



**Town of Lancaster, Massachusetts**  
*Office of Community Development and Planning*

**LANCASTER PLANNING BOARD**  
**SITE PLAN APPLICATION**

Site Plan Information - General Submission Requirements

In addition to a **complete** application, the applicant must also provide:

- 1) (2) full-size (32"x24") sets of plans
- 2) (6) reduced copy (11"x17")
- 3) (1) Electronic copy of plans
- 4) Site Plan Checklist
- 5) Site Plan Application Fee
  - ◇ \$200.00 plus \$15.00 per parking space, plus professional review.
- 6) Revenue Certification Form
- 7) Mailing Fee \$8.10 per abutter + \$15.00
- 8) Advertisement Fee \$80.00

**\*\*\*\*\* IMPORTANT \*\*\*\*\***

Site Plan Review will be scheduled for a Planning Board meeting  
AFTER all required materials are received.

**Building Commissioner Review:** The Building Commissioner must review the plans and application.  
One full set of plans and the site plan application must be submitted.

**Engineering Review:** The Town Engineer must review the plans and application. One full set of plans and the site plan application must be submitted.

**Contact:** Community Development and Planning  
695 Main Street, Suite 4  
Lancaster, MA 01523

978-365-3326 Ex. 1074 (phone)  
978-368-4009 (Fax)  
rlechten@lancasterma.gov

## **Site Plan Information – General Submission Requirements**

- 1.) \*Identify property owner.
- 2.) Depict proposed square footage of all proposed and existing buildings.
- 3.) Depict setback limits.
- 4.) \*Identify the specific use.
- 5.) \*State the proposed hours of operation.
- 6.) \*State the number of employees (both full and part-time).
- 7.) Depict parking spaces. All proposed parking should meet the requirements of Section 220-38.1 (Parking Design) of the Lancaster Zoning Bylaw. If utilizing shared parking, state whether or not the current parking lot is adequate and if there is some type of written shared parking agreement. If such a document needs to be drafted, the Planning Board will need a copy. They may need an engineer's written certification that the current (existing) parking lot is adequate to handle any increased demands on the proposed (or existing) building and the uses to be placed on it.
- 8.) Depict any loading areas, if applicable.
- 9.) Depict all existing or proposed water/sewer connections (specify type, size, etc.). State whether or not there is adequate capacity for either water/sewer. If so, the Planning Board will need an engineer's written certification demonstrating adequate capacity exists.
- 10.) Depict surface water drainage and provide, if necessary, an analysis of any runoff mitigation issues. All proposed drainage should meet the requirements of Section 220-37.2 (Erosion and Stormwater Control) of the Lancaster Zoning Bylaw. A Stormwater Management Permit may be required if disturbing more than one acre of land.

## **Site Plan Information – General Submission Requirements** (continued)

- 11.) Depict all utility connections. Any new connections should be underground.
- 12.) Depict building elevations with any proposed modifications.
- 13.) Depict existing and proposed landscaping. All proposed landscaping should meet the requirements of Section 220-37.1 (Landscaping Requirements).
- 14.) Depict existing and proposed site lighting, including, but not limited to, parking lot lighting, entry lighting, etc. All proposed lighting should meet the requirements of Section 220-36.2 (Lighting) of the Lancaster Zoning Bylaw.
- 15.) Provide a traffic impact assessment that documents existing traffic conditions, the effect of projected traffic generated by the proposed project, and identify measures to mitigate any adverse impacts on traffic. See Section 220-38.2 (Traffic Impact Assessment) of the Lancaster Zoning Bylaw.

**Items marked with an asterisk (\*) must be included in a narrative of no fewer than 200 words explaining the intended use of the property, modifications to property or structure, a change in use, impact on abutters or neighborhood, or any other specific information that cannot be depicted on the site plans.**



**Town of Lancaster, Massachusetts**  
*Office of Community Development and Planning*

**LANCASTER PLANNING BOARD**  
**SITE PLAN CHECKLIST**

Site Plan Title \_\_\_\_\_

Latest Revision Date \_\_\_\_\_

Plan Prepared by \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

# **LANCASTER ZONING BYLAW**

## **Article 3 – Use Regulations**

\_\_\_\_\_ Use allowed or Special Permit granted

## **Article 4 – Dimensional Requirements**

\_\_\_\_\_ Lot area complies

\_\_\_\_\_ Frontage complies

\_\_\_\_\_ Street yard complies

\_\_\_\_\_ Access is adequate

\_\_\_\_\_ Side and rear yards comply

\_\_\_\_\_ Corner clearance is adequate

\_\_\_\_\_ Flexible development requirements met, if applicable

## **Article 6 – Required Off-Street Parking**

\_\_\_\_\_ Number of spaces adequate. Computation: \_\_\_\_\_

\_\_\_\_\_ Curb cuts 30 feet or less

\_\_\_\_\_ No backing onto a public right-of-way

\_\_\_\_\_ Parking areas graded, surfaced and drained

\_\_\_\_\_ Spaces clearly marked (in lots over 20 spaces)

