

TOWN OF WRENTHAM PLANNING BOARD

Application for Special Permit/Site Plan Approval

Please type or clearly print the following information.

Name of Applicant¹ _____
Mailing Address _____
Daytime Phone Number _____
Fax Number (if any) _____ E-mail Address _____

Name of Property Owner _____
Mailing Address _____

Name of Engineer _____
Mailing Address _____
Daytime Phone Number _____
Fax Number (if any) _____ E-mail Address _____

Name of Surveyor _____
Mailing Address _____
Daytime Phone Number _____
Fax Number (if any) _____ E-mail Address _____

Name of Mortgagees² _____
Mailing Address _____

Property Address _____

Registry of Deeds Book No. _____ Page No. _____

Assessors Map _____ Block _____ Parcel _____

Zoning Classification of the Property _____

¹ Person(s) developing the proposed project, not his/her representative.

² Earth Removal Applications only.

This application is hereby submitted under the following provisions of the Wrentham Zoning Bylaws (Check all that applies):

- Special Permit for Uses Identified under Section 4.2 (as “SP” or “SPA/SP”)
Specify Section(s)/Use(s): _____

- Activity within the Watershed Protection District (Article 5.3)
Describe Activity: _____

- Site Plan Approval for Uses Identified under Section 4.2 (as “SPA”)
Describe Section(s)/Use(s): _____

- Earth Removal Activity (Article 14)
Estimate of Material to be excavated within Site: _____ Cubic Yards
Estimate to be transported from Site: _____ Cubic Yards

- Activity within Aquifer Protection District (Article 15.5 c.)
Describe Activity: _____

- Activity within a Floodplain District (Article 16.3 d.)
Describe Activity: _____

- Open Space Preservation Development (Article 17)
Number of Lots: _____

- Other (e.g. Sign waiver requests under Section 18.5 e.)
Describe Activity: _____

I/We hereby attest that all required fees, applications, plans, abutters list and related documents are complete and have been submitted in accordance with all applicable laws and the special permit/site plan approval regulations adopted by the Wrentham Planning Board.

Signature of Applicant(s)³: _____

³ If the Applicant is not the current owner of the property, a letter signed by the owner shall also accompany the application confirming that the Applicant has been authorized to seek the requested approval(s).

TOWN OF WRENTHAM

PLANNING BOARD

Special Permit and Site Plan Rules and Regulations

- I. The Planning Board (Board) shall conduct its meetings in accordance with the requirements of The Zoning Act and The Open Meeting Law.
- II. The Board shall observe Robert's Rules of Order for all procedural matters.
- III. Board members are required to be present at all public hearings, including continued public hearings, to be eligible to have their vote counted in the requisite super-majority to grant.
- IV. The Board shall adopt all submission requirements and performance standards of the Zoning By-laws and Rules and Regulations Governing the Subdivision of Land of the Town of Wrentham.
- V. The Board specifically adopts the provisions of M.G.L. Chapter 44, Section 53G, Consultant Review Fees, as follows. Consulting Fee: The Planning Board may impose on any applicant for a special permit or approval of a site plan a reasonable fee for the employment of an outside consultant, as provided in General Laws Chapter 44, Section 53G, to assist the Board in reviewing the application. Such fees shall be imposed in addition to any other fee assessed under these regulations, and shall be imposed in the following manner:
 - (a) The Board shall notify the applicant within 30 calendar days of the filing of the application, of its designation of an outside consultant, and shall state (i) the identity of the consultant, (ii) an estimate of the consultant's total fee for the project, and (iii) the amount of the first payment due from the applicant.
 - (b) The applicant may appeal from the selection of the outside consultant to the Board of Selectmen by filing a written request for review of the Planning Board's designation of its consultant with the Board of Selectmen within 14 calendar days of the applicant's receipt of such designation from the Planning Board. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications. The required time limits for action upon the definitive or preliminary plan application shall be extended by the duration of the appeal.
 - (c) If no appeal is filed within the time period specified above, the applicant shall deliver to the Town Treasurer the deposit amount requested by the Board by certified or bank check.

