

SECTION 1300 – SITE PLAN REVIEW

Proposed new language is shown in red underlined text.

1301. Purpose

Substantial development or major changes in the uses of land may cause a material impact on the cost and efficiency of municipal services, public utilities, road systems and traffic congestion, and may affect the visual characteristics of neighborhoods and the Town, and the general health, safety and welfare of the community. The purpose of this Section to minimize the potential negative impacts of development, while maximizing development's positive effects by assessing the impact of new development on surrounding properties, municipal facilities and services, and the natural environment.

Only uses that have been recognized as being permitted uses in their zoning district, or as the result of successful review as a special exception, are permitted to proceed to site plan review. Therefore, the purpose of site plan review is not to establish the right of a use to be located in the area proposed, but rather to ensure that the way the use is designed and placed on a lot is appropriate to its surroundings.

The Planning Board may consider the historic importance, scenic beauty or irreplaceability of natural areas during the site plan review. This may require a proposed development or structure to relate harmoniously to the terrain and surrounding environment, including existing buildings in the vicinity that have a visual relationship, with the proposal being considered.

1302. Administration

1302.1. No building permit, plumbing permit or certificate of occupancy shall be issued by the Code Enforcement Officer or Local Plumbing Inspector for any use or development within the scope of this Section until a site plan review of the proposed development has been approved by the Planning Board.

1302.2. An applicant shall request a pre-application meeting with the Planning Board prior to formal submission of a site plan. The materials submitted must include, but are not limited to, a written statement defining the proposed project and a Sketch Plan. The Sketch Plan may be a freehand drawing and shall show:

1. The outline of the tract or parcel with estimated dimensions, road rights-of-way and existing easements;
2. The layout of existing and proposed building(s), driveways and parking areas;
3. Identification of general areas of steep slopes, wetlands, streams and floodplains; and
4. Estimated calculation of the percent of lot coverage (see definition).

1302.3. Every applicant applying for site plan review should submit thirteen copies (13) of the application and supporting documentation to the Planning Office All copies shall be prepared in accordance with Section 1304, and accompanied by a fee as determined by the Select Board.

1302.4. An application for site plan review shall be submitted at least fifteen (15) calendar days prior to the Planning Board meeting at which the applicant wishes to be heard.

Recommendations from the Fire Chief, Police Chief, and Public Works Director shall be solicited from the Planning Office prior to the site plan review meeting.

1302.5. The Planning Board may schedule an on-site inspection meeting. The on-site inspection shall be jointly attended by the applicant or his or her duly authorized representative and at least two Planning Board members.

1302.6. Within sixty (60) days after the date on which the site plan application first appears on the Planning Board agenda, the Board shall act to approve, approve with conditions, continue, or disapprove the site plan application submitted or amended. The time limit for review may be extended by mutual agreement between the Planning Board and the applicant.

1302.7. An applicant for site plan review shall obtain any special exception and/or variances that may be required from the Zoning Board of Appeals prior to review by the Planning Board. An applicant may request a pre-application meeting prior to receiving ZBA Special Exception approval.

1303. Applicability

The following shall require site plan review and approval:

1303.1 The construction or expansion of buildings, including accessory buildings and structures, for commercial use by a total floor area of 1,000 sq. ft. or more ~~or a lot's alteration of more than ten thousand (10,000) square feet at multi-family residential properties;~~

1303.2 The creation of more than ten thousand (10,000) square feet of new impervious area at commercial or multi-family residential properties;

1303.23 A commercial building that has been vacant for more than two (2) years;

1303.34 The conversion of a residential building to a commercial use;

1303.45 ~~Minor r~~Revisions to an existing site plan seeking an amendment to that previously approved Site Plan; and

1303.56 Any change of use in which the intensity of use – as reflected in traffic generated, impacts on municipal services, the environment and surrounding neighborhood – will differ in a substantial way from that of the preceding use.

1304. Site Plan Content

The Content of the site plan application shall include as a minimum:

1304.1. Site Plan

A site plan or plans prepared at a scale of not less than 1 inch equals 40 feet, containing the following information:

1. Name and address of the applicant or his authorized agent and name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest.

