



TOWN OF ROCHESTER

Planning Board

37 Marion Road, Rochester, MA 02770

Phone: 508-763-5421 (Ext 207) Fax: 508-763-5379

www.townofrochestermass.com

Date: _____

SITE PLAN REVIEW APPLICATION

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, Board of Health Agent, Building Inspector, Police Chief and Fire Chief. 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 then 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 the applicant shall provide a preliminary list of waivers for discussion 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 shall be included as part of the Escrow account fee under Section 1.13.

The undersigned hereby submits a Site Plan Review application entitled:

Location of premises involved: _____

Assessors Map(s): _____ Lot(s): _____

Nature of Plan proposed: _____

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: _____

Outside Consultant Account: _____

I hereby certify that all information in this application for 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 on my project.

Print Name of Applicant: _____

Address: _____

Telephone: _____ Cell phone: _____

Signature of Applicant or Legal Representative: _____ **Date:** _____

Print Name of owner: _____

Address: _____

Telephone: _____ Cell phone: _____

Signature of Owner (if different from applicant): _____ **Date:** _____

Print Name of Engineer or Surveyor: _____

Address: _____

Telephone: _____ Email: _____ Stamp No. _____

Signature of Engineer or Surveyor _____ **Date:** _____

Description of Proposed Project: _____

Submittal Checklist for "Site Plan Review"

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.

All submittals to the Planning Board for consideration must include the following:

- 1. The original and one (1) copy of a completed and signed Site Plan application.
- 2. The plan must show the name of the applicant and owner of record.
- 3. If the owner of record is a corporation, the name and address of the president and secretary shall be submitted with the application.
- 4. If more than one owner of record 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.
- 5. 8 full size contact prints (for various boards and commissions).
- 6. 2 copies of reports (stormwater, traffic, etc.).
- 7. 2 prints measuring 11 by 17 inches.
- 8. A PDF file of entire submittal shall be emailed to the Town Planner and Board Administrator.
- 9. A dollar deposit for Site Plan Review fee as specified in the Rules & Regulations Section 6.
- 10. A deposit of money to cover advertising: \$60.00
- 11. A dollar deposit for independent consultant for engineering review and/or legal counsel satisfying the provisions of the Site Plan By-Law Chapter 22.10.1.5
- 12. An original, current signed W-9 form.
- 13. A copy of the deed(s) vesting title in the current owner.

- 14. A Municipal Lien Certificate for all lots involved.
- 15. Acreage of tract to nearest tenth of an acre.
- 16. Date of site plan. All revisions shall be noted and dated.
- 17. The plan must show the name, address and seal of the Registered Professional engineer and Registered Professional Surveyor and Registered Landscape Architect who prepared the plan
- 18. Title of development, north arrow, scale, Assessor's map and lot number, locus map.
- 19. The names of all owners of land abutting the property and abutters to abutters within three hundred (300) feet of the property line as Certified by the Assessors' Office. The applicant is to obtain the list, prepare and mail via certified mail the notice to abutters, state and local agencies, and surrounding communities; and pay for the cost of the mailing. Proof of the certified mailing must be presented to the Planning Board prior to the opening of the public hearing.
- 20. A Written Narrative addressing each requirement in Chapter 22.10.1.10. of the Rochester Zoning By-Law (including Standards for Review, Landscaping, Utilities and Drainage, Traffic and Parking and Open Space); and including a list of requested waivers from the Planning Board requirements as specified in Chapter 22.10.1.10.
- 21. All calculations necessary to determine conformance to bylaw regulations.
- 22. Place for recording the action of the Planning Board and for the signature of the seven members of the Planning Board on each sheet of plans and/ or documents to be approved by the Planning Board.
- 23. 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.
- 24. Zone boundaries and Overlay Districts shall be shown on the site plan as they affect the parcel.
- 25. Boundaries of the property lines and lines of streets, lot reservations, easement and areas dedicated to public use, including grants, restrictions and rights-of-way.
- 26. All distances as measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with any other public street.
- 27. Topography of the land at two (2) foot contour intervals base on NAVD 1988 and FEMA Flood Maps.
- 28. If any areas fall within the 100-year flood plain as delineated on the Flood Insurance Rate Maps for the Town of Rochester, the area will be shown and base elevations shown.
- 29. The location of the consecutively numbered flags denoting wetland resources shall be shown on the plan.
- 30. Location of existing rock outcrops, general soil types (including limitations as noted in "Soils and their interpretations for Various Land Uses" as prepared by the U.S. Department of Agriculture), high points, vistas, watercourses, depressions, ponds, marshes, wetlands, flood plain designations as shown on the Flood Insurance Rate Maps for the Town of Rochester, wooded areas and major trees (12" caliper or over) and other significant existing features including previous flood elevations of watercourses, pond and marsh areas as determined by survey.
- 31. Location of existing buildings, which shall remain and all other existing structures such as walls, stone walls, fences, culverts, bridges, roadways, farm and woods roads etc. with spot elevations of such structures. Structures to be removed shall be indicated in dashed lines.
- 32. Layout of proposed buildings or structures, including elevations plans and floor plans, height of buildings, including relationship to existing and proposed grades. The type and color of materials to be used shall be indicated.
- 33. The location, type and screening details for all waste disposal containers shall be shown.

- 34. Location of signs.
- 35. A landscape plan showing all existing natural features, trees, forest and water resources and proposed changes to these features including size and type of plant material. Water resources will include ponds, lakes, brooks, streams, wetlands, floodplains and drainage detention/retention areas.
- 36. Utilities and Drainage (Plans must conform to requirements of Chapter 22.10.1.10.4.)
- 37. Traffic and Parking (Plans must conform to requirements of Chapter 22.10.1.10.5.)
- 38. Open Space (Plans must conform to requirements of Chapter 22.10.1.10.6)
- 39. Applicant has submitted a Letter of Intent to take land out of Chapter 61 to the Board of Selectmen and the Assessor's Office.

Print Name of Applicant

Date

Acceptor's Signature

Date



Town of Rochester

Planning Board

Town Hall Annex, 37 Marion Road, Rochester, MA 02770

Phone: (508) 763-5421 Fax: (508) 763-5379

Rochester Planning Board

Arnold Johnson, Chairman

John DeMaggio, Vice Chairman

Bendrix Bailey, Clerk

Michael Murphy, Associate Clerk

Lee Carr

Christopher Silveira

Marc Rousseau

Nancy Durfee, Town Planner

Dawn DeMaggio, Board Administrator

Applicant / Property Owner Access Agreement

The Town of Rochester Planning Board requests the Board members, Town Planner, or a duly authorized agent of the Town, shall have the right to enter upon the property to ensure continued compliance with the terms and conditions of the application, and / or to gather information prior to deliberation or voting. Frequently, the Planning Board may conduct a site visit or visits, as necessary, through the permitting process.

The Rochester Planning Board and Town Planner are hereby given permission to conduct site visits on the property referenced in the application hereto attached. All Planning Board visits will be scheduled in advance at a time acceptable to the Applicant.

I(We) understand that refusal to grant permission for site visits to the extent requested by the Planning Board or the Town Planner will cause my application to be denied due to incompleteness of the information required for full deliberation and voting by the Planning Board.

Signature of Property Owner

Address of Property Owner

Date: _____