

The Commonwealth of Massachusetts
TOWN OF WILLIAMSBURG

Office of the
Planning Board
APPLICATION FOR SITE PLAN REVIEW

Non-residential, non-agricultural structure or structures, which have an aggregate footprint
exceeding five thousand (5000) square feet. (Section 6.0)
And not in excess of ten thousand (10,000) square feet (section 4.3)

To the Town Clerk
Williamsburg, Massachusetts:

Pursuant to the provisions the Protective Bylaw of the Town of Williamsburg, application is hereby
made to the Planning Board for Site Plan Review

On premises located at _____
Street and number assessor's map and parcel number

Owned by _____
Name address deed recorded Book - Page

Applicant _____ Phone _____
Signature

Applicant _____ address _____
Please print name street town zip

Please include the attached check list of application elements as part of the application.

*****ADMINISTRATIVE USE ONLY*****

Completed application received by Town Clerk _____ and _____
(date) (time)

Filing fee \$ _____
(\$250.00)

Signature of Town Clerk _____

Received by Planning Board _____
Signature date

Application No. _____ Date of Joint Public Hearing _____

**Application elements to be included as part of the application for
Site Plan Review**

		The Planning Board may request any additional information it judges to be necessary or convenient, or waive any information requirements it finds unnecessary, for the review of a particular plan.
Admini- strative Use	Included	Application Elements
		A. Fee paid. Town of Williamsburg exempted.
		B. Each application for Site Plan Review shall be submitted to the Planning Board by the current owner of record, accompanied by eleven (11) copies of the site plan.
		C. A registered architect, surveyor, landscape architect, or professional engineer shall prepare all site plans. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show:
		D. The location and boundaries of the lot, adjacent streets or ways, and the location and owners names of all adjacent properties.
		E. Existing and proposed topography including two foot contours, the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features.
		F. Existing and proposed structures, including dimensions and elevations.
		G. The location of existing and proposed parking and loading areas, driveways, walkways, access and egress points.
		H. The location and description of all existing and proposed septic systems, water supplies, storm drainage systems, utilities, and refuse and other waste disposal methods.
		I. Proposed landscape features including the location and a description of screening, fencing and plantings.
		J. The location, dimensions height, and characteristics of proposed signs and lighting.
		K. The location and a description of proposed open space or recreation areas.

Meets	Does Not Meet	For Administrative Response Included for Applicant Information
		6.5 Site Plan Review Criteria
		6.51 The following criteria shall be considered by the Planning Board in the review and evaluation of a site plan, consistent with a reasonable use of the site for the purposes permitted or permissible by the regulations of the district in which it is located:
		a. The development shall be integrated into the existing terrain and surrounding landscape, and shall be designed to protect abutting properties and community amenities. Building sites shall, to the extent feasible: 1) minimize impact on wetlands, steep slopes, flood plains, hilltops; 2) minimize obstruction of scenic views from publicly accessible locations; 3) preserve unique natural or historical features; 4) minimize tree, vegetation and soil removal and grade changes; 5) maximize open space retention; and 6) screen objectionable features from neighboring properties and roadways.
		b. In the absence of town services, the development shall be served with adequate water supply and waste disposal systems provided by the applicant. For structures to be served by an on-site waste disposal system, the applicant shall submit a septic system design prepared by a Certified Engineer and approved by the Board of Health.
		c. The plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent ways. The plan shall describe estimated average daily and peak- hour vehicular traffic to be generated by the site, traffic flow patterns for vehicles and pedestrians showing adequate access to and from the site, and adequate circulation within the site.
		d. The site plan shall show adequate measures to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, to prevent changes in groundwater levels, and to prevent increased run-off and potential for flooding. Drainage shall be designed so that run-off shall not be increased and that neighboring properties will not be adversely affected. A system of groundwater recharge shall be provided that does not degrade groundwater quality. Recharge shall be by storm water infiltration basins or a similar system covered with natural vegetation. Dry wells shall be used only where other methods are not feasible. All basins and wells shall be preceded by oil, grease and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner.
		e. Electric, telephone, cable TV, and other such utilities are required to be underground unless proven to be physically and environmentally unfeasible.

		f. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and other unsightly structures or uses shall be set back or visually screened to protect the neighbors from objectionable site characteristics.
		g. Outdoor lighting shall be designed to prevent glare or light, which reflects, strays or scatters beyond the subject structure of structures.
		h. Noise generated by machinery or equipment shall not extend beyond the property line.
		i. The site plan shall comply with all other provisions of this Bylaw.
		6.52 Before a finding on a site plan, the Planning Board may request the applicant to make modifications in the proposed design of the project to ensure that the above criteria are met.
		6.53 After a public hearing, the Planning Board may waive, for good cause shown, any or all requirements of site plan review where such action is in the public interest and not inconsistent with the purpose and intent of the Protective Bylaw.