



CITY OF SALEM PLANNING BOARD

CITY OF SALEM APPLICATION FORM SITE PLAN REVIEW FOR NORTH RIVER CANAL CORRIDOR

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:

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

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

II. Special Permit eligibility:

The project applied for is eligible for a Special Permit and meets all of the requirements contained within the Zoning Ordinance under Section 8.4 for use as:

- Artist Space
- Residential
- Research/Light Manufacturing
- Retail
- Other

III. 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.

Required Narrative:

A brief narrative identifying how the proposed development is in compliance with the *Neighborhood Master Plan for the North River Canal Corridor*, October 2003.

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 Sections 9.5 and 8.4.15 of the Salem Zoning Ordinance:

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;
11. Information on subsurface contamination/toxic material and adequate plans for remediation so that the public health will not be adversely affected;
12. Floodplain information and plans for adequate management of any anticipated problems;
13. Adequate stormwater management plans;
14. Information on the water distribution and sanitary sewer system and plans for any modification necessary to adequately serve the proposed development.

As well as the following:

1. All existing features of the property relevant to the proposed project including, without limitation; any easements; water, sewer, gas and underground electrical lines; paper streets; conservation areas; wetland or waterways; hazardous waste disposal sites or historical sites.
2. If off-street parking is required by the Ordinance, the Site Plan must show layout and number of parking spaces set aside for the proposed use. Proposed parking layouts must include access ways and buffer zones.

Signature of Applicant

Signature of Owner (attached consent letter is also acceptable)

Date

Date