

**MEDWAY PLANNING BOARD**  
**MINOR SITE PLAN PROJECTS**  
**Application Guidelines**

*Revised – August 28, 2006*

**A. Procedure**

- 1) Before submitting a formal site plan application, prospective applicants are encouraged to contact the Planning Board to schedule an *informal, pre-application meeting*. Such a meeting provides an opportunity to review conceptual plans, discuss permitting procedures, identify possible waivers, develop a preliminary schedule for plan submittal and review, and determine the scope of application submittals.
- 2) The applicant shall submit application materials to the Town Clerk and the Planning Board as specified herein.
- 3) The official site plan submission date is the date the applicant files the site plan application and documents with the Town Clerk and the Planning Board, unless the Planning Board notifies the applicant within twenty-one (21) days that the application is incomplete. In such case, the application will not be deemed to have been submitted.
- 4) The Planning Board shall transmit one (1) copy of the site plan application and related documents to the Department of Public Services, Fire Department, Police Department, Inspector of Buildings/Zoning Enforcement Officer, Design Review Committee, and such other boards/committees/departments as the Planning Board deems appropriate depending on the nature of the project.
- 5) Upon receipt of the application, the Planning Board may determine that the assistance of outside consultants is warranted. The Planning Board may engage the services of professional consultants to assist the Board in reviewing the application to ensure compliance with all relevant laws, bylaws and regulations.
- 6) The Planning Board shall schedule a public briefing on the proposed project as an agenda item at a duly posted open meeting. Notice to abutters and parties of interest shall be by first class mail.

**B. Planning Board Submittals** - The applicant shall deliver in hand, or by registered or certified mail the following submittals to the Planning Board:

- 1) The *Minor Site Plan application* form with original signatures plus sixteen (16) copies.
- 2) *Written determination* from the Inspector of Buildings/Zoning Enforcement Officer that the proposed scope of work constitutes a Minor Site Plan Project.

- 3) Three (3) full size and thirteen (13) reduced size sets of the *Site Plan* prepared in conformance with the *Site Plan Rules and Regulations* including all items as specified in these *Application Guidelines*.
- 3) Sixteen (16) copies of a written *Project Description* of the proposed development including: current and proposed uses; proposed site improvements, construction and/or demolition; who the project is intended to serve; existing and proposed means of vehicular and pedestrian access and egress; anticipated number of employees and/or occupants; methods and hours of operation; and timetable for project completion. The *Project Description* shall include but not be limited to building construction/renovation, paving, drainage, retaining walls, landscaping, refuse storage and disposal facilities, sidewalks, handicap access, site amenities and outdoor lighting; and proposed mitigation measures.
- 4) Three (3) copies of a *Stormwater Drainage Evaluation*. At a minimum, this evaluation shall consist of a letter signed and stamped by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
  - a) describe the existing stormwater drainage patterns/system on the site;
  - b) identify how the proposed site plan work will impact the existing stormwater drainage patterns/system; and
  - c) describe the location and design of proposed stormwater management techniques/methods to be used to dispose of added surface water resulting from the proposed site changes.

The Planning Board reserves the right to require higher levels of drainage information (*up to and including complete drainage system design and calculations*) depending on the extent of the proposed site changes and the sensitivity of the site and its abutting properties. At the Planning Board's discretion, it may require the applicant to provide a full stormwater drainage analysis and design.

- 5) One (1) *list of all abutters* and parties of interest within 300 feet of the site's property lines as appearing on the most recent tax list. The list shall be certified as valid by the Board of Assessors of all applicable communities.
- 6) One (1) copy of all relevant approvals received to date from other town boards and commissions (*ZBA variances or special permits, Conservation Commission ANRD or Order of Conditions, Board of Health, etc.*) and other government agencies.
- 7) Sixteen (16) copies of a written *Development Impact Report* which shall describe the potential and anticipated impacts of the proposed development, identify all positive and adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts.

The *Development Impact Report* shall consist of the following three elements:

- a) *Traffic Impact* - A brief analysis of traffic safety and capacity issues and a brief summary of anticipated traffic impacts. Identify ways to mitigate any adverse traffic impacts.
- b) *Community Impact* – A brief identification of the impacts of the proposed development on the community’s visual and historical character, in particular on the neighboring properties in terms of landscaping, lighting, parking and drainage. How is the proposed project consistent with existing community plans (master plan, open space, etc.)? How does this project affect the quality of life of neighboring residents? Identify ways to mitigate adverse impacts.
- c) *Parking Impact* – An overview of existing parking conditions and the impacts of the proposed parking on the neighborhood. Identify ways to mitigate any adverse parking impacts including screening, creative parking lot design, use of alternative paving materials, and planting of trees for shading and buffer.

