

APPENDICES

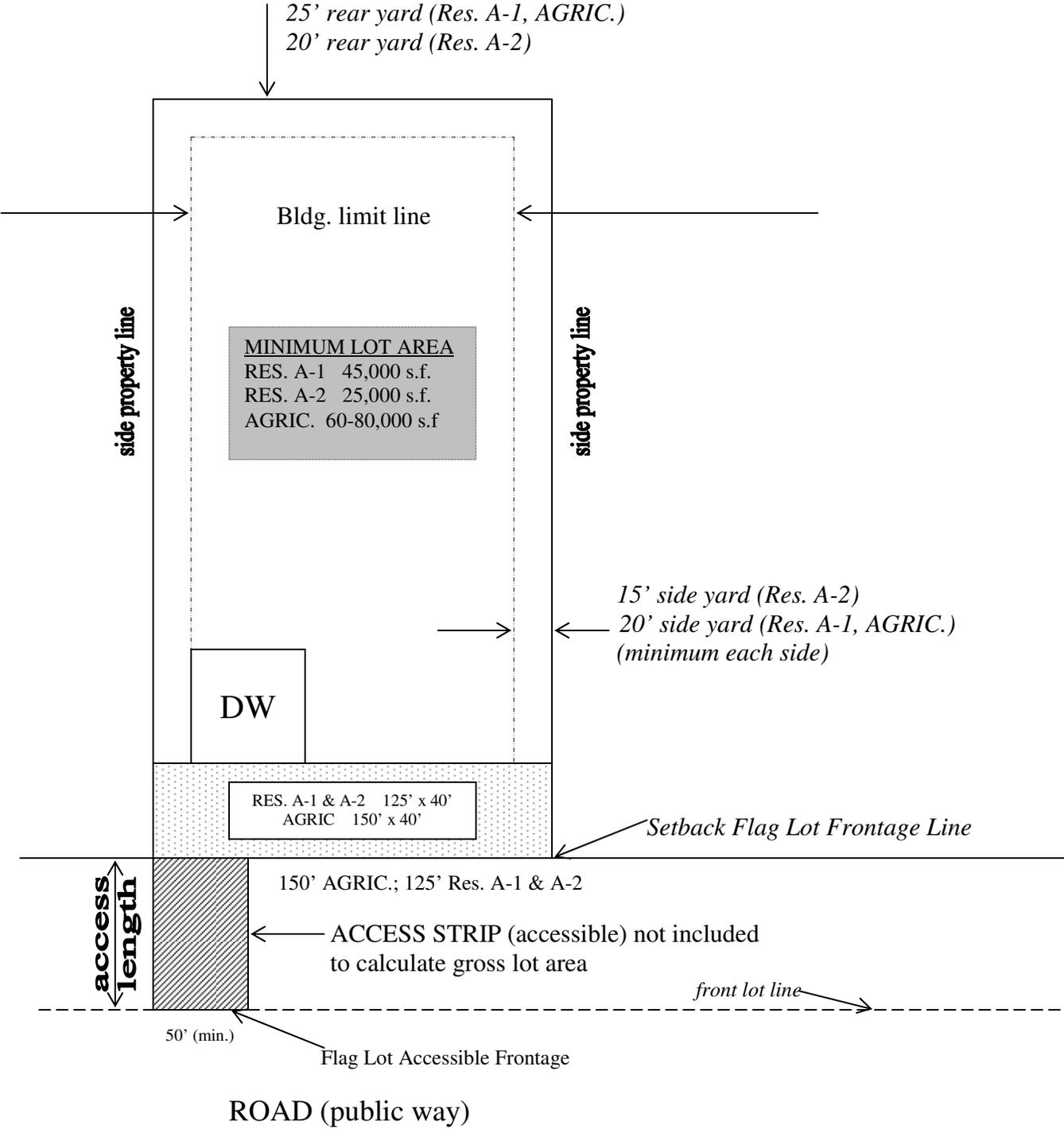
Appendix A – Illustrations Type 1-2 – Flag Lots

