



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

*****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. 1311 (Phone)
978-368-4009 (Fax)
mantonellis@lancasterma.net

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
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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: _____