At its discretion, the Planning Board, upon written request of the applicant, and based on the Board’s preliminary assessment of the scale and type of development proposed, may waive or modify the requirements for submission of any of the elements of the *Development Impact Report*

- 8) A list of waivers being requested by the applicant with specific reference to the applicable section(s) of *ARTICLE V – Development Standards of the Site Plan Rules and Regulations* and an explanation as to why each waiver is needed and why it is in the Town’s best interest for the Planning Board to grant the waiver.
- 9) A Site Plan Filing Fee – See Planning Board Fees and Bond Schedule
- 10) A \$500.00 deposit toward the Site Plan Review Fee.

**C. Town Clerk Submittals** - The applicant shall deliver in hand, or by registered or certified mail the following submittals to the Town Clerk:

- 1) The *Minor Site Plan application* form with original signatures.
- 2) One (1) full size set of the *Site Plan* prepared in conformance with the *Site Plan Rules and Regulations* including all items as specified in these *Application Guidelines*.
- 3) One (1) copy of a written *Project Description*
- 4) One (1) copy of a *Stormwater Drainage Evaluation*
- 5) One (a) copy of a written *Development Impact Report*

**D. Standards for Site Plan Preparation**

- 1) The site plan shall be prepared, stamped, signed and dated by a Professional Engineer or Professional Land Surveyor registered in the Commonwealth of Massachusetts. At its discretion, the Planning Board may waive this requirement if, in its opinion, the project's impact on the site and abutting properties is minimal. Conversely, other professionals such as an architect or landscape architect may be required in such cases as the Planning Board determines.
- 2) The site plan shall be drawn at a scale of one (1) inch equals forty (40) feet or such other scale that has been approved in advance by the Planning Board, which clearly and adequately represents the proposed improvements.
- 3) A full size sheet shall be twenty-four (24) by thirty-six (36) inches in size, including a three quarter inch (3/4") border on the top, bottom and right sides and a one and one half inch (1 1/2") border on the left side. Reduced size sheets shall be eleven (11) by seventeen (17) inches in size.
- 4) All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88).
- 5) All site plan sheets are to be bound together in a complete set.
- 6) All site plan sheets shall contain a referenced north arrow, Planning Board endorsement signature block, list of revisions and associated dates, name of project, name of plan, plan scale, sheet number, stamp of registered professional responsible for the content of said sheet, applicable notes, and other appropriate information.

**E. Site Plan Contents** – To be considered complete, the plans for a minor site plan project shall include the information listed below. The Planning Board may require additional information, if necessary, to complete its review.

- 1) *Cover Sheet* – The cover sheet shall include the project name, name and address of owner, name and address of applicant, name and address of engineering and other professional firms responsible for the plan, current date, list of revision dates, project street address, Assessor's Map and Parcel number, zoning district classification, list of requested waivers from these *Rules and Regulations*, Planning Board endorsement signature block; and a list/index of site plan drawings/contents. The cover sheet shall also include a table outlining the proposal's conformance with zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side, and rear setbacks, buildings heights, lot coverages, gross floor area, maximum seating capacity, number of employees, and number of parking spaces including handicapped and employee spaces, and other items as appropriate for the zone and proposed uses.

- 2) *Site Context Sheet* shall include the following information:
- a) A locus plan showing the site and its boundaries in relation to adjacent major uses and all surrounding streets within five hundred (500) feet of the perimeter of the site. The plan shall be at a minimum scale of one (1) inch equals one thousand (1,000) feet. Scenic roads shall be noted.
  - b) Abutters' names and addresses including assessor's map & parcel reference.
  - c) Lot lines with dimensions and easement areas.
  - d) Existing topography at two (2) foot intervals from USGS survey maps or actual land survey.
  - e) All easements (*utility, conservation and other*) and rights-of-way.
  - f) Zoning district boundaries including any applicable overlay districts - groundwater protection district, wetlands and flood plain zones.
- 3) *Existing Conditions Sheet(s)*
- a) The location of all existing *man-made improvements* (on the site or within the limits of the proposed work area??) shall be delineated including but not limited to buildings and structures, streets, bridges, utility poles, utilities and underground infrastructure including water, gas, electric, sewer, cable, and telephone, fire hydrants and fire alarm boxes, wells, septic systems, storm and sanitary sewers, easements and other property encumbrances, driveways, trails, cart paths, farm roads, rails, walls, fences, monuments, historic markers, milestones, wells, drainage fields, entrances, and exits.. Location and design of existing stormwater systems, leaching galleys, swales, and methods to dispose of surface water on site; refuse disposal systems, water service, sewage disposal and methods of solid waste storage and disposal shall be shown.
  - b) Location and delineation of all existing *natural features* (of the site or within the limits of the proposed work area??) shall be shown including ledge/rock outcroppings, cliffs, sinkholes, ditches, swamps, all wetlands including their associated buffers per state and local laws, vernal pools, water bodies and natural waterways and watercourses including rivers, lakes, ponds and streams, natural drainage courses and swales, areas of high water table.
  - c) An existing *landscape inventory* including a “mapped” overview of existing landscape features and structures and a general inventory of major plant species including the specific identification of existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. (of the entire site or within the limits of the proposed work area??)

