



CITY OF SALEM PLANNING BOARD

CITY OF SALEM APPLICATION FORM SITE PLAN REVIEW

Location of Property:

Map & Lot:

Owner:

Address/PO Box:

City, State, Zip Code:

Telephone:

Applicant:

Address/PO Box:

City, State, Zip Code:

Telephone:

I. Project Description:

Zoning District(s): _____

Square footage of parcel: _____ Gross Square footage of structure(s): _____

Square footage of footprint: _____ No. of dwelling units: _____

II. Submission Requirements:

Application form and attached reports, statements, and narratives: Three (3) hard copies shall be brought by the applicant to the City Clerk to be "date stamped". The City Clerk will retain the original; the remaining two (2) copies shall be filed with the Planning Board by the applicant.

Plans and drawings: Three (3) full-size (24" x 36") sets of all plans and drawings and nine (9) half-size (11"x17") sets of all plans and drawing shall be filed with the Planning Board by the applicant.

Electronic submission: One (1) electronic copy of all application materials, including the application form and attached reports, statements, and narratives, and all project plans and drawings, shall be filed in .pdf format with the Planning Board by the applicant.

A. **Required Narrative:** A brief narrative, as requested by the Planning Board addressing the site plan requirements and other appropriate concerns in the following defined categories:

1. Building
2. Parking and loading
3. Traffic flow, circulation and traffic impact
4. External lighting
5. Landscaping and screening
6. Utilities
7. Snow removal
8. Natural features and their protection and enhancement

9. Topography and its maintenance
10. Compatibility of architecture with surrounding area

B. Environmental Impact Statement: in accordance with Appendix A of the Salem Subdivision Regulations.

C. Required Plans and Drawings:

A Site Plan stamped and dated by an architect, registered engineer, landscape architect, or other qualified professional, at a scale of 1"=40', (or as established by Planning Board) *including all requirements as set forth in IIIB of the Salem Subdivision Regulations* and the following:

1. Location and dimensions of all buildings and other construction;
2. Location and dimensions of all parking areas, loading areas, walkways, and driveways.
3. Location and dimensions of all internal roadways and access ways to adjacent public roadways;
4. Location and type of external lighting;
5. Location, type, dimensions and qualities of landscaping and screening;
6. Location and dimensions of utilities, gas, telephone, electrical communication, water, drainage, sewer and other waste disposal;
7. Location of snow removal areas;
8. Location of all existing natural features including ponds, brooks, streams, wetlands, and marshes;
9. Existing and proposed topography of the site, with two-foot contours;
10. Conceptual drawings and elevations of all buildings to be erected including elevations showing architectural style;

III. Procedure:

The Planning Board shall, within 7 days after the filing of this application, transmit one copy of said application, plans and all other submitted information to the Inspector of Buildings, City Engineer, Board of Health, Fire Prevention Officer and Conservation Commission who may, at their discretion, investigate the application and report in writing their recommendation to the Planning Board. The Planning Board shall not take final action on such application until it has received a report thereon from the above agencies or until thirty-five (35) days have elapsed after distribution of such application without a submission of a report. The Planning Board shall hold a Public Hearing on said application as soon as possible after receiving the above reports, in accordance with Chapter 40A of the Massachusetts General Laws. The Planning Board shall notify the applicant in writing of its decision on the special permit. The decision shall document the proposed development or use and the grounds for granting or refusing the special permit. The Planning Board may, as a condition of approval, require that the applicant give effective notice to prospective purchasers, by signs or by recording the special permit at the Registry of Deeds, of the conditions associated with said premises and the steps undertaken by the petitioner or his successor in title to alleviate the effects of same.

Signature of Applicant

Signature of Owner (attached consent letter is also acceptable)

Date

Date

FEE PAID: _____