



Application # _____

MONTAGUE PLANNING BOARD

Town Hall, One Avenue A, Turners Falls, MA 01376 (413) 863-3200 Ext 207

Application Checklist for Site Plan Review

NOTE: Applicants are strongly advised to consult with the Town Planner on any items that are not included or believed not to be applicable. Incomplete information may result in delay or denial of approval.

SITE PLAN, GENERAL INFORMATION:

Information	Included	Not included	Not applicable
Name of applicant			
Name of property owner			
Name of development			
Engineer seal			
Architect seal			
Land surveyor seal			
Base map source			
Parcel boundaries with dimensions			
Scale			
Survey accuracy statement			
North arrow			
Locus map @ 1"=1000'			
Date of plans or revisions			

SITE PLAN, EXISTING CONDITIONS

Information	Included	Not included	Not applicable
Current zoning designation			
Zoning designation of adjacent properties			
Location of existing structures			
Topography/existing grades			
Wetland boundaries and location of waterways			
Floodplain boundaries (FIRM)			
Treeline/vegetation boundaries			

SITE PLAN, PROPOSED DEVELOPMENT

Information	Included	Not included	Not applicable
Proposed street lines and names			
Proposed street profiles and details			
Limits of paving—Roads, driveways, sidewalks, parking			
Proposed easements & rights of way			
Proposed grades/grading plan			
Utilities (including all structures and pipe dimensions)			
Electric and gas lines			
Storm and sanitary sewers			
Well locations and water lines			
Telephone & data lines			
Location of fire lanes and hydrants			

SITE PLAN, PROPOSED DEVELOPMENT, continued

Information	Included	Not included	Not applicable
Location of proposed structures			
Dimension of front, side and rear yards			
Distances from structures to all property lines			
Architectural—Building elevations			
Lot coverage—area and percent of impervious surfaces			
Parking Areas—Number & size of bays			
Parking Areas—Spaces for disabled drivers			
Refuse disposal, including location & screening			
Loading areas			
Signs—Attached, freestanding and directional			
Lighting—Location and type			
Landscaping plan—Sites and size of proposed plantings			
Landscaping plan—Size of plants at maturity			
Landscaping plan—Common & Latin names of species			
Location of designated open space or trails, if any			

Additional information (can be submitted in narrative form)

Information	Included	Not included	Not applicable
Description of use(s) proposed for site			
Hours of Operation			
Description of methods to control noise & vibration			
Description of methods to control waste heat			
Description of methods to prevent air pollution			
Soil type(s)			
Drainage calculations			
Description of drainage plans & infrastructure			
Analysis of traffic impacts			
Passenger vehicles (estimated daily and peak hour trips)			
Trucks/delivery vehicles (estimated daily trips)			
Description of plans to enhance vehicular, pedestrian, and bicyclist safety			
Natural resources on site, impacts and mitigation plans			
Wetlands & water resources			
Rare or endangered plant or animal communities			
Historic resources on site, impacts & mitigation plans			
Analysis of impact to Schools, police, fire (if any)			
Estimated volume of water use			
Estimated volume of wastewater			

Questions: Contact the Town Planner 413 863 3200 ext 207, planner@montague-ma.gov

Site Plan Review excerpt from the Montague Zoning Bylaws

SECTION 8: SITE PLAN REVIEW

8.1 Purpose

The purpose of the Site Plan Review process is to provide detailed review of certain uses and structures which have a potential for significant impact on the character, infrastructure, and natural resources of the Town of Montague.

8.2 Applicability

The following activities and uses are subject to site plan review:

- a) All uses that involve the construction or expansion or change of use of over 3,000 square feet of floor area.
- b) All uses that involve the development of over 130,680 square feet (3 acres) of land.
- c) Any new structure, group of new structures, changes of use, or additions which result in an increase of 500 or more vehicle trips per day, as proposed in an applicant's business plan acceptable to the reviewing authority or estimated by a professional engineer.
- d) All uses that involve the construction or expansion of a parking area that creates ten (10) or more new parking spaces.
- e) Self-storage facilities, in accordance with Section 7.7
- f) Solar energy facilities, in accordance with section 7.9
- g) Registered marijuana dispensaries, in accordance with section 7.10

8.3 Procedure

All uses and structures that require Site Plan Review shall be subject to the procedures and requirements set forth in this section and in Section 8.4. The Board of Appeals or Planning Board, as appropriate, may waive any requirement in Section 8.4 that it deems inapplicable to the proposed project. Site Plan Review procedures will be based on whether or not a Special Permit is required:

- (a) **Special Permit Required**
The Special Permit Granting Authority shall hold a public hearing, vote and issue decisions on any application filed under this section in accordance with procedures outlined in M.G.L. Chapter 40A, Sections 9 and 11.
- (b) **Special Permit Not Required**
Site Plan Review shall be conducted by the Board of Appeals for uses that are allowed as of right, unless otherwise noted. A public hearing is not required and approval requires a vote of a simple majority of the Board. Failure of the Board to act within sixty (60) days of submission shall constitute an approval of the site plan.

8.4 **Site Plan Elements**

Site plans shall be prepared by a professional engineer, architect, or surveyor and shall at a minimum, accurately include the following information, if applicable:

- (a) Building dimensions and design
- (b) Building location, lot boundaries, and adjacent ways
- (c) Natural features including topography, contours, wetlands, streams, waterbodies, and areas subject to flooding
- (d) Landscaping features including the location and description of screening, fencing, and plantings
- (e) Stormwater management
- (f) Circulation plan for vehicular, pedestrian, and bicycle access to the site and within the site
- (g) Parking and loading accommodations
- (h) Utility services and proposed connections
- (i) Location and intensity of exterior lighting
- (j) Exterior signage
- (k) On site waste management and snow removal
- (l) Hours of operation, estimated daily and peak hour vehicle trips, estimated volumes of water and wastewater.

8.5 **Evaluation Guidelines**

In reviewing the Site Plan, the following shall be considered:

- (a) Compliance with the Montague Zoning Bylaws.
- (b) Impacts to municipal infrastructure and services.
- (c) Safety and adequacy of vehicular and pedestrian movement.
- (d) Design features that integrate the proposed development into the existing landscape, maintain neighborhood character, enhance natural and aesthetic assets and screen objectionable features from neighbors and roadways.

8.6 **Decision**

The site plan may be approved, approved with reasonable conditions, or rejected if a site plan fails to furnish adequate information required in Section 8.4. Decisions are to be filed with the Town Clerk and the Inspector of Buildings.

8.7 **Appeals**

Decisions on site plans may be appealed directly to Superior Court in accordance with Section 17 of the Zoning Act, MGL c. 40A, whether or not the Site Plan Review is for a project that requires a Special Permit.

8.8 **Expiration**

Site plan approval shall expire within two (2) years if a substantial use thereof has not commenced. The approval may be extended by up to two (2) years at request of the applicant.