- (d) The deposit amount may be any amount up to and including the estimated total of the consultant's fee. If the deposit amount is less than the estimated total, the Planning Board may make requests for supplemental payments, which shall be due and payable within 14 calendar days of the request.
 - (e) Failure to pay the deposit amount or any supplemental payment shall be grounds for denial of the application.
- VI. The Applicant shall mail notice of the public hearing by certified mail, return receipt requested, to all abutters as identified on the most recent local tax list certified by the Wrentham Board of Assessors and, in cases involving special permits, to the Planning Boards of adjoining communities. Said notice shall be prepared by the Planning Services Office and furnished to the Applicant. The Applicant shall mail the copies of the notice at least 14 calendar days prior to the public hearing. Receipts of said mailing are to contain the return address of the Planning Board with the name of the Applicant or project in the lower right corner of the address label so that the receipts may be returned directly to the Planning Services Office before the opening of the public hearing.
- VII. The Board may require individuals who are testifying to give that testimony under oath, and may employ the services of a court stenographer.
- VIII. The failure of the Applicant to submit all materials required at the time of the original submission, or the failure to submit any materials requested at the time of the hearing, shall be a basis for denial.
- IX. By a majority vote of the sitting Board, the Board may require additional information be provided and extend the public hearing, within statutory guidelines, to provide the opportunity to receive such information.
- X. Copies of all materials, reports, plans, etc., shall be made available by the applicant to all parties in interest, but solely at the expense of the parties in interest.
- XI. Applications to the Planning Board shall be submitted to the Planning Services Office no less than eight (8) business days prior to the meeting at which acceptance by the Board is being requested.
- XII. Any item to be submitted by an Applicant in support of a previously filed application shall be submitted to the Planning Services Office and to any consultant retained by the Planning Board no less than ten (10) business days prior to the date of the continued public hearing.

WRENTHAM PLANNING BOARD

Fee Schedule – June 2002

<u>Activity</u>	<u>Fees</u>		
81-P	\$70		
Preliminary	\$500	Plus \$1.00 for each linear foot over 350 feet	
Definitive	\$500	Plus \$1.50 for each linear foot over 350 feet or \$1000 + \$2.90 for each linear foot over 350 feet ¹ and public hearing advertisement costs	
Modification – Minor	\$300 ²		
Modification – Major	\$500	Plus \$1.50 for each linear foot over 350 feet ³ and public hearing advertisement costs	
Insufficient Frontage	\$300	Plus public hearing advertisement costs	
Bond Estimate	\$0.15	Per linear foot of roadway	
Bond Reduction	\$0.15	Per linear foot of roadway	
Street Acceptance	\$0.20	Per linear foot of roadway	
Site Plan	\$600 and public hearing advertisement costs ⁴	Plus additional Special Permit Applications concurrently submitted	\$200 each
Special Permit	\$600 and public hearing advertisement costs ⁴	Plus additional Special Permit and/or Site Plan Applications concurrently submitted	\$200 each
Zoning Amendment	\$350	Plus public hearing advertisement costs	
Earth Removal ⁵	\$200	Plus public hearing advertisement costs	
In lieu of Acceptance Plan provided as an electronic file (see §3.334c)	\$200 plus \$25 for each lot		

All fees are subject to waiver or reduction upon petition to the Planning Board and for cause.

Charges in accordance with M.G.L. Chapter 44, Section 53G, Consultant Review Fees, shall apply, if the Board determines they are required.

The zoning amendment fee shall not apply to the Town of Wrentham petitions.

¹ \$500.00 plus \$1.50 per linear foot over 350 feet if a Preliminary Plan was filed within the past seven (7) months; \$1,000 plus \$2.90 per linear foot over 350 feet if a Preliminary Subdivision Plan was never filed or filed more than seven (7) months prior.

² \$300 for all modifications not deemed to be major by definition in footnote 3, or at the discretion of the Planning Board.

³ Major modifications shall include, but not be limited to, roadway realignment, intersection realignment or drainage system reconfiguration.

⁴ The special permit application fee for PI/OP developments shall be \$1000.

⁵ Applications submitted under Article 26 of the Wrentham Bylaws.

**CHECKLIST FOR
ARTICLE 7 – SITE PLAN APPROVAL APPLICATIONS OR SPECIAL PERMIT
APPLICATIONS REQUIRING THE SUBMISSION OF A SITE PLAN**

No less than seven (7) days prior to submitting their formal applications to the Planning Board, Applicants shall submit the required number of complete copies of the official application form, Community Assessment Report, Site Plan and, if applicable, Drainage/Hydrological Reports to the Town Planner. Accompanying these documents shall a copy of this checklist completed and signed by the project engineer. Applicants are encouraged to contact the Town Planner beforehand concerning their questions on the application process and requirements.

The following sets forth the process of submission and review of any site plan and/or special permit application required to be approved by the Planning Board. The purpose of site plan review is to assure that development proposals are consistent with the environmental and siting objectives of the Town of Wrentham. The site plan provides the basic information necessary for reasoned review by citizens and agencies of the Town.

