

# APPLICATION - SITE PLAN REVIEW

## INFORMATION FOR APPLICANTS

### A. PRE-APPLICATION PROCESS

1. Complete *application, sketch plan and memo* of your project.
2. Send 13 copies of the *application, sketch plan and memo* and appropriate fee to the Planning Office 15 days prior to the Planning Board meeting.
3. Request placement on the Planning Board agenda 15 days before the scheduled meeting.
4. Attend the Planning Board meeting.
5. The Planning Board may schedule an on-site inspection at the pre-application meeting.

### B. SITE PLAN REVIEW PROCESS

1. Complete the *site plan, written statement and supporting documentation*.
2. Send 13 copies of the *site plan, written statement, supporting documentation* and appropriate fee to the Planning Office 15 days prior to the Planning Board meeting. Plans and all pertinent information should be folded approximately in 8-1/2" x 11" packages and ready for further distribution.
3. Request placement on Planning Board agenda 15 days before the scheduled meeting.
4. Attend Planning Board meeting.

### Important Information for Applicants

1. *Planning Board meetings are normally scheduled on the 2<sup>nd</sup> Wednesday of the month. All documentation and fees must be filed with the Planning Office 15 days before the scheduled Planning Board meeting.*
2. *Please schedule a meeting with Planning Office staff. Applicants are encouraged to review samples of previously approved site plans and supporting documentation.*

### Attached:

1. Site Plan Review Application
2. Submission Checklist

# APPLICATION - SITE PLAN REVIEW

## OWNER & APPLICANT INFORMATION (please print)

Property Owner(s): \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

Owner(s) Tel. # \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

Agent's Mailing Address \_\_\_\_\_

Agent's Tel. # \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## PROJECT INFORMATION

Name of Project \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Project Footprint: \_\_\_\_\_

911E Street Address \_\_\_\_\_

### Site Plan Applicability:

- New non-residential or multi-family building
- Enlargement of non-residential or multi-family building
- Paving, filling or grading more than 5,000 square feet
- New use or change of use
- Pier, dock or bulkhead
- Other

Please provide a brief written description of proposed project (*use a word processor if easier*)

---

---

---

---

---

---

---

---

---

---

To the best of my knowledge, all information submitted with this application is true and correct.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION - SITE PLAN REVIEW

## Site Plan Review Submission Checklist

**Application:**

**Location:**

**Submission Key:**

**C= item complete    N= Not complete    W= Waiver requested from this item**

**N/a = Not applicable to application**

**Checklist:**

**Reviewed on:**

**By:**

Item Status	Submission item
	Site plan scale 1 –inch equals 40 feet
	Name & Address of Applicant
	Name & address of Applicant’s Agent
	Name of the proposed development
	Land within 500-feet of the proposed development in which the applicant has title or interest
	Map & lot numbers of the proposed site and abutting properties
	Names of abutting land owners shown on the site plan
	Scale
	True north Arrow
	Legend
	Space for dates of any revisions that may be required
	Exact dimensions and acreage to be built upon
	Corners of the parcel shall be located and marked on the ground and referenced on the plan.
	Site plan to include an actual field survey of boundary lines of the lot giving complete descriptive data by bearings and distances made and certified by a registered land surveyor.
	Existing and proposed locations and dimensions of any : Utility lines Sewer lines Waterlines Easements Drainage ways Public or private rights-of-way
	Size , shape and location of existing and proposed buildings on the parcel
	If served by a subsurface system: a report from a licensed site evaluator.
	Location and dimensions of the following: On-site pedestrian and vehicular access ways Parking areas Loading & unloading facilities Design of ingress and egress of vehicles to and from the site onto streets, and curb

## APPLICATION - SITE PLAN REVIEW

	and sidewalk lines
	Landscaping plan showing: Location, type and approximate size of plantings Location and dimensions of all fencing and screening Maintenance and replanting provisions
	Natural contours at intervals of 2-feet and final contours at intervals of 2 –feet. Natural contours to be shown by dashed lines and final contours to be shown by solid lines.
	Specification of quantities and grades of materials to be used if land-filling is proposed.
	Photos of the project area prior to any site preparation.
	Digital copy of lot lines and buildings shall be submitted, if available.

