

PLANNING BOARD SITE PLAN REVIEW

Rules of the Medfield Planning Board

In accordance with the provisions of Massachusetts General Laws, Acts of 1975, Section 808 as amended and the Zoning Bylaw of the Town of Medfield, Section 14.13., the following rules are hereby adopted by the Planning Board regarding Site Plan Approval by the Planning Board:

1. Any person desiring to apply for Site Plan Approval by the Planning Board shall submit an application in writing to the Planning Board, with a copy to the Town Clerk. Each application shall contain the following information:
 - a) The full name and address and telephone number of the applicant and the name of the proposed development.
 - b) The full name, address and telephone number of the record owner of the property concerning which the Site Plan Approval is sought, if different from the applicant.
 - c) If the applicant is other than the record owner of the property, the nature of the applicant's interest in the real estate (i.e. lease, option to purchase, etc.).
 - d) The street address, zoning district, and Board of Assessors' map and lot number for the property concerning which Site Plan Approval is sought.
 - e) A summary of any construction or change which the applicant intends to make to the property if the Site Plan Approval is granted.
2. In addition to the above application, the applicant shall submit seven (7) copies of the complete Site Plan application, including plans, to the Planning Board for its use, and three (3) additional sets of plans for distribution of one (1) copy each to the Building Inspector, Water & Sewerage Board and Conservation Commission. Also, an application shall be submitted to the Board of Health satisfying that Board's requirements.
3. **Plan Form:** The Site Plan shall be prepared, stamped and signed by a Registered Land Surveyor if surveying information is shown, and also by a Registered Professional Engineer if the plan shows the design of road pavements, water pipes, sewerage or other utilities. The Site Plan shall be clearly and legibly drawn at a scale of at least one inch equals 40 feet in black India ink, upon sheets of tracing cloth or mylar. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan at a scale agreed to by the Board. The index sheet shall also show utilities, and direction of drainage and sewer flow as established by the profile plans.
4. **Plan Content:** The Site Plan shall show the following:
 - a) A focus plan showing the general location of the site in relation to all adjacent and nearby roads, railroads, waterways and utility easements.
 - b) Bearings and distances of all lot lines, names of all adjoining owners as found in the most recent tax list, and the location of easements and existing public or private ways nearest the site.

- c) Zoning district(s) and any boundary of zoning district within the lot, along any lot line, or within any abutting property, including the Watershed Protection District, the Flood Plain District or the Aquifer Protection District as defined by the Zoning Bylaw.
 - d) Topography for the entire site and adjacent land, when appropriate, at two-foot intervals with contours and principal elevations of significant existing and proposed features related to the Massachusetts Geodetic Datum of 1929, unless otherwise specified by the Planning Board.
 - e) The location and height of all existing and proposed buildings and structures on the site, and the location of all adjacent structures within 100 feet of the site.
 - f) Front-, side-, and rear-yard dimensions, lot width, lot depth, lot size and setbacks in accordance with the Zoning Bylaw.
 - g) Parking lots, showing the following:
 - driveway entrances and exists designed for safe ingress and egress, including directory signs if any
 - layout of parking spaces and aisles, pedestrian walks and required ramps
 - service areas
 - representative cross sections of all proposed parking areas and driveways
 All of the above shall be in accordance with Section 8 of the Zoning Bylaw and with The Land Subdivision Rules and Regulations of the Town of Medfield where applicable.
 - h) All existing and proposed landscape features such as fences, walls, planting areas and walks. Planting details shall include species, height of species, and spacing of plantings and shall be shown at sufficient scale to illustrate clearly the landscaping design. Plans for walks, walls, and fences shall include dimensions and finishes.
 - i) All facilities for water supply and distribution, fire protections, and prevention of air pollution.
 - j) Site lighting, including type, height, wattage and foot-candle output of lighting devices, and area of illumination.
 - k) All facilities for sewerage, garage and rubbish, and other waste disposal, in accordance with Town and other requirements.
 - l) All drainage facilities for stormwater drainage and snow-melt runoff from all impervious surfaces on the site, accompanied by a drainage design analysis based on the criteria of Section 5.2.3 of the Land Subdivision Rules and Regulations. The analysis shall take into account the entire watershed area contributory to the site, if deemed necessary by the Board.
 - m) The entire watershed area contributory to the site shall be shown on a separate sheet and at a reduced scale, if appropriate.
 - n) A plan for the control of erosion and siltation.
 - o) Signature blocks for Planning Board and Water & Sewerage Board.
5. Any other information deemed necessary by the Board to evaluate the safety and efficacy of a proposed development (e.g. Traffic impact study).
6. Upon receipt of an application by the Planning Board, the Assessors shall supply and certify a list of all owners of land directly opposite on any public or private street or way and all

owners of land within 300 feet of the property line all as they appear on the most recent tax list. Abutters in another town must also be notified as should the Planning Boards of all abutting towns. Names and addresses shall be as they appear on the most recent applicable tax lists.

1

7. An application fee in accordance with the Fee Schedule below shall accompany the application. The fee will include advertising costs.

FEE SCHEDULE

<u>Multifamily</u>	<u>Industrial & Commercial</u>	
\$500 for submission plus	Up to 2 acres	\$3,000.
\$500 per unit	Over 2 acres (per additional acres)	\$500.
\$750 each revised submittal	Each revised submittal	\$750.