\_\_\_\_\_ Extended driveway requirements met, if applicable

## **Article 7 – Flood Plain Regulations**

\_\_\_\_\_ Requirements met, if applicable

## **Article 8 – Signs and Illumination**

- \_\_\_\_\_ Illumination complies
- \_\_\_\_\_ Location of signs complies
- \_\_\_\_\_ Sizes of signs complies
- \_\_\_\_\_ Number of signs complies
- \_\_\_\_\_ Kind of signs complies

## **Article 10 – Environmental Controls**

### **Section 220-34 – Site Plan Review**

- \_\_\_\_\_ Acceptable scale
- \_\_\_\_\_ Lot lines and dimensions
- \_\_\_\_\_ Streets, ways, drives, and egresses proposed
- \_\_\_\_\_ Structure locations, existing and proposed
- \_\_\_\_\_ Loading facilities
- \_\_\_\_\_ Parking (individual spaces shown)
- \_\_\_\_\_ Landscaping and screening, existing and proposed (distinguished from each other)
- \_\_\_\_\_ Recreation areas
- \_\_\_\_\_ Service entries (e.g. water)
- \_\_\_\_\_ Storm drainage
- \_\_\_\_\_ Design by registered architect or professional engineer if more than 25 parking spaces or 35,000 square feet of building area
- \_\_\_\_\_ Ground floor plan
- \_\_\_\_\_ Architectural elevations
- \_\_\_\_\_ Lighting plan
- \_\_\_\_\_ Traffic impact assessment

### **Section 220-35 – Design Guidelines**

- \_\_\_\_\_ Adequate access to each structure for emergency equipment
- \_\_\_\_\_ Utilities adequate
- \_\_\_\_\_ Major topography change minimized
- \_\_\_\_\_ Tree removal minimized
- \_\_\_\_\_ Wetland vegetation displacement minimized
- \_\_\_\_\_ Stormwater flow increase avoided
- \_\_\_\_\_ Drainage adequate, no ponding
- \_\_\_\_\_ Erosion prevention provided
- \_\_\_\_\_ Circulation safe for pedestrians
- \_\_\_\_\_ Circulation safe for vehicles
- \_\_\_\_\_ Air and water pollution minimized
- \_\_\_\_\_ Obstruction of water views minimized
- \_\_\_\_\_ Visibility of parking, storage and outside service areas minimized
- \_\_\_\_\_ Glare from headlights and area lighting minimized

### **Section 220-35.B – Building Design**

- \_\_\_\_\_ Requirements met, if applicable

### **Section 220-36.1 – Disturbance Controls**

- \_\_\_\_\_ Sound, noise, vibration, odor, flashing restrictions met

### **Section 220-36.2 – Lighting**

- \_\_\_\_\_ Lighting requirements met

**Section 220-37.1 – Landscaping Requirements**

- \_\_\_\_\_ Trees of 2-1/2-inch or more caliper
- \_\_\_\_\_ One tree per 30 feet planting area length
- \_\_\_\_\_ 15-foot planting strip along commercial street frontage
- \_\_\_\_\_ Sideline planting requirements met
- \_\_\_\_\_ 2% of parking area in landscaping
- \_\_\_\_\_ 1 tree and 4 shrubs for every 1,500 square feet of parking area
- \_\_\_\_\_ Plantings in 30 square foot soil plots
- \_\_\_\_\_ 10-foot planting strip along abutting districts
- \_\_\_\_\_ Existing plants within 25 feet of street retained

**Section 220-37.2 – Erosion Control**

- \_\_\_\_\_ Requirements met

**Section 220-38 – Parking Design and Traffic Planning**

- \_\_\_\_\_ Requirements met

**Section 220-39 – Water Resource District**

- \_\_\_\_\_ Requirements met, if applicable

**Section 220-63 – Concept Plan**

- \_\_\_\_\_ Site plan and approved concept plan consistent



## **REVENUE CERTIFICATION**

**Application/Petition/Appeal of:**

1.     **Applicant:**

2.     **Owner:**

3.     **Property:**

          Assessors Map \_\_\_\_\_ Parcel \_\_\_\_\_

Pursuant to M.G.L. c. 40D, Section 57, and the General By-Laws of the Town of Lancaster, the undersigned applicant hereby certifies as follows:

- 1) The following named persons, firms or corporations constitute the complete list of all parties having an ownership or proprietary interest in the property or use subject to the above-entitled application.
- 2) Each of the below listed parties have complied with the laws of the Commonwealth of Massachusetts and the Town of Lancaster in that they have not neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period.

**OWNER:**

\_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_

**OTHER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed under the pains and penalties of perjury,**

\_\_\_\_\_  
**Signature of Applicant**

**DATED:** \_\_\_\_\_

**CERTIFIED BY TOWN OF LANCASTER TOWN COLLECTOR**

\_\_\_\_\_

**DATED:** \_\_\_\_\_