Appendix B – Rules and Regulations for Site Plan Review

**Appendix C – Rules and Regulations for Applications Review
Fees**

Appendix D – Planning Board Fee Schedule

**Appendix E – Application and Rules and Regulations for
Special Permit**

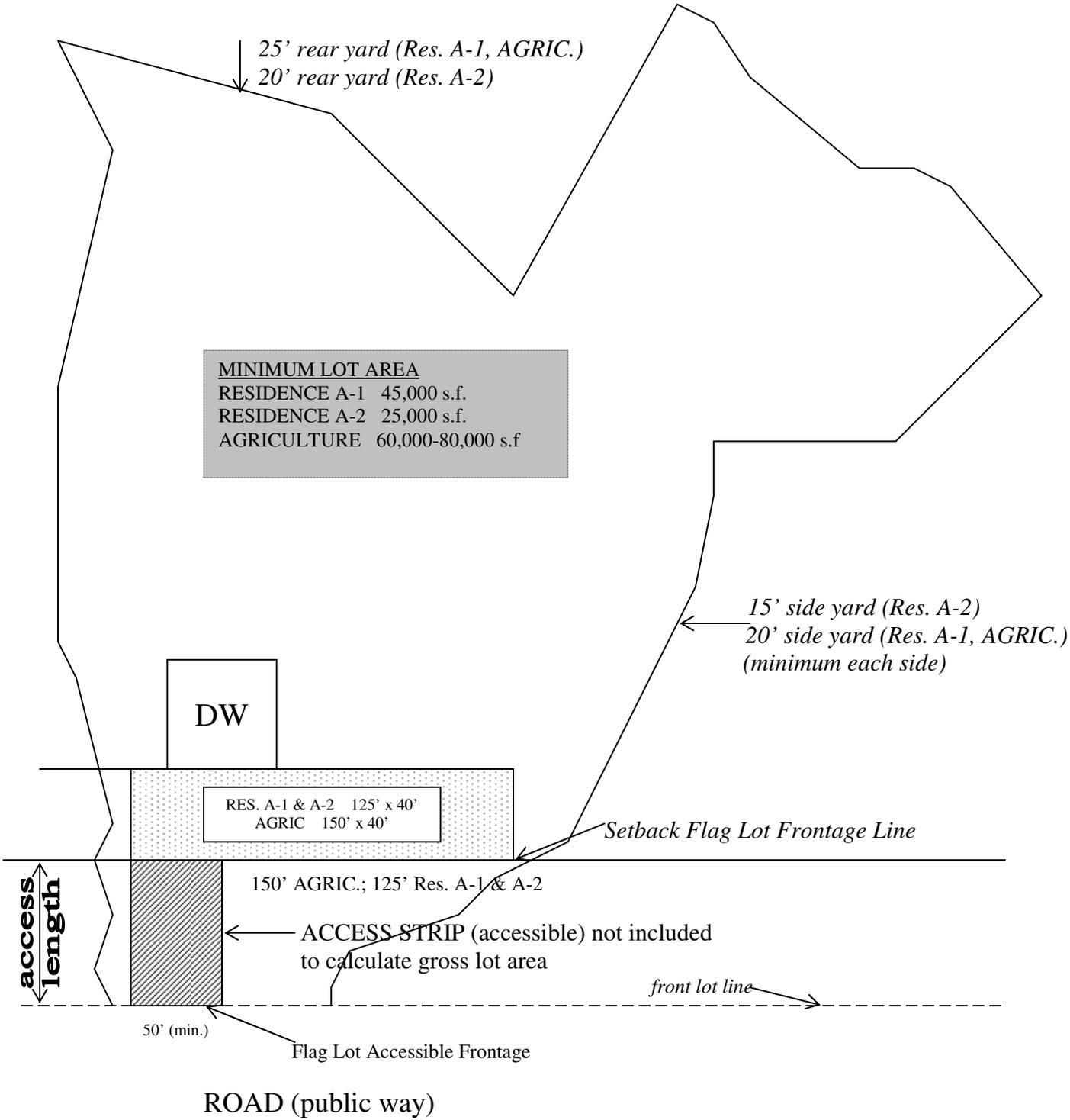


FLAG LOT
TYPE 1



N.T.S

South Hadley
Planning Board



FLAG LOT
TYPE 1



N.T.S

South Hadley
Planning Board

PLANNING BOARD RULES AND REGULATIONS

SITE PLAN REVIEW

1. Application:

Each application for Site Plan Review shall be submitted to the Planning Board on Form SPR, accompanied by ten (10) copies of the site plan. A copy of the Form SPR shall be concurrently filed with the Town Clerk.

The Date of receipt by the Town Clerk shall be considered the date on which the application has been filed with the Planning Board.

The information required with the application as specified in Section 3 and the fee required in Section 2 shall be considered a part of the application and no application shall be deemed complete unless said information and fee are included.

The Planning Board shall, within five days, transmit one copy of the plan to the Building Inspector, Board of Health, Conservation Commission, DPW Superintendent, Electric Light Department, Water Department, Fire Department, Tree Warden and Police Department.

2. Fees:

All applications for Site Plan Review shall be accompanied by cash or check payable to the Town of South Hadley in the amount specified in Appendix D (South Hadley Planning Board Fee Schedule). The costs of advertising the public hearing are to be paid by the applicant.

3. Required Site Plan Contents:

All site plans shall be prepared by an architect, landscape architect, civil engineer, or registered land surveyor unless this requirement is waived by the Planning Board because of the unusually simple circumstances. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show:

1. the location and boundaries of the lot, adjacent streets or ways, and the location and owner's names of all adjacent properties.

2. existing and proposed topography including contours, the location of wetlands, streams, waterbodies, drainage swales, areas subject to flooding, and unique natural land features.
3. existing and proposed structure, including dimensions and elevations.
4. the location of parking and loading areas, driveways, walkways, access and egress points.
5. the location and a description of all proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other waste disposal methods.
6. proposed landscaping features including the location and a description of screening, fencing and plantings.
7. the location, dimensions, height and characteristics of proposed signs.
8. the location and a description of proposed open space or recreation areas.
9. A locus plan at a scale of one (1) inch equals four hundred (400) feet showing the exact site location in relation to two (2) or more existing streets.

The Planning Board may waive any information requirements it judges to be unnecessary to the review of a particular plan.

