

SITE PLAN REVIEW: SUPPLEMENTAL INFORMATION

(Attach to Form ZBA-1, Application for a Public Hearing.)

A complete application packet shall be filed simultaneously with the Norwell Planning Board and the Board of Appeals. As the Board of Appeals relies upon the Planning Board and its Technical Review Consultant for its recommendation, the Applicant is best served, if it proceeds expeditiously to provide complete documentation to both Boards.

TECHNICAL REVIEW ESCROW: A technical review escrow deposit is due and payable to the Town of Norwell to comply with the requirements of the Norwell Planning Board and shall be submitted to the Norwell Town Planner at the time this Application is filed.

Escrow Amount Paid: _____

Date Paid: _____

- o NEW SITE PLAN REVIEW
- o SITE PLAN MODIFICATION of previously approved Site Plan
(Attach copy of previously Approved Site Plan and Decision)
- o Property was constructed prior to 3/21/1973

APPLICANT: _____

PROPERTY LOCATION: _____

APPLICATION CHECKLIST: The Applicant shall submit information and documentation for Site Plan Review in accordance with the Board of Appeals' *Rules and Regulations and General Information*. It shall be the Applicant's responsibility to meet such deadlines as may be imposed by the Planning Board in order to allow sufficient time for technical review by the consulting engineer and further to allow the Planning Board to submit its written recommendations to the Board of Appeals at least one week in advance of its scheduled public hearing with the Applicant.

- o Complete application packets shall be filed simultaneously with:
 - Board of Appeals (9 copies)
 - Planning Board (7 copies)
 - Technical Review Consultant (1 copy)
 - Design Review Board (1 copy)
 - Other, including the Conservation Commission, if applicable
- o This supplemental information form (ZBA-1A) shall be attached to ZBA-1, Application for Public Hearing, for a new action *or* for modification of a site plan previously approved by the Board of Appeals.

- o A list of Town Boards or other regulatory agencies with which the applicant is required to meet, including scheduled meeting dates. A copy of any and all Town Board or agency approvals, recommendations and conditions shall be submitted to The Board of Appeals must receive all such written recommendations a minimum of one week in advance of its scheduled meeting with the Applicant at which a decision is expected. *(It is the responsibility of the Applicant to convey such communications to the Board of Appeals immediately upon receipt.)*
- o An electronic copy of the design shall be provided to the Norwell Planning Board for review by the consulting engineer.
- o **ESCROW REQUIREMENTS:** The technical review escrow for a Site Plan Review or Modification is administered by the Planning Board and is subject to Norwell Planning Board requirements. *Failure to fulfill escrow requirements may constitute an incomplete application and be considered sufficient grounds for suspension of the public hearing or denial of the application by the Board of Appeals.*

PLAN REQUIREMENTS *(Certain applications may require additional information.)*

- Locus plan
- Acreage, including total upland area on subject property and total wetlands on subject property and wetlands within 100' of each lot line, as required by the Norwell Zoning Bylaw
- Existing topography at two (2) foot intervals (Detailed topography at one-foot intervals with spot grades may be required for areas with less than 3% slopes.)
- Existing and proposed public monuments
- Lot Lines with Setback requirements
- All existing buildings and structures, whether public or private
- All easements, restrictions, rights-of-way, setbacks and/or other constraints
- Existing conditions of the surrounding area to sufficiently determine the impact of the proposed project to the surrounding area
- Adjacent streets and ways , whether public or private
- Ownership and use of all abutting lots with Assessors' map identification, including block and lot numbers
- Zoning classifications and location of any zoning district boundaries including the Aquifer Protection and/or other Overlay District, Town Zoned 100-year floodplain, wetland resource areas as determined by the Conservation Commission, zoned wetlands and 100' watershed district within the locus of the plan. Dimensional regulations currently in effect shall also be listed including any conflicts.
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- All landscape and screening features (such as fences, walls, planting areas and walks)
- Location and spacing of existing plant material, including existing tree lines. Include numbers, sizes, and types of plant materials and plants to be removed.
- Location of adjacent private water supplies and septic systems within one hundred feet (100') of the project property line.
- Distance to nearest Town well/water supply location [if within two thousand five hundred feet (2500') or a Zone II or III].
- Location, type, size and age of any underground storage tanks
- 21E status
- Proposed roadways, driveway openings, loading and parking areas,
- Proposed treatment of all ground surfaces (paving, gravel, grading, turf, etc.)
- Parking spaces, existing and proposed
- Service areas
- Location and results of soil, permeability, percolation, and water table tests using the Department of Environmental Protection Soil Evaluation procedures under Title V. Water table determinations by a Certified Soil Evaluator are required under all proposed drainage detention facilities, under all buildings, and adjacent to any road cuts greater than three feet (3').