7.2 Site Plan Submission

An Applicant shall submit the following:

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
_____	_____	_____	a. An original drawing of the site plan drawn in indelible ink and ten (10) contact prints. The prints are to be dark line on white background. (The original drawing will be returned after approval or disapproval.)
_____	_____	_____	b. Three (3) completed copies of the Special Permit/Site Plan Approval Application. The Applicant shall state in their application the time within which the required work on the ground will be completed.
_____	_____	_____	c. A list of all abutters together with the address of each as determined from the most recent local tax list, certified by the Board of Assessors. An abutter is any property owner within 300 feet from the perimeter of the site.
_____	_____	_____	d. A location plan of the site at a scale of 1" = 200', showing all proposed uses, ways, driveways, buildings, parking and loading areas and their relation to one or more existing streets.
_____	_____	_____	e. A sketch plan, acceptable to the Board, showing a prospective layout for any adjacent land owned or controlled by the owner or Applicant.
_____	_____	_____	f. Five copies of the Community and Environmental Assessment report as required by Article 8.

The plan shall not be deemed to have been submitted until the required application, plan, and fee⁴ have been delivered to the Board at a regular or special meeting.

In site plan applications for **PI/OP DEVELOPMENT** the following shall supersede the requirements listed above.

YES **NO** **N/A**

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. Any applicant seeking Site Plan Approval and a Special Permit for a PI/OP Development shall submit a consolidated application therefore to the Planning Board in triplicate together with one original and twelve (12) copies of the site plan and all supporting documentation for the proposed Development. |
| _____ | _____ | _____ | 2. Together with the application, the applicant seeking a Special Permit for a PI/OP Development shall submit the following: |
| _____ | _____ | _____ | a. A filing fee of \$1,000.00 and a written undertaking to pay the reasonable fees specified by the Planning Board of such independent professional consultants as the Planning Board may select for assistance in reviewing the proposal, subject to the provisions of M.G.L. Chapter 44, Section 53G. |
| _____ | _____ | _____ | b. A list of all abutters, abutters to abutters and owners within 1,000 feet of the site, and parties in interest entitled to notice under M.G.L. Chapter 40A, Section 9. |
| _____ | _____ | _____ | c. Community and Environmental Assessment information as referred to in Article 8. |
| _____ | _____ | _____ | d. A detailed study by a professional engineer of anticipated traffic generation and flow, and its impacts on adjacent roadways. The Planning Board may, by regulations promulgated hereunder, define the type, form, and level of detail of the information to be submitted pursuant hereto. |

7.3 Site Plan Form

The site plan shall be prepared by an engineer and surveyor and shall be clearly and legibly drawn at a scale of 1" = 40' on a material which is suitable for reproduction⁵. If multiple sheets are used, an index sheet showing the entire site plan shall be provided.

⁴ In accordance with the current Fee Schedule adopted by the Planning Board.

⁵ Plans shall be submitted on sheets measuring 24" x 36".

7.4 Site Plan Content

The site plan shall contain the following information:

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
_____	_____	_____	a. Plan name, property boundaries, true north point, date, scale, and Zoning District along with any Zoning District boundaries and overlay districts (i.e. Aquifer Protection, Watershed and Floodplain).
_____	_____	_____	b. Names and addresses of present record owner(s), the applicant, and the architects, engineers and/or surveyors who prepared the plan.
_____	_____	_____	c. Certificates and seals of the architects, engineers, and/or surveyors who prepared the plan, together with a certificate that all surveying conforms to the requirements of the Massachusetts Land Court.
_____	_____	_____	d. Suitable space to record the action of the Planning Board and the signatures of the members of the Board on each sheet of the site plan, and the date of such signature.
_____	_____	_____	e. Existing conditions – Ref. ⁶ _____
_____	_____	_____	1. existing contours at two-foot intervals,
_____	_____	_____	2. significant soil types,
_____	_____	_____	3. water systems (including standing surface water, brooks or streams, the direction of drainage, wetlands, and the 100-year flood elevation),
_____	_____	_____	4. trees exceeding 5" in diameter or the perimeter of heavily wooded areas,
_____	_____	_____	5. stone walls, fences, buildings,
_____	_____	_____	6. rock ridges or outcroppings.
_____	_____	_____	f. A locus plan of all land within 1,500 feet of any part of the tract and showing:
_____	_____	_____	1. all dwellings and principal buildings,
_____	_____	_____	2. the land use of each lot,
_____	_____	_____	3. lot and right-of-way,
_____	_____	_____	4. zoning district boundaries,
_____	_____	_____	5. recorded easements abutting the tract, and
_____	_____	_____	6. public facilities, such as conservation or recreation land, foot-paths, bicycle paths, or streets.