4. Minor Site Plan Review:

(Adopted May 27, 2014)

Projects requiring Site Plan Review pursuant to Section 12(B) of the Zoning Bylaw will be considered as “Minor Site Plan Review” projects if they conform to the provisions of paragraphs 4a and 4b below. All projects which qualify for “Minor Site Plan” Review will be processed and reviewed in accordance with paragraph 4d below.

- a. Threshold. Subject to the conditions detailed in paragraph 4b below, the following qualify for Minor Site Plan Review:
 - 1). Exterior expansion not more than 50% of the existing building’s floor area
 - 2). New parking areas (including expansion of existing parking areas) not more than 4,500 square feet
 - 3). Uses which require Site Plan Review under Section 5(D) of the Zoning Bylaw but no new construction (other than interior renovation or alterations with no increase in floor area) will be undertaken and the new use will not require more than 4,500 square feet of additional parking area.
 - 4). Uses which qualify for exemption under MGL Chapter 40A, Section 3 but which are subject to limited Site Plan Review under Section 12(B) of the Zoning Bylaw

- 5). Construction of new buildings under 5,000 square feet provided a Special Permit is not required.
 - 6). Projects located in the South Hadley Falls Overlay District.
- b. Conditions. Projects which meet one or more of the following conditions shall not qualify for a “Minor Site Plan” Review even though they meet the threshold in paragraph 4a above:
- 1). The use proposed for the site requires a Special Permit under Section 5(D) of the Zoning Bylaw.
 - 2). The property abuts residentially developed property unless the proposed building or portion of the building to be used for the project is at least 300 feet from the nearest dwelling unit.
 - 3). The property abuts property which is in the Agricultural, Residence A-1, or Residence B zoning districts unless the proposed building or portion of the building to be used for the project is at least 300 feet from the nearest dwelling unit.
 - 4). The project site was developed based on a prior Site Plan Review with conditions and the proposed activity would involve an alteration of one or more of the conditions.
 - 5). The project involves residential development to be undertaken pursuant to Section 7(J) of the Zoning Bylaw.
 - 6). The project involves use of a portion of the property for a Home Occupation.
 - 7). The project site is the subject of a Zoning Violation complaint at the time application is made for Site Plan Review.
 - 8). A Medical Marijuana facility which is subject to Section 7 of the Zoning Bylaw.
- c. Sequential Development. For the purposes of computing the total increase in the footprint of the structure, the Planning Board shall aggregate all expansions made within the previous 60 months.
- d. Applications and Procedures.
- 1). Applications for Minor Site Plan Review shall be made in the same manner as prescribed in Section 1, 2, and 3 of these Rules and Regulations. At the time of application, the applicant shall note on the application that the request is for Minor Site Plan Review and how the project meets with the requirements of paragraphs 4a and 4b above.
 - 2). No public hearing shall be required for the Minor Site Plan Review. However, if the Town Planner determines (and the Planning Board agrees with said determination) that the project does not meet the standards for Minor Site Plan Review, the applicant may pay the additional application and related fees and request a regular Site Plan Review which involves a public hearing with notices to the public and abutters.
 - 3). Within three (3) business days of receipt of the application, the Town Planner shall determine whether or not the project qualifies for a Minor

Site Plan Review by meeting the Threshold and Conditions outlined in paragraph 4a and 4b. In the absence of the Town Planner, the Planning Board shall designate someone to make such a determination.

- i. If the Town Planner determines that the project does not qualify for a Minor Site Plan Review, the applicant may appeal the decision to the Planning Board by requesting such an appeal be placed on the next Planning Board agenda provided the posting would conform to the time requirements associated with public meeting notices.
 - ii. The Planning Board shall, by majority vote of members present, affirm or not, the Town Planner's decision.
- 4). All projects determined to qualify for Minor Site Plan Review shall be processed as follows:
- i. Within five (5) business days of receipt of the application (or determination by the Planning Board that the project qualifies for Minor Site Plan Review in the case of an appeal), the Town Planner shall submit the application materials to the various departments as provided in paragraph 1 above.
 - ii. Departments shall be provided fourteen (14) calendar days in which to respond to the Town Planner with comments.
 - iii. Within 4 weeks of receipt of the application (or determination by the Planning Board that the project qualifies for Minor Site Plan Review in the case of an appeal), the Planning Board shall consider the application at a public meeting for which such matter is identified on the agenda for consideration. If the Planning Board determines that more information is required to make a decision on the application, the Board may defer a decision to a future meeting by identifying a date and time certain for such consideration and specifying the additional information which is required, but such future meeting shall be no more than five (5) weeks from the date on which the Planning Board began its consideration of the Minor Site Plan Review application.
 - iv. The Planning Board review of the submittal is to determine if the submittal conforms to the Site Plan Review criteria specified in Section 12(E) of the Zoning Bylaw.
 - v. As part of its written decision, the Planning Board is to make findings that the project conforms to the Site Plan Review criteria within the Zoning Bylaw
 - vi. Before approval of a site plan, the Planning Board may require that the applicant make modifications in the proposed design of the project to ensure that the Site Plan Review Criteria in Section 12(E) of the Zoning Bylaw are fulfilled
 - vii. The Planning Board shall render a written decision upon completion of the public review of the Minor Site Plan Review application but will, file such a decision with the Town Clerk within three (3) weeks of completion of the public review. The

decision shall be in one of the three forms identified in Section 12(F) of the Zoning Bylaw

