four sides of the building as well as the following:

- Names of Owner and Applicant
- Registered Professional Engineer, Architect • Date (all plan revisions must be noted and dated)
- Scale (no less than 1/8 inch = 1 foot)
- All details of the building, including dimensions
- Lighting
- Signs

Landscape Plans should include all existing and proposed plantings, pathways, location of all exterior lighting, signs and other amenities as well as the following:

- Names of Owner and Applicant
- Registered Landscape Architect, Certified Landscape Designer • Date (all plan revisions must be noted and dated)
- Scale (no more than 1 inch = 40 feet)
- Plant, shrub and tree names, botanical and common, for existing and proposed plantings
- Lighting specifications and photometric plan (can be a separate document)
- Signs (size, shape, materials and design which can be a separate document)
- Lighting: All exterior lighting must be cut-off type fixtures (dark sky compliant) unless the Applicant can demonstrate to the Board's satisfaction that the proposed light fixtures are acceptable. If the Applicant is requesting approval for the use of non-cutoff type fixtures, the application must also include a written request for the alternative lighting and provide the reason(s) why the lighting is being proposed.
- Snow storage locations

General Plan of Land should include general characteristics of all lands within 200 feet of the site, including the following:

- Names of Owner and Applicant
- Structures
- Parking areas
- Driveways
- Pedestrian ways
- Natural features
- Existing land uses (in color with a color key)

Additional Plans and Materials

- Copies of all deeds, easements or other documents related to the property or interests in the property which exist or are proposed shall be submitted with the application
- Photographs of the site are always useful
- For large-scale projects the Planning Board may require the submittal of a General Plan of Land and/or other types of documentation such as traffic studies, marketing studies or wildlife inventories.
- If the project is located wholly or partly on property within the Water Supply Protection Districts, please consult with the Engineering and Planning Department and/or the Community Development Department to ensure a more complete understanding of the requirements.