- d) Locations of all *historically significant sites or structures* on the property including but not limited to barns, other buildings, cellar holes, stone walls, earthworks and graves. (of the entire site or within the limits of the proposed work area??)

The Planning Board may reduce the scope of the Existing Conditions Sheets. This shall be determined at the pre-application meeting.

4. *Proposed Site Plan Information Sheets – Prepared in compliance with ARTICLE V. – Development Standards of the Site Plan Rules and Regulations.*

- a) Location and dimensions of proposed buildings and structures including building setbacks from front, side and rear lot lines;
- b) Location and dimensions of proposed parking, including lot line setbacks, loading and unloading areas with traffic patterns, access lanes and curb radii.
- c) Location and dimensions of proposed improvements such as travel ways, roads, driveways, maneuvering spaces and aisles, parking areas, loading facilities, curbs, curb cuts, bumpers, decorative and retaining walls, fences, outdoor lighting, open space areas, recreational areas, pedestrian areas, service entries, snow storage areas, facilities for waste disposal and storage, sidewalks, pedestrian and bike pathways with cross sections, design and materials details and dimensions, and easements.
- d) *Site Grading* - Topography showing proposed grading contours at two (2) foot intervals, limit of work and limit of clearing
- e) *Drainage Plan* – The following items shall be included: location and design of proposed stormwater drainage systems, leaching galleys, swales, and methods to dispose of surface water on site including slopes, materials and surfaces.
- f) *Erosion Control Measures* shall be specified including sedimentation barriers and stabilizing materials.
- f) *Site Utilities Plan* – All proposed utilities, mechanisms, materials and layouts for refuse/trash disposal systems, water, electricity, gas, cable, fire alarm, and telephone service, sewage disposal and methods of solid waste storage and disposal.
- g) *Landscape Plan* – This *Plan* shall be prepared as an overlay of the existing conditions sheets and shall incorporate, whenever possible, the significant features of the existing site and topography, particularly existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. The *Landscape Plan* shall indicate the areas slated for excavation; any woodlands, trees or other existing features or structures to be retained; all new plantings by common and Latin name including their proposed

locations and sizes at the time of installation. Plan graphics for tree canopies shall reflect, as closely as possible, the actual canopy dimension of proposed tree plantings at the time of installation with a “lesser” intensity graphic used to represent potential canopy at maturity.

- h) *Architectural Plan* with dimensions and details of façade designs of each new or renovated building including specifications on style, materials, and colors from all elevations.
- i) *Building Layout/Floor Plan* with the use of all areas labeled.
- j) *Entry/Exit to Structures*. All means of entry and exit (*main, service, emergency and mechanical*) from the building including steps and ramps, designation of the primary entrance (*front entrance*) and loading docks and other access ways shall be shown
- k) *Lighting Plan* indicating type, height and location of all proposed lighting fixtures and devices and the radius of light patterns, brightness and intensity of proposed lighting. The manufacturer’s data and specifications for the proposed lighting fixtures shall be submitted. The *Lighting Plan* shall indicate proposed lighting around all structures, driveways, driveway entrances, walkways, entrances, pathways and parking areas. The *Lighting Plan* shall include a night lighting plan, which specifies the times of illumination and the location of fixtures, which shall be illuminated.
- l) *Horizontal sight distances* on the public way(s) in both directions at any entrance/exit.
- m) Locations of proposed fire hydrants, fire alarm boxes, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.
- n) Information quantifying on-site generation of noise and odors, if applicable.
- o) Other information the Planning Board may determine as necessary for the specific activity and improvements proposed.

## **F. Decision**

- 1) The Planning Board shall determine whether the proposed project will constitute a suitable development based on conformance with the purposes of the Site Plan section of the *Zoning Bylaw* and the DEVELOPMENT STANDARDS of the *Site Plan Rules and Regulations*.
- 2) The Planning Board may approve, approve with conditions or disapprove the site plan application. A Decision to approve may include waivers, conditions, limitations and safeguards, plan revisions, design modifications, access controls, off-site improvements, site plan compliance mechanisms and reasonable mitigation measures.

- 3) An affirmative vote of a simple majority of the membership of the Board shall be sufficient for the Board's Decision
- 4) The Planning Board shall prepare and file its Site Plan Decision with the Town Clerk and the Inspector of Building/Zoning Enforcement Officer within sixty (60) days of the site plan submission. The deadline may be extended by mutual agreement of the Board and applicant.

***If you have any questions, please contact the  
Planning Board office at 508-533-3291.***