- viii. The Planning Board's decision shall be mailed to the applicant and filed with the Town Clerk. A copy shall also be sent to the Building Commissioner.
- ix. For the purpose of securing the performance of all proposed work including landscaping and off-site improvements, the Planning Board may require a performance guarantee as provided in paragraph #4 of Section 12(D) of the Zoning Bylaw

**SOUTH HADLEY PLANNING BOARD
RULES AND REGULATIONS**

**APPLICATION REVIEW FEES – SPECIAL MUNICIPAL ACCOUNT
PURSUANT TO CHAPTER 40A, SECTION 9,
MASSACHUSETTS GENERAL LAWS**

Authority

1. Intent

When reviewing an application for permit/approval, the Board may determine that the assistance of outside professional expertise and/or consultants is warranted due to the size, scale or complexity of a proposed project or because of a project's potential impacts.

The Board may require that applicants pay a "review fee" consisting of the reasonable costs incurred by the Board for the employment of outside professional expertise and/or consultants engaged by the Board to assist in the review of an application.

Professional Fields

2. Professional Expertise/Consultants

In hiring outside professional expertise and/or consultants, the Board may engage engineers, planners, lawyers, urban designers, regional planning agencies or other appropriate professionals who are qualified and capable of assisting the Board in analyzing a project to ensure compliance with all relevant laws, by-laws, and regulations.

Minimum Qualifications

All consultants selected by the Board must meet minimum qualifications consisting of:

- a. an educational degree in, or related to the field at issue, from a recognized public or private college or university,
- or
- b. three or more years of practice in the field at issue or a related field.

Filing with Town Clerk

The selection made by the Board shall be recorded with the office of the Town Clerk within five business days of the Board's final selection(s).

Deposit of Funds

3. Establishment of Special Account

Funds received by the Board pursuant to this section shall be deposited with the Town Treasurer who shall establish a special account for this purpose.

Minimum Fees

The fee schedule of the Planning Board under Application Review shall be adhered to in determining the review fee required for the establishment of the special account.

Additional Review Fee

If review funds charges are insufficient to cover the costs of outside professional expertise and/or consultant review, the Board may require the applicant to pay an additional review fee to cover these costs provided these costs are reasonable and directly related to the project undergoing review.

Expenditures From Fund

Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been, or will be, collected from the applicant.

Failure To Pay

Failure of an applicant to pay a review fee shall be considered as an incomplete application and therefore not allow the application to go forward.

Use of Funds

4. Use of Funds

Review fees may only be spent for services rendered in connection with the specific project for which they were collected. These services shall include, but

are not necessarily limited to: project reviews, document reviews, and project-related inspections. Accrued interest may also be spent for this purpose.

Special Account To Cover Review Costs

If the outside consultant review begins and expenses are generated prior to the filing of a formal administrative appeal, all such expenses, up to the time of appeal, shall be paid out of the special account for that particular project.

Excess Funds Returned

At the completion of the Board's review of a proposed project, or at a time determined at the submission of the application/permit, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the applicant or the applicant's successor in interest.

Report of Account

A final report of the status of said account shall be made available to the applicant or the applicant's successor in interest.

Successor In Interest

For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation that legally establishes this succession in interest.

Appeal Body

5. Method of Appeal

Any applicant may take an administrative appeal from the selection of the outside professional expert and/or consultant to the Board of Selectmen.

Grounds for Appeal

The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications.

Seven Days To File Appeal

Any applicant aggrieved by a selection of an outside consultant may appeal to the Board of Selectmen provided that such appeal is entered within seven days after such selection has been made as recorded in the office of the Clerk. An appeal

will not be considered valid unless it is formally filed with the office of the Town Clerk with a copy given to the Board of Selectmen.

Waiver of Appeal

The applicant should notify the Board of its intention to seek a waiver at the earliest possible time in the review and consultant selection process. If the applicant fails to sign and/or file a formal waiver of appeal, this action will be then viewed as an intention to appeal of the part of the project applicants. Failure to inform the Board of such intention of appeal may result in the delay of start-up of the town outside review services.

Action On An Appeal

In acting on an administrative appeal, the Board of Selectmen may determine that:

- a. a conflict of interest does exist, and/or the consultant does not meet the minimum qualifications, therefore, the Board must select another consultant,

or

- b. a conflict or interest does not exist, and/or the consultant does meet the minimum qualifications, therefore, the selection made by the Board stands.

Review Period Extended

The required time limit for action upon an application by the Board shall be extended by the duration of the administrative appeal, beginning from the date of filing such Appeal.

No Decision On Appeal

In the event that no decision is made within one month (30 days) following the filing of the appeal, the selection made by the Board shall stand.