- ❑ Documentation of preliminary curb cut meeting with MassHighway for site access approval on State highways
- ❑ All proposed topography at two (2) foot intervals (Detailed topography at one-foot intervals with spot grades may be required for areas with less than 3% slopes.)
- ❑ All proposed buildings and structures, whether public or private
- ❑ Proposed easements and/or rights of ways, whether public or private
- ❑ Statement and certification on the plan by the Professional Engineer and/or Registered Landscape Architect certifying the Site Plan submitted complies to the Zoning Bylaw
- ❑ All facilities and lines for sewage, refuse and other waste disposal and for surface water drainage, locations of water lines and hydrants, electric, telephone, cable, gas, and other utilities, including all connections to street service, where applicable
- ❑ All proposed landscape and screening features (such as fences, walls, planting areas and walks) on lot
- ❑ Plant List (Note: Wherever practicable, native species shall be used.)
- ❑ Location and spacing of proposed plant material, including tree lines.
- ❑ Signs, both temporary and permanent, existing and proposed
- ❑ Walkways and sidewalks with materials to be used
- ❑ Open Space uses, existing and proposed
- ❑ Snow removal storage areas
- ❑ Construction and Post-Development Operations and Maintenance Plan
- ❑ For new construction, a description of site preparation, erosion and sedimentation control measures, including location and specifications of temporary and permanent measures. A schedule of operations indicating the starting and completion dates for each phase of construction shall accompany each plan.
- ❑ Proposed curbing type, location, and details
- ❑ Proposed street and site lighting and details, including type of fixture and wattage to conform to Dark Sky International standards
- ❑ Drainage calculations to comply with DEP stormwater management requirements, stamped by a Registered Professional Engineer licensed by the Commonwealth of Massachusetts
- ❑ Calculations for upland and wetland areas
- ❑ Parking and density calculations
- ❑ Building and open space calculations
- ❑ Impervious area calculations
- ❑ State soil series and USDA-NRCS drainage categories
- ❑ Proposed buildings and structures showing front, side and rear elevations

NOTE: All plans shall be drawn to conform to standards established by the Norwell Planning Board. (*Scale 1" = 40', except Locus Plan*) ALL plans shall be dated and include a North Arrow, name and address of the property owner and designer, and certification of compliance with the Norwell Zoning Bylaw with any exception noted.

ALL plot plans and site plans for property line determinations shall be prepared by a Massachusetts-certified Professional Land Surveyor and referenced to USGS Datum and MassGrid. A signed and stamped statement that all surveying conforms to Land Court Standards shall appear on the original "plot" sheets.

All plans shall be stamped and signed by the professionals who prepared them. All Registered Professional Engineers, Registered Landscape Architects, and/or Registered Land Surveyors shall be licensed by the Commonwealth of Massachusetts. ALL architectural plans for other than one- and two-family residential developments, shall be prepared by a Massachusetts Registered Architect. *Failure to comply at the time of submission with these requirements is grounds for denial of Site Plan Approval for lack of sufficient information.*

SITE PREPARATION:

Amount of grading (*cubic yards*): _____ Cut _____ Fill

Amount of Land Surface Disturbance (acreage or square footage): _____

Will the project require the removal of soils from the site? Yes No
(If yes, any soil or gravel removal requires approval of the Board of Selectmen.)

If yes, how many cubic yards and where is soil being relocated? _____

Will project require removal of trees greater than 2" or major screening vegetation? Yes No

If yes, explain: _____

Describe how the proposed design utilizes the natural terrain. _____

BUFFER ZONE REQUIREMENTS (*Identify for each applicable zoning district*): _____

WETLANDS: Is any of the proposed work located within the following distance?

- 100 ft. of any wetland, river, or stream
- 300 ft. of a river or stream
- Property abuts North River

If any of the above is checked, explain: _____

Has a permit been applied for under M.G.L. Chapter 131, Wetlands Protection Act? Yes No

BRIEF DESCRIPTION of PROPOSED PROJECT: _____

Describe the intended use or occupancy of the building(s) Include the maximum seating capacity, number of employees, or occupants: _____

Provide a description of the neighborhood in which project lies and the impact of the proposed development on that neighborhood. _____

Effect of the Project on public services, such as water, schools, police, fire, waste disposal, and recreational facilities:

UTILITIES:

Proposed Water Supply: _____

If Town water proposed, estimate demand (*gallons/day*): _____

Explain proposed water conservation measures: _____

Proposed Sewage Disposal: _____

PARKING:

EXISTING number of Vehicles to be used for business and parked on site: _____

Peak estimated traffic flow within site: _____ A.M. _____ P.M.

Peak estimated traffic flow on adjacent streets: _____ A.M. _____ P.M.

PROPOSED number of Vehicles to be used for business and parked on site: _____

Peak estimated traffic flow within site: _____ A.M. _____ P.M.

Peak estimated traffic flow on adjacent streets: _____ A.M. _____ P.M.

BUILDING(S) AND PARKING SUMMARY: Provide separate information for each building.

Total Lot Size (s.f. or acreage): _____

SITE	EXISTING	%	ADDITIONAL	%	TOTAL	%
Building 1 (number of stories)						
Business Use/Const. Type						
Building 1 - Height						
Building 1 - Footprint (s.f.)						
Bldg. 1 Gross Floor Area (s.f.)						
Building 2 (number of stories)						
Business Use/Const. Type						
Building 2 - Height						
Building 2 - Footprint (s.f.)						
Bldg. 2 Gross Floor Area (s.f.)						
Building 3 (number of stories)						
Business Use/Const. Type						
Building 3 - Height						
Building 3 - Footprint (s.f.)						
Bldg. 3 Gross Floor Area (s.f.)						
Ground coverage by all blgs. and pavement (s.f./% of site)						
Number of Parking Space(s)						
Number of Loading Space(s)						

OTHER APPROVALS OR PERMITS REQUIRED (List for all federal, state and local agencies):