### Written Statement;

Item Status	Written Statement
	Evidence of Right , title and interest
	Description of the proposed uses
	Total floor area of each proposed building
	Total footprint of each proposed building
	Lot coverage of proposed buildings and other improvements.
	Summary of existing and proposed easements, restrictions and covenants on the property.
	Method of solid, liquid, chemical or other waste disposal.
	Erosion and sedimentation control plan
	Stormwater drainage control plan and soils information.
	Approximate volume of soil to be added or removed, The amount of blasting required and disposition plan for removed materials.
	Written statement from the Water Utility and Sewer District, if their services are to be used, commenting on the capacity of the system and availability of the utility to serve the proposed development
	An estimate of the date when construction will start and be completed.
	List of approvals and permits required by the office of the State Fire Marshall and other State and Federal Agencies

## APPLICATION - SITE PLAN REVIEW

### Written Statement/ Performance Standards

Item Status	Written Statement/Performance Standard
	Preserve and Enhance the Landscape
	Soils and Erosion Control
	Vehicular Access
	Parking and Circulation
	Surface Water Drainage
	Existing Utilities
	Special Features of the Site
	Exterior Lighting
	Emergency Vehicle Access
	Municipal Services
	Water Quality
	Air Quality
	Water Supply

### General Application Comments:

Item	Comment
Land use District	
Dimensional Standards	
Shoreland Zoning Overlay	
Floodplain	
Variances	
Special Exceptions	
Nonconforming Lot	
Nonconforming Structure	
Nonconforming Use	
801.1 Soils and erosion control	
801.2 Removal of Earth materials	
801.3 Water quality	
801.4 Surface and storm water Drainage	
801.5 Clear-cutting	
801.6 Nuisances	
801.7 Lighting	
801.8 Exposed Areas	
802 Industrial Standards	
803 Traffic, Access, Street	
804 Cluster Development	
805 Lots	
806 Livestock	
807 Mobile Home Parks	

## APPLICATION - SITE PLAN REVIEW

808 Access management	
809 Wireless Telecommunications	
810 Service Drops	
811 Home Occupations	
812 Wind Energy Systems	
813 Blasting Standards	
814 Itinerant Peddlers	
1002 Area landscape Standards	
1003 Architectural Review Standards	
1004 Parking Lot Design/landscaping	
1100 Signs	

# Site Review Written Statement & Performance Standards

## Written Statement:

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

**A description of the proposed uses to be located on the site.**

**Total floor area and footprint of each proposed building and structure and the lot coverage as defined in the Rockport Land Use Ordinance.**

**Summary of existing and proposed easements, restrictions, and covenants on the property.**

**Method of solid, liquid, chemical, or other waste disposal.**

**Erosion and sedimentation control plan, stormwater drainage control plan, and soils information.**

## **APPLICATION - SITE PLAN REVIEW**

**Approximate volume of soil to be added or removed, the amount of blasting required, and a disposition plan for removed materials.**

**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**

**An estimate of the date when construction will start and be completed.**

**List of approvals and permits required by the Office of the State Fire Marshal and other State and Federal Agencies.**

### **Performance Standards:**

**Preserve and Enhance the Landscape:**

**Soils and Erosion Control:**

**Vehicular Access:**

**Parking and Circulation:**

**Surface Water Drainage:**

**Existing Utilities:**

**Special Features of the Site:**

**Exterior Lighting:**

# APPLICATION - SITE PLAN REVIEW

**Emergency Vehicle Access:**

**Municipal Services:**

**Water Quality:**

**Air Quality:**

**Water Supply:**

Office Use Only:

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Title: \_\_\_\_\_