SOUTH HADLEY PLANNING BOARD FEE SCHEDULE

(As Amended on January 27, 2004 effective January 27, 2004)

APPLICATION FEES

FORM A – Subdivision Approval Not Required (ANR) \$125/new lot

FORM B – Preliminary Subdivision Plan

Small Subdivision*	\$100 plus \$100 per lot
For Any Other Subdivision:	
<6 lots	\$400 plus \$100/lot
6-25 lots	\$400 plus \$ 75/lot
>25 lots	\$400 plus \$ 50/lot

FORM C – Definitive Subdivision Plan (After Preliminary Plan)

Small Subdivision*:	\$100 plus \$100 per lot
For Any Other Subdivision:	\$400 plus \$100/lot plus \$2.00 per linear foot of roadway

FORM C – Definitive Subdivision Plan (without Preliminary Plan)

Small Subdivision*:	\$400 plus \$200 per lot
For Any Other Subdivision:	
<6 lots	\$1,000 plus \$200 per lot+
6-25 lots	\$1,000 plus \$175 per lot+
>25 lots	\$1,000 plus \$150 per lot+
	+plus \$2.00 per linear foot of roadway*

**This fee will apply if the Planning Board denied the Preliminary Plan or if a period of 12 months or longer has elapsed since the Preliminary Plan was approved.*

**Small Subdivision is defined as a proposed subdivision meeting all of the following conditions: a. Creation of no more than 2 building lots; and, b. Proposed street length of no more than 400 feet; and, c. Street is proposed to be privately owned and maintained; and, d. All municipal services to be provided only to the edge of the public right of way.*

FORM H – More Than One Building for Dwelling Purposes per Lot

\$200 & \$ 25/unit

PUBLIC HEARING NOTICES -

In addition to the required application fee, whenever an application for Planning Board approval requires a public hearing, the following fees are to be assessed to and paid by the applicant:

- **Notices to Abutters** - \$50.00 plus actual cost of postage (certified mail with return receipts). This charge must be paid prior to beginning of public hearing.
- **Public Hearing Advertisement** – actual cost (to be billed directly to the applicant from the newspaper in which the notice is advertised)

SPECIAL PERMIT - FORM SP

Two-Family (new)	\$125*
Three-Family	\$200*
Multi-Family	\$200 plus \$50 per unit*
Mobile Home	\$125*
Major Excavation Activity	\$1,000 plus \$0.05 per cu. yd.
Other Excavation Activity	\$100 plus \$0.05 per cu. yd.
Wireless communications Facility	
New tower:	\$250 plus \$5 per linear foot*
Addition to existing tower:	\$125 plus \$2.50 per linear foot*
Professional Business	\$125*
Other	\$200 & \$0.05/sq. ft.*

**This fee is in addition to the fee required for a Site Plan Review for the same project.*

APPENDIX D

SITE PLAN REVIEW – FORM SPR

\$150 plus \$0.05 per sq. ft. of new construction and \$1 per new parking space

OTHER REVIEWS/WAIVERS

Waiver of site plan review	\$75
Illuminated sign request	\$50*
Waiver of subdivision or Site plan review requirements	\$25 for each requirement requested for waiver

**In addition to the cost for notification of abutters as if the request was subject to a public hearing.*

OTHER REVIEWS -

Chapter 40-A, Section 3 – Initial Plan Review	\$ 75 & \$0.04/ sq. ft.
Chapter 40-A, Section 3 – Revised Plan Review	\$ 50 & \$0.025/ sq. ft.
Plan Reviews Not Otherwise Specified – Initial Plan Review	\$ 75 & \$0.04/ sq. ft.
Plan Reviews Not Otherwise Specified – Revised Plan Review	\$ 50 & \$0.025/ sq. ft.

APPLICATION REVIEW (Per Appendix C of Zoning By-Law – Special Municipal Account)

Subdivision – Preliminary	\$ 2,500
Subdivision – Definitive	\$ 7,500
Earth Gravel Removal	\$ 2,500
Multi-Family (under 25 units)	\$ 3,500
Multi-Family (greater than 25 units)	\$ 5,000
Commercial (less than 10 acres)	\$ 3,500
Commercial (greater than 10 acres)	\$ 7,000
Industrial (less than 10 acres)	\$ 5,000
Industrial (greater than 10 acres)	\$10,000
Acquifer	\$ 3,500
Detention/Retention Basins	\$ 3,500
Hazardous Material	\$ 5,000
Other Special Use/Specific	\$ 2,500

AMENDMENTS

Amendment to Definitive Plan	\$ 350
Amendment to Special Permit	\$ 50 & \$10/unit
Amendment to Site Plan Review	\$ 100

EASEMENT REVIEW – TOWN COUNSEL

\$100/ 8 or less easements
\$ 20/ each additional easement

INSPECTION FEES

Sewer Mains & Appurtenances	\$ 2/lineal foot
Storm Drainage & Appurtenances	\$ 2/lineal foot
Road Construction, including curbing & paving	\$ 3/lineal foot
Sidewalk	\$ 1/lineal foot

MISCELLANEOUS

Zoning By-Laws	\$ 25 with Zoning Map
Subdivision Regulations	\$ 20
Zoning Map	\$ 5
Special Permit Requirements	\$ 1
Site Plan Review Requirements	\$ 1
Copy Fee (8 ½ x 11) -	\$ 0.20/page
(8 ½ x 14) -	\$ 0.30/page
(11 x 17) -	\$ 0.40/page

GIS MAPPING REPRODUCTION CHARGES

<u>Paper Size</u>	<u>Dimensions</u>	<u>Base Map*</u>	<u>Additional Layers</u>
A	8 ½ x 11	\$ 1.00	\$ 0.50 each
B	11 x 17	2.00	1.00
C	18 x 24	5.00	3.00
D	22 x 34	8.00	3.00
E	34 x 44	15.00	3.00