Engineering, Legal Consultation Fees (separate bank account)

Site Plan Review – deposit of \$8,000.

Site Plan Review Applicants will be charged for Board's actual cost of independent professional services for inspection and engineering and legal consultation. If additional funds are needed in the fee account, the Planning Board will obtain an estimate from the consultant as to the amount necessary for completion of the remaining review(s). Said amount is to be paid by the developer prior to any further work being done by the consultant. Balance of the deposit will be returned upon completion of the project. The Board will provide the applicant in advance with established billing rates for engineering and legal services.

There will be NO CHARGE for discussions with the Planning Board regarding a development prior to submission of a plan for approval.

8. The applicant shall, either at the hearing or with the application, present satisfactory documentary evidence of interest in the land in question.
9. The public hearing and Planning Board action on the application will be in accordance with Section 14.13 of the Zoning Bylaw.

Originally ADOPTED September 12, 1988
Revised to: August 29, 2012

MEDFIELD PLANNING BOARD
Elissa G. Franco, Chairman
George N. Lester, Vice-Chairman
Stephen J. Browne, Secretary
Wright C. Dickinson, Member
Keith R. Diggans, Member

MEDFIELD PLANNING BOARD

APPLICATION FOR SITE PLAN APPROVAL

DATE _____

NAME OF APPLICANT _____

ADDRESS _____ TEL.NO. _____

NAME OF PROPOSED PROJECT _____

IF RECORD OWNER OF THE PROPERTY IS DIFFERENT FROM THE APPLICANT:

FULL NAME _____

ADDRESS _____ TEL NO. _____

APPLICANT'S INTEREST IN PROPERTY THAT SITE PLAN APPROVAL IS REQUESTED

FOR: (owner, tenant, purchase and sale agreement)

STREET ADDRESS OF PROPERTY _____

ZONING DISTRICT _____ ASSESSORS MAP _____ AND LOT _____

Summary of any construction or change which the applicant intends to make to the property if site plan approval is granted:

I hereby request a hearing before the PLANNING BOARD with reference to the above application. In the event that a site plan approval is granted, I will record the same with the Norfolk Registry of Deeds or the Norfolk Registry District of the Land Court, as appropriate.

(copy to Town Clerk)

Signed: _____

TOWN OF MEDFIELD ZONING BYLAW

14.13 SITE PLAN APPROVAL BY PLANNING BOARD

The purpose of Site Plan Approval is to ensure that plans for the design and layout of certain permitted developments conform to all the Town's bylaws and regulations, by requiring that the plans be approved and signed by the Planning Board before a building permit may be issued by the Building Inspector.

- 14.13.1 No Building, except a single-family residence, shall be constructed or expanded in ground area, no residential use shall be changed to a nonresidential use, and no nonresidential use shall be changed to another, substantially different, nonresidential use except in conformance with this Section 14.13. For the purposes of the preceding sentence, it shall be the Planning Board which makes the determination whether a proposed nonresidential use is substantially different from the existing nonresidential use. A one time only construction contained within a total ground floor area not exceeding 500 square feet is exempt from the provisions of this paragraph. The Planning Board shall adopt and from time to time shall amend rules and fee schedules relative to the issuance of Site Plan Approval and shall file a copy of said rules and fee schedules in the office of the Town Clerk.
- 14.13.2 Hearing. The Planning Board shall, at the expense of the applicant, give notice of a public hearing as required by the Zoning Act of Massachusetts General Laws and shall after publication of said notice hold a public hearing on the application. The public hearing shall not be held until at least 21 days have elapsed and within 65 days from the date of the filing of the application. The public hearing shall be conducted in accordance with the rules and procedures prescribed by the Planning Board as required by the Zoning Act of Massachusetts General Laws.
- 14.13.3 Site Plan Approval shall be granted upon determination by the Planning Board that the plan conforms to the following standards. The Planning Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to ensure such conformance. To the extent feasible, new building construction or other site alteration shall be designed, after considering the qualities of the specific location, the proposed land use and buildings, grading, egress points, and other aspects of the development, so as to meet these objectives:
1. For multifamily site plans for which more than one structure is proposed, placement of structures on the site is appropriate to the site and compatible with its surroundings.

2. The proposed use will not result in a public hazard due to substantially increased vehicular traffic or due to inadequacy of the structure or configuration of the road(s) directly serving the site.
 3. The proposed use will not create any danger of pollution to public or private water facilities.
 4. The methods of drainage at the site are adequate and meet the standards of the Subdivision Rules & Regulations of the Town of Medfield.
 5. No excessive noise, light or odor shall be emitted.
 6. The site plan and proposed use(s) conform to all requirements of the Zoning Bylaw of the Town of Medfield.
- 14.13.5 No building permit shall be granted for construction authorized by approval granted hereunder until plans have been submitted to the Building Inspector which specify in detail the manner of compliance with any conditions set by the Planning Board.
- 14.13.6 Lapse. Site Plan Approval shall lapse after one year from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the Planning Board upon the written request of the applicant.
- 14.13.7 Appeal Periods. Appeals shall be conducted in accordance with applicable law.