

Proposed Changes to Site Plan Review Rules and Regulations, Special Permit Rules and Regulations, and Subdivision Regulations
(February 27, 2017 Public Hearing Draft)

Site Plan Review Rules and Regulations

Existing Provisions: The first paragraph in the existing Rules and Regulations provide the following requirement for submittal of an 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.

Proposed Provisions: The first paragraph in the Site Plan Rules and Regulations is proposed to be rewritten to read as follows:

Each application for Site Plan Review shall be submitted to the Planning Board on Form SPR, accompanied by a copy of the Site Plan and related project narrative and supporting materials. Applicants shall submit two (2) paper copies and one digital copy of each complete application submittal (this shall include the completed and signed Form SPR, related project narrative, Site Plan, and other supporting materials). Each copy of the submittal is to be properly collated prior to submittal.

The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.

Modifications application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Town Planner/Planning Director shall ensure that a copy of the Form SPR is concurrently filed with the Town Clerk.

Special Permit Rules and Regulations

Existing Provisions: The last paragraph of the “General” section in the existing Rules and Regulations provide the following requirement for submittal of an application:

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.

Proposed Provisions: The last paragraph of the “General” section in the Special Permit Rules and Regulations is proposed to be rewritten to read as follows:

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. At a minimum, each application for Special Permit (or waiver of Special Permit) shall be submitted to the Planning Board on Form SP, accompanied by materials as required elsewhere in these Rules and Regulations. Applicants shall submit two (2) paper copies and one digital copy of each complete application submittal (this shall include the completed and signed Form SP, related project narrative, Site Plan, and other supporting materials).

The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.

Modifications application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Town Planner/Planning Director shall ensure that a copy of the Form SP is concurrently filed with the Town Clerk.

Subdivision Regulations – Approval Not Required Plans

Existing Provisions: The first paragraph of Section 3.02 of the Subdivision Regulations provides the following requirement for submittal of an application:

The applicant shall submit to the Planning Board two (2) original mylars and two (2) prints of the plan accompanied with an application Form A (see Appendix), together with any necessary evidence to show that the plan does not require approval.

Proposed Provisions: The first paragraph of Section 3.02 of the Subdivision Regulations is proposed to be rewritten to read as follows:

The applicant shall submit to the Planning Board two (2) original mylars and three (3) prints of the plan accompanied with a signed application Form A (see Appendix), together with any necessary evidence to show that the plan does not require approval.

At the same time, the applicant shall submit one digital copy of each complete submittal (this shall include the completed and signed Form A, the “necessary evidence” – if any is submitted – which shows that the plan does not require approval, and the proposed “plan”. The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

Modifications application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Town Planner/Planning Director shall ensure that a copy of the Form A is concurrently filed with the Town Clerk.

Subdivision Regulations – Preliminary Plans

Existing Provisions: The first paragraph of Section 4.02 of the Subdivision Regulations provides the following requirement for submittal of an application:

If the applicant decides to submit a Preliminary Plan, he shall submit nine (9) prints of his plan and application Form B (see Appendix) to the Planning Board, accompanied with a fee for handling, in accordance with the Fee Schedule (see Appendix), together with all other information and documentation as required in these Rules and Regulations. The applicant should simultaneously, file one (1) print with the Board of Health and the Water District along with other necessary information and documentation.

Proposed Provisions: The first paragraph of Section 4.02 of the Subdivision Regulations is proposed to be rewritten to read as follows:

If the applicant decides to submit a Preliminary Plan, he shall submit two (2) prints of the plan accompanied with a signed application Form B (see Appendix) to the Planning Board (through the Town Planner/Planning Director), accompanied with a fee for handling, in accordance with the Fee Schedule (see Appendix), together with all other information and documentation as required in these Rules and Regulations.

At the same time, the applicant shall submit one digital copy of each complete submittal (this shall include the completed and signed Form B and the other information and documentation as required in these Rules and Regulations). The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

The applicant should simultaneously, file one (1) print with the Board of Health and the Water District along with other necessary information and documentation.

Modifications of application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.

The Town Planner/Planning Director shall ensure that a copy of the Form B is concurrently filed with the Town Clerk.

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Subdivision Regulations – Definitive Plans

Existing Provisions: The first paragraph of Section 5.02 of the Subdivision Regulations provides the following requirement for submittal of an application:

The applicant shall submit the original mylar and nine (9) prints of the plan, and application Form C (see Appendix). If the subdivision is five (5) lots or more or five (5) acres or more, the applicant shall also submit eight (8) copies of a Development Impact Statement (DIS) (see Appendix) to the Planning Board. The applicant shall also submit the application for a sewer system extension or connection permit, when connecting to the public sewer system is proposed, as well as submit calculations for drainage to the Board. The Town Planner shall distribute copies of the plans and the DIS to: DPW Superintendent, Conservation Commission, Building Commissioner, Electric Light Department, Tree Warden, Fire Chief, Police Chief and Planning Board. The applicant shall also submit one set of plans and a DIS to the Board of Health and Water District.

Proposed Provisions: The first paragraph of Section 5.02 of the Subdivision Regulations is proposed to be rewritten to read as follows:

The applicant shall submit the two (2) prints of the plan, and application Form C (see Appendix). If the subdivision is five (5) lots or more or five (5) acres or more, the applicant shall also submit two (2) copies of a Development Impact Statement (DIS) (see Appendix) to the Planning Board (through the Town Planner/Planning Director). The applicant shall also submit the application for a sewer system extension or connection permit, when connecting to the public sewer system is proposed, as well as submit calculations for drainage to the Board (through the Town Planner/Planning Director).

At the same time, the applicant shall submit one digital copy of each complete submittal (this shall include a digital copy of the proposed plan, the completed and signed Form C and the other information and documentation as required in these Rules and Regulations). The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

The applicant shall also submit one set of plans and a DIS to the Board of Health and the appropriate Water District Superintendent(s).

The Town Planner/Planning Director shall distribute digital copies of the plans and the DIS to the appropriate reviewing departments and Boards which will generally include the following: DPW Superintendent, Tree Warden, Conservation Commission Administrator, Building Commissioner, Electric Light Department Manager or Engineer, Water Superintendent(s), Fire Chief(s), Police Chief and Planning Board.

Modifications of application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.

Subdivision Regulations – Form H Plans

Existing Provisions: The first paragraph of Section 6.02 of the Subdivision Regulations provides the following requirement for submittal of an application:

The applicant shall submit nine (9) prints of his plan and application Form H (see Appendix), to the Planning Board together with all other information and documentation, such as plans, reports, maps and cross-sections as required in these Rules and Regulations. The applicant shall, simultaneously, file one (1) print with the Board of Health along with other necessary information and documentation.

Proposed Provisions: The first paragraph of Section 6.02 of the Subdivision Regulations is proposed to be rewritten to read as follows:

The applicant shall submit two (2) prints of his plan and application Form H (see Appendix), to the Planning Board together with all other information and documentation, such as plans, reports, maps and cross-sections as required in these Rules and Regulations. The applicant shall, simultaneously, file one (1) print with the Board of Health along with other necessary information and documentation. At the same time, the applicant shall submit one digital copy of each complete submittal (this shall include a digital copy of the proposed plan, the completed and signed Form H and the other information and documentation as required in these Rules and Regulations). The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk submitted with the paper copies.

Modifications of application materials or subsequent supplemental materials shall be submitted in the same quantity and formats as the original application submittal.

The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.