



WAREHAM

Massachusetts

SITE PLAN REVIEW

APPLICATION AND REQUIREMENTS

Date: xx/xx/xxxx

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INTRODUCTION

The requirements of Site Plan Review – Special Permit are documented in this **Site Plan Review Application and Requirements** document. All items listed in herein must be answered completely, as all requirements are considered applicable unless appropriately explained as to why they are not.

TAX STATUS VERIFICATION

It is the Town's policy that any permits and approvals shall not be granted unless the applicant and/or property owner(s) taxes are paid. As a result, all applicants should ascertain the status of their property tax, auto excise and all other fees, prior to submitting any application to the Zoning Board of Appeals, Planning Board and/or Conservation Commission. Unless all fees and taxes are paid or a payment agreement with the Tax Collector has been established (this should be exhibited by a signed statement from the Tax Collector), no approvals shall be issued.

In addition, approval by the Zoning Board of Appeals, Planning Board or Conservation Commission does not constitute an approval for permitting or licensing as required from the Local Licensing Authority, that is, the Board of Selectmen. The applicant should ascertain the availability of any necessary permits from the Board of Selectmen, prior to appearing before any Board or Commission for their respective approval.

Please refer to:

- Wareham By-Laws Article IV, Denial, Revocation or Suspension of Local Licenses/Permits to Delinquent Tax Payers
- Massachusetts General Laws Chapter 40 Section 57, Local licenses and permits; denial, revocation or suspension for failure to pay municipal taxes or charges

The following **SITE PLAN REVIEW TAX VERIFICATION FORM**, completed and signed by the Wareham Tax Collector, must be submitted with the Site Plan application.

SITE PLAN REVIEW TAX VERIFICATION FORM

This verifies that _____ (name of applicant) is up-to-date on the taxes for the property(ies) he/she owns in Wareham.

If the applicant is not the current owner of the property that the application addresses, the current owner _____ (name of property owner) is up-to-date on taxes and on all properties he/she owns in the Town of Wareham.

Wareham Tax Collector _____ Date _____

LIST OF ABUTTERS

List the names of all abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred (300) feet of the property line of the petitioner as they appear on the most recent applicable tax list. This list is available from, and must be certified by the Board of Assessors. The abutters list must be submitted with the Site Plan application.

For each abutter, the following information is required.

1. Owner Name
2. Street Address
3. Town and State
4. Zipcode
5. Map and Lot #

SITE PLAN REVIEW APPLICATION REQUIREMENTS

Plans shall be prepared by a registered architect, landscape architect, or Professional Engineer. 14 complete sets are required with the following information included:

PROJECT OVERVIEW

- Applicant: Name:
- Mailing address:
- Telephone:
- Email Address:

- Project Name:
- Street & Number:
- Assessor's Map # :
- Assessor's Lot(s) #:
- Dwelling Units #
- Parking Spaces #
- Size in Acres:
- Square Feet Commercial Space:

- Brief project description:

GENERAL INFORMATION

- Developer name, address, telephone number
- Property owner name, address, telephone number, legal relationship between developer and property owner
- Surveyor
- Engineer
- Architect
- Landscape Architect
- Date of application
- Statement briefly describing project
- Locus map (1" = 2,000')

- Location of property to surrounding area (this plan shall show at a scale of not less than 1" = 100' the general characteristics of all lands within 200' of the proposed site and shall include structures, parking areas, driveways, pedestrian ways and natural characteristics)
- Zoning district (square feet within each district if more than one district)
- Total area of project in square feet to include wetland and 100-year flood plain (both in square feet)
- All contiguous land owned by the applicant or by the owner of the property.
- At the discretion of the Special Permit Granting Authority (SPGA), photographs of the site at size 8" x 10"
- Number of dwellings which could be constructed by means of a conventional development plan, considering the whole tract, exclusive of water bodies and land prohibited from development by legally enforceable restrictions, easements, or covenants. This includes:
 - Any bank, freshwater wetland, coastal wetland, beach, dune, flat, marsh, or swamp bordering the ocean, any estuary, creek, river, stream, pond, or lake
 - Lake under any of the water bodies listed above;
 - Land subject to tidal action
 - Land subject to coastal storm flowage or slopes in excess of fifteen (15) percent are not to be counted in figuring the number of permissible units of conventional development.

