



TOWN OF ROCHESTER
Planning Board
37 Marion Road, Rte. 105, Rochester, MA 02770
Phone: 508-763-5421 Fax: 508-763-5379

SITE PLAN REVIEW APPLICATION

Date: _____

Prior to submitting a Site Plan, an applicant shall meet informally with a technical review committee consisting of the following: Town Planner, Conservation Agent, Highway Surveyor, Regional Sanitarian and Building Inspector. The purpose of said meeting is to review the applicant's conceptual plans for a property and provide preliminary comment prior to incurring significant engineering design expense. This step is intended to streamline the permit process. The applicant should request such a meeting through the Town Planner.

The applicant shall also meet informally with the planning board at a regular public meeting to review the information the applicant must submit and determine the required filing fee. The Planning Board shall advise the applicant in writing of the amount of the filing fee and any exceptions with respect to the site plan details under Section 1.10, within twenty days of the pre-submission meeting. Any technical services required to assist the planning board in preparing its written response preparing its written response shall be included as part of the application fee under Section 1.13.

The undersigned hereby submits a Site Plan Review application entitled:

The Plan requiring Site Plan Review involves the properties of Assessors' Map(s) _____

Lot (s) _____. The plan proposes the following (one sentence description of the proposal):

The undersigned applies for approval of said plan in accordance with the Site Plan Review and Approval By-Law of the Town of Rochester. The undersigned has submitted the following fees:

Site Plan Review Application Fee _____

Minimum Consultant Review Fee Deposit _____

Administrative / Legal Fee _____

I hereby certify that all information provided in this application form and required attachments and supporting material is true and accurate to the best of my knowledge. I agree to notify the Rochester Planning Board of any changes in the information provided in the application, in writing, as soon as practicable. I understand that failure to provide the required information and fees may result in a denial of my project.

Print Name of Applicant: _____

Address: _____

Telephone #: _____ Cell Phone #: _____

Date: _____

Signature of Applicant or Legal Representative

Print Name of Owner: _____

Address: _____

Telephone #: _____ Cell Phone #: _____

Date: _____

Signature of Owner (if different from applicant)

Print Name of Engineer or Surveyor _____ Date: _____

Address _____

Telephone # _____ Fax # _____ Stamp No. _____

Date: _____

Signature of Engineer or Surveyor

Description of proposed project:

For Planning Board Use:

If applicable date set for Site Plan Review Hearing: _____ Time: _____

All hearings are held in Rochester Town Hall, One Constitution Way, Rochester, MA.

Rochester Planning Board

**Submittal Check List
For
“Site Plan Review”**

All submittals to the Planning Board for consideration must include the following. Submittals will not be deemed complete, and will not be excepted until all of the following documentations have been submitted:

If the plan involves land within the Mattapoissett River Valley Water Supply Zone, the applicant shall file copies of the Definitive Plan with the Mattapoissett River Valley Water Supply Advisory Committee at least 30 days prior to submission to this Planning Board.

- _____ The original of a completed and signed Site Plan application.
- _____ A dollar deposit for Site Plan Review fee as specified in the Rules & Regulations Section 6.
- _____ A dollar deposit for independent consultant for engineering review and/or legal counsel satisfying the provisions of the Site Plan By-Law Section XVI.1.5
- _____ A copy of the deed(s) vesting title in the current owner.
- _____ A completed application with a time stamp from the Rochester Town Clerk
- _____ Acreage of tract to nearest tenth of an acre.
- _____ If more than one owner or in the event the applicant is not the owner of record, the Site Plan application shall be signed by each owner authorizing the filing of the plan.
- _____ The plan must show the name of the applicant and owner of record.
- _____ If the owner of record is a corporation, the name and address of the president and secretary shall be submitted with the application.
- _____ The names of all owners of record of all abutting property and those within three hundred (300) feet of the property line as Certified by the Assessors' Office.
- _____ A Compliance Narrative addressing each requirement in Section XVI.1.10 (Site Plan Details) of the Rochester Zoning By-Law noting requirements formally waived by the Planning Board at the “informal meeting” with the Planning Board as specified in Section XVI.1.5.
- _____ All calculations necessary to determine conformance to bylaw regulations.

_____ Place for signature of Chairman of Planning Board or Planning Board Agent on all plans and/or documents to be approved by the Planning Board.

_____ Such other information as may be required to show that the details of the site plan are in accordance with applicable standards of the zoning bylaw.

Print name of applicant

Date

Accepter's Signature

Date