2. Municipal map and lot numbers and names of abutting land owners.

3. Plans drawn to scale detailing total floor area and footprint of each proposed structure and the lot coverage as defined in Section 300 of the Land Use Ordinance.

4. Elevations drawn to scale detailing the proposed siding and roofing materials, sizes of door and window openings and other features which may assist the Planning Board in making appropriate findings related to Architectural Review as noted in Section 1003 of this Ordinance.
5. Scale, true north arrow, legend and a space for dates of any revisions that may be required.
6. Exact dimensions and acreage of parcel to be built upon. The corners of the parcel shall be located and marked on the ground and shall be referenced on the plan. For any site for which construction or grading is proposed, other than an enlargement of an existing building or construction of an accessory building, the Planning Board may require that the site plan include an actual field survey of the boundary lines of the lot, giving complete descriptive data by bearings and distances made and certified by a registered land surveyor.
7. Existing and proposed locations and dimensions of any utility lines, sewer lines, waterlines, easements, drainage ways and public or private rights-of-way.
8. The size, shape and location of existing and proposed buildings on the parcel.
9. If the site is to be served by a subsurface waste water disposal system, a report by a licensed site evaluator shall be provided.
10. Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of ingress and egress of vehicles to and from the site onto public streets and curb and sidewalk lines.
11. Landscaping plan showing location, type and approximate size of plantings and location and dimensions of all fencing and screening. Maintenance and replanting provisions shall be noted.
12. Natural contours at intervals of two (2) feet and final contours at intervals of two (2) feet, the natural contours to be shown by dashed lines and the final contours to be shown by solid lines. Where sufficient detail cannot be shown with two (2) foot contours, spot evaluations shall be required, with existing spot evaluations shown in parentheses to be distinguishable from final spot elevations. Where construction will not disturb the entire lot proposed for development, the requirement to map contours or spot elevations shall apply only to those portions of the lot that will be altered in any way and portions of the lot downslope from the proposed alterations to an extent sufficient to clearly delineate the existing and proposed course of drainage and the point or points of discharge from the lot.
13. Specification of quantities and grades of materials to be used if land-filling is proposed.
14. Photos of the project area prior to any site preparation shall be submitted with the map.
15. A digital copy of lot lines and buildings shall be submitted, if available.

1304.2. Written Statement

A written statement by the applicant shall consist of:

1. Evidence by the applicant of his title and interest on the land that the application covers.

2. A description of the proposed uses to be located on the site.
3. Total floor area and footprint of each proposed building and structure and the lot coverage as defined in the Rockport Land Use Ordinance.
4. Summary of existing and proposed easements, restrictions, and covenants on the property.
5. Method of solid, liquid, chemical, or other waste disposal.
6. Erosion and sedimentation control plan, stormwater drainage control plan, and soils information.
7. Approximate ~~volume of soil to be added or removed, the~~ amount of blasting required, if any, and a disposition plan for removed materials. Any blasting shall be performed in accordance with Section 813 of this Ordinance.
8. If public water and sewer are to be used, written statements from the water utility and sewer district shall be provided commenting on the capacity of the system and the availability of the utility to provide service to the new development
9. An estimate of the date when construction will start and be completed.
10. List of approvals and permits required by the Office of the State Fire Marshal and other State and Federal Agencies.

1304.3. ~~Minor~~ Revisions to Approved Site Plans

1. Applicants proposing ~~minor~~ revisions to an existing site plan should submit fifteen copies (15) of the revision application to the Planning Office fifteen (15) calendar days prior to the Planning Board meeting at which the applicant wishes to be heard.
2. Application materials shall consist of the amended site plan as proposed and supporting documentation for all Written Statement and Standards applicable to the revision.
3. The Planning Board may schedule an on-site inspection meeting. The on-site inspection shall be jointly attended by the applicant, or his or her duly authorized representative, and at least two Planning Board members.
4. Within sixty (60) days after the date on which the site plan revision application first appears on the Planning Board agenda, the Board shall act to approve, approve with conditions, continue, or disapprove the site plan application submitted or amended. The time limit for review may be extended by mutual agreement between the Planning Board and the applicant.
5. ~~Minor revision a~~Applications for revisions to previously approved Site Plans shall be exempt from the pre-application process.