** All dimensions are in inches. The Base Map includes the corporate boundary, streets, and water features (3 layers).*

CRITERIA FOR WAIVING APPLICATION OR INSPECTION FEE

The Planning Board may waive all or a portion of a required application or inspection fee if a majority of the Board members present at a meeting agree that one or more of the following criteria are met:

1. Reasonable Fee. The project is at such a scale that the cost to the Town for the level of review of the application or inspection of the work is substantially lower than the amount of the fee which is otherwise required to be paid.
2. Waiver Granted. The Planning Board has granted a waiver which exempts an otherwise required public facility from being constructed. Examples of such conditions would be the waiver of sidewalks or roadway construction specifications for a private roadway. In such instances it may be appropriate to waive a portion or all of the inspection fee associated with such improvements.
3. Town Agency Applicant. The applicant agency is a department or agency of the Town of South Hadley.
4. Affordable Housing Development/Open Space Protection. The proposed development will substantially further the Planning Board’s goals of promoting affordable housing and/or open space protection while also providing reasonable funds for covering the costs of the application review and inspections.

NOTES:

1. Waiver of any portion of a required application or inspection fee is solely at the determination of the Planning Board. Any project or applicant meeting any of these criteria is not entitled to a waiver of any fee.
2. Any request for a wavier of an inspection fee must be made in writing at the time the project application is submitted for review. The request must detail the reasons the applicant feels such a waiver is warranted.
3. Any request for a wavier of an application fee must be made in writing to the Planning Board 30 days prior to the date the applicant is intending to submit an application for Planning Board review. The request must detail the reasons the applicant feels such a waiver is warranted. This request must clearly demonstrate how one or more of the above criteria are satisfied.

FORM SP

**SOUTH HADLEY PLANNING BOARD
APPLICATION FOR SPECIAL PERMIT**

Date _____

Pursuant to the provisions of Chapter 40A of the General Laws of the Commonwealth of Massachusetts and the South Hadley Zoning By-Laws, the undersigned herewith submits the accompanying application for a Special Permit as described below and detailed in the supporting documentation which is incorporated into and made part of this application.

NATURE OF REQUEST (Check and Describe as Appropriate):

- _____ a. **Alteration/expansion/change of a nonconforming use and/or structure**
- _____ b. **Home occupation**
- _____ c. **Professional business**
- _____ d. **New/second hand car dealer**
- _____ e. **Flag lot**
- _____ f. **Two-family dwelling/Three-family dwelling**
- _____ g. **Multifamily dwellings for more than three families**
- _____ h. **Flexible development**
- _____ i. **Wireless communications facility**
- _____ j. **Major earth removal, extraction, and/or fill activity**
- _____ k. **Other (Describe _____)**

GENERAL DESCRIPTION OF REQUEST:

APPLICABLE SECTIONS OF THE ZONING BYLAW:

1. Applicant _____

Address _____

Telephone _____

Email Address: _____

2. Owner (if not applicant) _____

Address _____

Email Address: _____

3. Site Plan Preparer _____

Title or License _____

Address _____

Telephone _____

Email Address: _____

4. Deed of property recorded in the Hampshire County Registry of Deeds,
Book _____ Page _____

5. Location and description of property (street and number if any) _____

Assessors Map # _____ Parcel # _____

6. The subject property is presently in zoning district(s): _____

7. Is the subject property located within one or more of the Master Plan's Land Use Area
Districts? _____ If so, in which of the districts or areas? _____

8. Is the subject property located in a National Historic District or listed as a Priority
Heritage Landscape? _____ If so, which one? _____

9. Does the subject property abut a designated Scenic Roadway? _____

10. Is the subject property within the designated South Hadley Falls Economic Opportunity
Area? _____

I, as applicant, certify that the application and all attachments are correct and complete.

Signature of Applicant

FOR PLANNING BOARD OFFICE USE:

11. Amount of Application Fee: _____

12. Fee Paid? Yes ____ No ____

FOR TOWN CLERK (indicate date and time received):

Submission received on (Date) _____
at (time) _____

Signature _____

FILING INSTRUCTIONS RULES AND REGULATIONS

General. Special Permits are required for a number of uses and activities as specified in the Town of South Hadley Zoning Bylaw. Section 9(A) of the South Hadley Zoning Bylaw designates the Planning Board as the Special Permit Granting Authority. A complete application submittal must contain the following items:

- a) Application Form
- b) Application Support Documentation
- c) Plans meeting the requirements set forth in these Rules and Regulations
- d) Application Fee (as set forth in the Planning Board's adopted Fee Schedule)

It is the responsibility of the applicant to furnish eleven (11) sets of the collated application packets inclusive of all supporting documentation with the application. As provided in Section 9(B) of the Zoning Bylaw, all plans and documents required by the Zoning By-Law and these Rules and Regulations shall be considered integral parts of an application.

Pre-application meetings. Prospective applicants are encouraged to participate in one or more pre-application meetings coordinated by the Town Planner involving as many of the affected departments, boards, and commissions as appropriate and feasible. Such preliminary reviews and consultations can prevent delays in the processing of the Special Permit Application. Prospective applicants are encouraged to initiate such consultations prior to developing a project plan and to engage in at least one such consultation after a preliminary plan is developed.