SITE PLAN DOCUMENTATION REQUIREMENTS

Plans shall be accurately drawn to a scale of 1" = 20', 1" = 40', or 1" = 100' where practical and appropriate to the size of the proposal and shall show all existing natural, manmade, and legal features of the site. Such plans are to include but not be limited to the following:

EXISTING NATURAL FEATURES

- Tree line of wooded area
- Individual trees 18" dbh or over (WHY?)
- Bogs or agricultural areas
- All wetlands protected under CMR 10.02 (1) (a-d)
- Flood plain (100 years) with base flood elevation data
- Contour lines (2' intervals)
- General soil types

EXISTING MANMADE FEATURES

- Vehicle accommodation areas
- Street, roads, private ways, walkways
- Curbs, gutters, curb cuts, drainage grates
- Storm drainage facilities, including manholes
- Utility lines, including water, sewer, electric, telephone, gas, cable TV
- Fire hydrants and location of dumpsters
- Building, structures, and signs (free standing), including dimensions of each
- Existing light fixtures

EXISTING LEGAL FEATURES

- Zoning of property (district lines)
- Property lines (with dimensions identified)
- Street right of way lines
- Utility or other easement lines
- Monuments

THE DEVELOPMENT PLAN

Proposed changes to existing natural features, existing manmade features, and existing legal features including the following;

- Area of each new lot in square feet
- Lot dimensions
- Location and dimensions of all buildings and free-standing signs as well as the distances from all buildings to lot lines, streets, or street right of way
- Building elevations (side, front, and back for a typical unit) showing building height and any proposed wall signs
- Location, dimensions, and designated use for all recreation areas
- Location and dimension of all open space; indicate whether open space is to be dedicated to public use or to remain private
- Streets (including street names) which conform to the design standards of the Planning Board's Rules and Regulations Governing the Subdivision of Land
- Curbs and gutters, curb cuts, drainage grates
- Drainage facilities including manholes, pipes, drainage ditches, and retention ponds
- Sidewalks and walkways showing widths and materials
- Outdoor illumination with lighting fixture size and type identified
- Utilities; water, sewer, electric, telephone, gas, cable TV
- Fire hydrant location
- Dumpster (trash collection facilities)
- New contour lines resulting from earth movement, at 2' intervals, or another interval as deemed necessary by the SPGA, and indications of types of ground cover and other precautions to stabilize slopes
- Vehicle parking, loading, and circulation areas showing dimensions
- Proposed new plantings by size and location or construction of other devices to comply with screening and shading requirements

IMPACT AND MITIGATION PLAN

In order to evaluate the impact of the proposed development to Town services and the welfare of the community, the Site Plan Review application will include an Impact and Mitigation Plan

IMPACTS

The application shall list all potential and real impacts that the project will have upon the town, including:

- The impact of proposed development upon all applicable Town services including but not limited to:
 - Schools
 - Sewer Services
 - Water Systems
 - Parks
 - Fire Protection
 - Police Protection
- A traffic analysis report of existing and future traffic on roads in the immediate vicinity of the proposed development (including an estimate of both peak and average daily counts)
- Analysis of the proposed site in regards to current conditions of, and future impact upon:
 - Wetlands
 - Coastal wetlands
 - Slopes
 - Soil conditions
 - 100-year flood plain
 - Storm water and erosion management
- Any other natural features determined by the SPGA
- The impact upon the ecology of the area within the site and any significant off-site impacts, including but not limited to
 - De-forestation/clear cutting
 - Scenic views
 - Wildlife
 - Archaeological resources
 - Any other natural features determined by the SPGA

MITIGATIONS

- Part 2 shall describe what actions have been taken to mitigate all impacts described in the IMPACTS section.

FILING REQUIREMENTS AND FEES

This application constitutes the applicant's willingness to work under the Town of Wareham's Zoning Bylaws. Any errors or omissions from this list of requirements or the Wareham Zoning Bylaws may result in the application not being placed on a Planning Board Agenda or denial of the Site Plan.

The Site Plan Review – Special Permit application must be filed with the Town Clerk of Wareham and the Special Permit Granting Authority (SPGA).

Refer to the **RULES & REGULATIONS GOVERNING WAREHAM LAND USE, FEE STRUCTURE** for all Site Plan Review – Special Permit fees

SIGNATURES

Signature of Applicant

Date