⁶ Reference the sheet where the required information is indicated (e.g. Sheet 3 of 12)

YES **NO** **N/A**

- | | | | |
|---------------|---------------|---------------|---|
| <u> </u> | <u> </u> | <u> </u> | g. An utilities analysis showing – Ref. _____ |
| <u> </u> | <u> </u> | <u> </u> | 1. the location and size of the Town's existing water mains, fire hydrants, sanitary sewers, and storm drains relevant to the project, and |
| <u> </u> | <u> </u> | <u> </u> | 2. the proposed location and approximate size of utilities to be constructed on the site and their proposed connections to the Town's utilities, and any special features, such as culverts, or pumping stations, that might affect the ability of the Town to service the development; |
| <u> </u> | <u> </u> | <u> </u> | h. Plan prepared by a registered architect including building elevations and one or more perspective colored renderings indicating materials to be used; |
| <u> </u> | <u> </u> | <u> </u> | i. Proposed landscape plan prepared by a registered landscape architect; and |
| <u> </u> | <u> </u> | <u> </u> | j. A table showing – Ref. _____ |
| <u> </u> | <u> </u> | <u> </u> | 1. total land area, |
| <u> </u> | <u> </u> | <u> </u> | 2. developable site area |
| <u> </u> | <u> </u> | <u> </u> | 3. common or usable open space, if any, |
| <u> </u> | <u> </u> | <u> </u> | 4. site coverage of buildings, |
| <u> </u> | <u> </u> | <u> </u> | 5. area covered with impervious surface, |
| <u> </u> | <u> </u> | <u> </u> | 6. ratio of impervious surface to total land area, and |
| <u> </u> | <u> </u> | <u> </u> | 7. the number of off-street parking spaces and, if applicable, loading bays. |

The Planning Board may in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of this bylaw, waive strict compliance with the foregoing requirements. Any such waiver shall require a written request from the applicant and majority vote of the Board.

**CHECKLIST FOR
ARTICLE 8 - COMMUNITY AND ENVIRONMENTAL ASSESSMENT**

The environmental assessment will describe the proposed use in detail, its purpose, location and time setting, and its relation to other projects and proposals. The assessment will describe primary and secondary environmental and community impacts, both beneficial and adverse. The scope of the assessment shall include both construction and operational impacts. The assessment shall also develop, describe, and objectively weigh alternatives to the proposed use.

A registered professional engineer and other professionals as required shall prepare the environmental assessment. The assessment shall address the following topics for present conditions, development conditions, and environmental controls, and future conditions and environmental controls:

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
_____	_____	_____	a. Natural environment
_____	_____	_____	1. Air pollution
_____	_____	_____	2. Water, including quantity of drainage and pollution control
_____	_____	_____	3. Noise pollution
_____	_____	_____	4. Land, including the quantity of earth to be removed from the site
_____	_____	_____	5. Wildlife
_____	_____	_____	b. Man-made environment
_____	_____	_____	1. Surrounding land use
_____	_____	_____	2. Density
_____	_____	_____	3. Zoning
_____	_____	_____	4. Architecture
_____	_____	_____	c. Public facilities
_____	_____	_____	1. Water supply and distribution
_____	_____	_____	2. Storm drainage facilities
_____	_____	_____	3. Sewage disposal facilities
_____	_____	_____	4. Solid waste disposal, including trash and garbage
_____	_____	_____	5. Traffic facilities
_____	_____	_____	6. Electric power
_____	_____	_____	7. Gas
_____	_____	_____	d. Community Services
_____	_____	_____	1. Schools
_____	_____	_____	2. Recreation
_____	_____	_____	3. Police
_____	_____	_____	4. Fire
_____	_____	_____	5. Public works
_____	_____	_____	e. Economic considerations
_____	_____	_____	1. Cost-benefit ratio to the Town of Wrentham
_____	_____	_____	2. Time schedule

Mitigation of Adverse Impact

Where significant adverse impacts are identified by the Applicant or reviewing Board, the Community and Environment Assessment must propose an acceptable program of mitigation. This affirmative requirement may include provisions for phased development; natural or landscape barriers; noise baffles; pollution controls; waste, trash, and sewage disposal; roadway maintenance; water supply; storm drainage; fire and police protection. Site plan approval, special permits, and variances will not be issued until this requirement is satisfied.

Name of Engineer: _____

Signature of Engineer: _____

Date: _____