I. Application Form. Every application submitted to the Board shall be made on the official application form of the Planning Board. Petitioners can obtain official application forms at the office of the Planning Board or Town Clerk or on the Town's website under the Planning Board's webpage link for "Planning Board forms". Any other communication purporting to be a Special Permit application shall be treated as merely advisory, and no notice shall be deemed to have been given until such time as a request is made on the official application form and the application is filed with the Town Clerk. It is the responsibility of the applicant to furnish complete and correct information on the required application form and in the supporting documentation.

II. Application Support Documentation. All Special Permit applications shall include the following support documentation, to the extent the documentation is applicable (if the applicant does not believe an item is applicable, then a statement as to why the item was not applicable is to be provided):

- a) Thorough narrative description of the proposed use and activity.
- b) Photographs of the existing site conditions – for proposed Home Occupations and Professional Business Special Permits, the photographs must include all sides of the existing structures.
- c) Any materials required by, or needed to demonstrate compliance with, applicable standards in Section 7 and/or Section 8 of the South Hadley Zoning Bylaw.
- d) Master Plan Consistency Statement which describes how the proposed use/activity is consistent with the Land Use Area Vision Statements in the adopted Master Plan and how the

proposal furthers the goals and objectives stated in the adopted Master Plan; including but not limited to neighborhood aesthetics, economic development, affordable housing, and environmental conservation.

- e) Special Permit Standards Consistency Statement which describes how the proposed use/activity conforms to the Standards of Review set forth in the applicable sections of the South Hadley Zoning Bylaw (Section 2(F), Section 7, Section 8, and/or Section 9(C)) including appropriate documentation to support the statement.
- f) Statement of the proposed development's historical and cultural impacts relative to properties listed on the National or State Register of Historic Places or as a Priority Heritage Landscape.
- g) Background on the historical nature of the buildings existing on the property by, at a minimum, providing their date of construction and significant historical events or figures associated with the buildings/properties.
- h) If the project includes activities subject to the Town of South Hadley Stormwater Management Bylaw, the application must include a request for a Stormwater Management Permit and documentation meeting the requirements associated with such a permit application.
- i) A project schedule which details when the infrastructure, buildings, and landscaping will be installed and anticipated dates for occupancy of the buildings.
- j) Statement of the proposed development's impacts on the Town's scenic roadways.
- k) Statement of the proposed development's impacts on the Town's agricultural lands and uses.

III. Plans to Accompany Application. Special Permit applications shall include an original plan and eleven (11) paper copies and a digital copy.

- a) The Town Planner shall determine the appropriate size and scale of the project plans in a preliminary review of the project prior to submittal of an application. However, generally, the scale for major projects is to be 1"=40'
- b) Digital copies shall be in a pdf format.

IV. Plan Contents. The contents of plans required to be submitted as part of a Special Permit application will vary depending on the Special Permit being sought. Accordingly, activities requiring a Special Permit are divided into the following categories:

- Conversion/Use of existing structures with no site changes
- Conversion/Use of existing structures with site changes (such as, new roadway access or modification of parking areas)
- New/Expanded structures (principal and/or accessory)

1) All applications for a Special Permit shall include a plan which has the following details:

- a) separate locus map showing site location and location of buildings on surrounding properties
- b) north point and map scale
- c) names of adjoining streets
- d) setback, side yard and rear yard dimensions clearly set forth
- e) locations and dimensions of structures on the site
- f) dimensions of distance from structure to all four lot lines

- g) location of any structures or properties located on the subject property which are listed on the National or State Registers of Historic Places
- h) legend as specified in Section IV-4 below
- i) existing and proposed signs including dimensions, location, and sources of illumination (if any)

2) Applications for Special Permits involving site changes shall include a plan which has all of the details required for all applications (Section IV-1 above), the Legend (Section IV-4 below), and the following supplemental details (existing and proposed conditions – if applicable):

- a) parking plans and agreements (including the location and dimension of parking areas, and any joint use arrangements)
- b) location of dumpster/trash storage receptacle
- c) location of screening/fences
- d) lighting/illumination plans (including location of all exterior lighting and, when applicable, requirements of Section 1014 of the Town's General Bylaws)
- e) existing grades and proposed finish grades (at 2 foot contours unless the Planning Board specifies otherwise)
- f) landscape plan, plant quantities and specifications, and a planting schedule prepared by a registered landscape architect
- g) location of all utilities (water, sewer, gas, and electric) – differentiate between above ground and below ground utilities
- h) location of septic and well systems
- i) location of drainage systems
- j) location, dimensions, and purposes of easements
- k) extent and character of existing green space and proposed green space
- l) location of sidewalks on the proposed development and along the street on which the proposed development has vehicular access for a distance of at least 300 feet in both directions from the corners of the project site
- m) proposed form of Performance Guarantee

3) Applications for Special Permits involving new/expanded structures shall include a plan which has all of the details required in sections IV-1 and IV-2 above, the Legend (Section IV-4 below), and the following supplemental details (prepared by a registered architect):

- a) Building elevations showing all building sides, with dimensions and proposed building materials and colors
- b) floor plans with dimensions showing layout, use of interior spaces and means of egress

4) Legend Required. Plans required for a Special Permit application shall include a legend containing, at a minimum, the following features:

- a) existing features shown as dashed black lines;
- b) proposed features shown as solid black lines;
- c) setback, side, and rear yard dimensions, as set forth in Section 6 (B) of the By-Law, indicated by dashed lines;

- d) graphic scale;
- e) date of plan;
- f) title of plan;
- g) name and address of applicant, owner of record (if different), and the plan preparer (architect or surveyor or engineer).

