



Town of Reading Massachusetts

Community Planning and Development Commission

Site Plan Review Procedures
August 28, 2017

Applicability:

A Site Plan Review by the CPDC is required if the proposed construction or site alteration involves any of the following:

- a** An increase in gross floor area of 500 square feet or more;
- b** A change of use (from one use category to another) within an existing institutional, commercial, or multi-family structure; or
- c** The addition of 2 or more parking spaces, a change to the layout or location of 2 or more parking spaces, an increase in pavement of more than 300 square feet, or the alteration of any driveway.

Exemption from Site Plan Review: Single-family and two-family structures, routine maintenance, and in-kind replacement of lighting, mechanical systems and landscape features are exempt from Site Plan Review.

Procedures:

In accordance with the Checklist for Site Plan Review, applicants shall submit the following:

- o Six (6) full size (24x36) copies of the site plan & architectural drawings;
- o Eight (8) half size (11x17) copies of the site plan & architectural drawings;
- o Twelve (12) copies of the application, narrative & supporting materials;
- o Four (4) drainage reports; and
- o An electronic version of everything submitted.

Applicants are strongly encouraged to double-side whenever possible. All plans must be to scale.

The Community Development Director shall make a determination of completeness within ten (10) days of receipt of an application for Site Plan Review, in accordance with the Checklist for Site Plan Review, and shall notify the Applicant of the determination. Upon a favorable determination of completeness, the Community Development Director shall distribute the submitted plans and supporting materials to Development Review Team (DRT) staff,¹ shall arrange a DRT meeting (unless one has already occurred), and shall schedule the Application on the next available CPDC agenda. Applicants are encouraged to schedule a DRT meeting prior to submitting an official application.

¹ The DRT consists of the Community Development Director, Town Engineer, Fire Chief, Police Chief, Health Agent, Conservation Administrator, Building Inspector, Public Works Director, Assistant Town Manager and Town Manager.

Application:

Property Address _____

Assessors Map _____ **Lot** _____

Name of Applicant _____

Address _____

Email _____

Phone / Fax _____

Name of Owner (if not applicant) _____

Address _____

Email _____

Phone / Fax _____

Name of Engineer _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Attorney _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Architect _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Current Use of the Property _____

Proposed Use of the Property _____

Brief Description of the Project _____

Estimated Construction Cost of the Project \$ _____

Proposed Building Size (SF) _____ **Lot Size** _____

Number Parking Spaces Provided _____

List other Permit Requirements (list date of application thereof): _____

Conservation Commission _____

Zoning Relief _____

Public Works _____

Board of Selectmen _____

Board of Health _____

Historical Commission _____

Historic Districts Commission _____

State Permits:

DEP _____

MHD _____

Other _____

21E filing _____

List all easements, liens, mortgages, restrictions, or other encumbrances: _____

Certifications:

The undersigned hereby certifies:

- 1 That the aforementioned requisite number of copies of the application, including the Checklist for Site Plan Review, plans and all attachments have been delivered to the Public Services Department.
- 2 That a Certified List of Abutters within 300 feet of the subject property – and all other interested parties – together with a stamped, plain (NO RETURN ADDRESS) envelope addressed to each abutter and interested party has been delivered to the Public Services Department.
- 3 That a Certified Check for the required Application Fee in the amount of \$_____ has been delivered to the Public Services Department.
- 4 That he/she understands and hereby agrees that, in addition to the Application Fee identified in Item 3 above, if the Community Planning and Development Commission, in the course of its review of this application, determines at its sole and absolute discretion that review of all or any part of this proposed project by (an) outside, independent consultant(s) of the Commission's sole choosing is necessary for proper evaluation of this project or its possible effects on any matter of public interest, that he/she shall

Checklist for Site Plan Review		
	Provided	Waived
A Site Plan Review Application & Checklist		
B Fee (Certified Check)		
C Certified Abutters List		
D Project Narrative and Impact Statement		
1 Municipal Services		
2 Hours of Operation		
3 Landscaping & Lighting		
4 Traffic & Parking		
5 Trash Removal & Hazardous Materials Storage		
6 Resource Areas - Wetlands/Rivers/Floodplains/Habitats		
7 Construction Impacts & Anticipated Schedule		
E Plain White Envelopes Labeled with Abutters' Addresses (no return address)		
F Locus Plan (at 1"=400', or larger if necessary to show clarity, showing relation of property to surrounding area & zoning)		
G Existing Conditions Plan (Stamped by PLS or PE)		
1 Grading at 2' Contour Intervals		
2 Drainage		
3 Utilities		
4 Landscaping & Vegetation		
5 Impervious Surfaces		
6 Structures		
7 Resource Areas - Wetlands/Rivers/Floodplains/Habitats		
8 Ownership of Direct Abutters		
H Proposed Site Layout Plan (Stamped by PLS or PE)		
1 Lot Boundary (metes & bounds)		
2 Resource Area(s) & Buffer Delineations		
3 Structures & Setbacks (including Zoning Compliance Table)		
4 Access Drives/Driveway Aprons/Connections to Streets		
5 Parking/Loading (including Parking Compliance Calc.)		
6 Fencing (including detail)		
7 Walls (including detail)		
8 Walkways (including detail)		
9 Outdoor Lighting (including specification)		
10 Trash Receptacle (including enclosure or screening)		
11 Signage (including dimensioned details)		
I Grading and Drainage Plan (Stamped by PLS or PE)		
1 2' Contour Intervals with Spot Grades as Necessary		
2 Stormwater Management Structures & Features		
3 Resource Area(s) & Buffer Delineations		
4 Limit of Work Delineation		
5 Erosion Control(s)		
J Utility Plan (Stamped by PLS or PE)		
1 Sewer		
2 Water		
3 Hydrants/Fire Alarm		
4 Electric, Telephone, Cable		

Checklist for Site Plan Review		
	Provided	Waived
K Architectural Plans (Stamped by Registered Architect)		
1 Floor Plans (with dimensions)		
2 Elevations (with dimensions)		
3 Color Rendering		
L Landscape Plan (Stamped by PLS or PE)		
1 Limit of Work Delineation		
2 Existing Vegetation Proposed to be Saved and/or Removed		
3 Plant List with Key to Plan		
4 Screening & Street Trees		
5 Impervious Surfaces & Parking Areas		
6 Resource Area(s) & Buffer Delineations		
7 Snow Storage Areas		
8 Open Space and/or Recreation Areas		
9 Stormwater Features – Detention/Retention Areas, LID		
M Photometric Plan		
1 Location(s) and Specification(s) for Outdoor Lighting		
2 (free-standing and building-mounted)		
3 Predicted Lighting Levels Based on Proposed Fixtures		
4 Detail Sheet		
N Construction Details (Stamped by PLS or PE)		
1 Roadway/Driveway Apron Profiles/Cross Sections		
O Drainage Calculations (per MassDEP Stormwater Regulations)		
P Stormwater Pollution Prevention Plan (SWPPP) (for site disturbance > 1 acre, in compliance with NPDES)		
Q Traffic Study		