V. Multifamily and Multiple Tenant Commercial/Office/Industrial Development

Applications. In addition to the requirements specified in other sections of these Rules and Regulations, applications for Special Permits for multifamily and/or multiple tenant commercial/office/industrial shall also include:

- a) management plans
- b) plans for signage including details of all proposed/existing free-standing signs, illumination of signs (including, but not limited to, the method of illumination and the hours of illumination), and location and dimension of proposed building façade signs
- c) a map of all properties within 300 feet of the subject property including a detail of the uses and development character (density, open space, general setbacks, etc.) of each of the properties within this 300 foot area
- d) a description of the architectural styles of all principal structures within 300 feet of the subject property
- e) plans for promoting pedestrian/non-motorized access to/from the project site
- f) an analysis of public transit access to/from the project site
- g) an analysis of vehicular access to/from the project site (existing and proposed)
- h) Applications for proposed multifamily developments shall also include a comparison as to use of the subject property as proposed and as a single-family subdivision including, at a minimum, the amount of impervious surface, amount of open space, and amount of “common open space”, and number of potential housing units.
- i) Estimated number of dwelling units which would be permissible if the property were developed under the Flexible Development provisions of the Zoning Bylaw
- j) Applications for proposed multifamily developments shall also demonstrate how the development integrates, and is compatible, with the surrounding and nearby properties. (The phrase “surrounding and nearby properties” shall be applied on a case-by-case basis depending on the size of the project site, but will generally relate to properties within 300 feet of the subject property and properties within the same “Land Use Area” as described in the Land Use and Community Design chapter of the adopted Master Plan.)

VI. Management Plan. When a Management Plan is required either by these Rules and Regulations or by the Planning Board, such plan shall include the following:

- a) hours of operation
- b) number of employees/tenants
- c) provisions for employees/tenant parking
- d) trash, recycling and waste kitchen oil management (storage and disposal; frequency, hours, and days of pick-up)
- e) grounds management (including snow removal and care of landscaping)
- f) significant sources of noise and light emissions
- g) provisions (including schedules) for deliveries to the facilities, loading and unloading

- h) any other aspects of site management the Planning Board deems necessary for adequate review of the potential site impacts of the proposed development

VII. Preparation of plans. Plans required for a Special Permit shall be prepared by a qualified professional who is **appropriately licensed** by the Commonwealth of Massachusetts as either a Registered Land Surveyor and/or Registered Professional Engineer and/or Registered Landscape Architect and/or Architect, licensed by the Commonwealth of Massachusetts. Pursuant to Section X of these Rules and Regulations, the Planning Board may waive this requirement for applications not involving any site changes or new/expanded structures.

VIII. Other Permits. Coordination of Special Permits with other permits is essential for the Planning Board to make determinations regarding some of the Standards set forth in the various Sections of the Zoning Bylaw. Therefore, the application needs to include a description of the other permits required for the project to proceed if the Special Permit is granted and the status of the other permit applications. If applications for the other permits have been submitted, a copy of the application should be attached. Additionally, if other permits have been granted for this project, the application should include a copy of the permits and conditions attached to such permits.

IX. Supplemental Application Requirements. The Planning Board may require that additional information be shown on any site plan submitted with an application for a permit. For example, as deemed appropriate, by the Planning Board a Traffic Analysis may be required as part of the application review process.

X. Waiver of Application Requirements. The Planning Board may waive any of the above requirements as they deem necessary or appropriate in particular cases. Any request for a waiver of the requirements of these Rules and Regulations must be submitted in writing either before the application is submitted or as part of the application. Requests for waivers shall include a specific recitation of the requirement for which a waiver is sought and how the absence of the required information will not impede consideration of the application in light of the Standards stated in Section 9(C) of the South Hadley Zoning Bylaw.

XI. Filing. The petitioner shall file the application with the Planning Board and Town Clerk and the date of receipt, as indicated by the Town Clerk, shall be considered the date on which the application has been filed. The petitioner shall deliver a certified copy of the application and an original and eleven (11) sets of plans and supporting documentation, to the Planning Board.

XII. Review Process. In addition to the provisions for review, hearing, and deciding upon Special Permit applications as outlined in Section 9(B) of the Zoning Bylaw and in accordance with Section 12(B) of the Zoning Bylaw, the Planning Board shall consult with other boards, including but not limited to the following:

- a) Building Commissioner
- b) Board of Health
- c) Electric Light Department
- d) Fire Department (for the district(s) in which the development is to be located)
- e) Water Department (for the district(s) in which the development is to be located)
- f) Conservation Commission

- g) DPW Superintendent
- h) Town Engineer
- i) Tree Warden
- j) Police Department
- k) Historical Commission

XIII. Fees. All applications filed with the Planning Board shall be accompanied by cash or check, made payable to the Town of South Hadley, in the appropriate amount, depending on the nature of the application as set by the Planning Board's adopted fee schedule. The Planning Department shall determine the fee based on the nature of the request.