

TOWN OF TRURO



PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW

Date _____

To the Planning Board of the Town of Truro, MA

The undersigned hereby files an application with the Truro Planning Board for the following:

- Site Plan Review** pursuant to §70 of the Truro Zoning By-law (Complete I, II & III)
- Waiver of Site Plan Review** pursuant to §70.2.B of the Truro Zoning By-law (Complete I & III)

I. General Information

Description of Property and Proposed Project _____

Property Address _____ Map(s) and Parcel(s) _____

Applicant's Name _____

Applicant's Legal Mailing Address _____

Applicant's Phone(s), Fax and Email _____

Applicant is one of the following: (please check appropriate box)

- Owner
 Prospective Buyer*
 Other*
 *Written Permission of the owner is required for submittal of this application.

Owner's Name and Address _____

Representative's Name and Address _____

Representative's Phone(s), Fax and Email _____

II. Waiver(s) Request – If the applicant expects to request waivers of any of the 25 information items listed in 70.5(D), they must be identified below and a separate sheet shall be attached indicating in detail the reason for said waiver(s). *Note that items 1 – 5, 9 and 10 of §70.5(D) will not be waived.*

- | | | |
|---|--|---|
| <input type="checkbox"/> 6. Topography | <input type="checkbox"/> 14. Roadways & Drives | <input type="checkbox"/> 20. Traffic Impact Study |
| <input type="checkbox"/> 7. Zoning Information | <input type="checkbox"/> 15. Outdoor Storage/Display Areas | <input type="checkbox"/> 21. Commonwealth Review |
| <input type="checkbox"/> 8. Stormwater Drainage | <input type="checkbox"/> 16. Landscaping Plan | <input type="checkbox"/> 22. Utilities |
| <input type="checkbox"/> 11. Parking/Walkways | <input type="checkbox"/> 17. Refuse Areas | <input type="checkbox"/> 23. Fiscal Impact |
| <input type="checkbox"/> 12. Wetlands | <input type="checkbox"/> 18. Lighting Facilities | <input type="checkbox"/> 24. Community Impact |
| <input type="checkbox"/> 13. Walls & Signs | <input type="checkbox"/> 19. Drainage Basin Study | <input type="checkbox"/> 25. Project Estimates |

III. Signature(s)

Applicant(s)/Representative Signature _____

Owner(s) Signature or written permission _____

Your signature on this application authorizes the Members of the Planning Board and town staff to visit and enter upon the subject property.

SITE PLAN REVIEW PROCESS

The Truro Zoning By-law contains in Section 70, regulations requiring a Site Plan Review by the Planning Board for certain construction and development projects. Copies of Section 70 may be obtained at Town Hall or on line at www.truro-ma.gov. The types of projects requiring review are set forth in §70.2.A.

Administration of the Site Plan Review process is flexible at the discretion of the Planning Board.

ALL PLANS SUBMITTED TO THE PLANNING BOARD MUST BE FOLDED TO FIT IN A LETTER SIZE FILE.

Waiver of Site Plan Review

§70.2.B provides for a request of a Waiver of Site Plan Review. Please refer to the Zoning By-law for specific requirements and regulations.

Informal or Preliminary Site Plan Review

Although there is no provision within the Zoning By-law, an applicant may seek an informal or preliminary review of a site plan with the Planning Board. At this stage the applicant may discuss waivers of any review, or may request waivers from supplying specific information as required in §70.5.

A packet containing 12 copies of each item must be submitted to the Planning Board secretary: letter of intent, any available plans and written requests for waivers.

Site Plan Review

The following must be submitted to the Planning Board secretary:

- A. Fifteen (15) copies of a completed Application for Site Plan Review, including any attachments.
- B. Fifteen (15) copies of the Site Plan (stamped by a Register Land Surveyor and a Professional Engineer, as applicable) and any other plans relative to the Site Plan Review that include the information required pursuant to §70.5.D and as noted below:
 1. NORTH ARROW/LOCATION MAP: A north arrow and a location map showing surrounding roadways and land uses adjacent to the site on a scale of one inch equals 1500 feet (1"=1500').
 2. SURVEY OF LOT/PARCEL: A boundary survey conforming to the requirements of the Barnstable County Registry of Deeds. The survey shall be dated and indicate any revision made to the survey or site plan. Any revision in the survey shall be recorded before site plan endorsement becomes final.
 3. NAME/DESCRIPTION OF PROJECT: The name of the project and the names, addresses, and telephone numbers of the project developers; a project description listing land uses, project phases, or other pertinent information necessary to evaluate the proposed project plan.
 4. LIST OF ABUTTERS: A list of abutters and their addresses, including any abutters

- separated from the proposed project by a street or other way. The Board shall notify abutters and hold an advertised public hearing within sixty-five (65) days of receipt of a complete plan application. ***(Please note: it is the responsibility of the applicant to obtain the abutter's list from the Truro Assessors Office.)***
5. EASEMENTS/LEGAL CONDITIONS: Identification of easement(s) or legal encumbrances(s) that are related to the site's physical development, and a listing of any condition(s) placed upon the site by the Board of Appeals, Planning Board, Conservation Commission, or any other public body or agency with the authority to place conditions on the site's development.
 6. TOPOGRAPHY: The present and proposed topography of the site, utilizing two foot (2') contour intervals. The contours shall extend at least fifty (50') feet beyond the site boundaries as estimated by the professional preparing the plan.
 7. ZONING INFORMATION: All applicable Zoning Bylaw information regarding the site's development. This information shall be placed in a tabular format which must list all parking; setbacks; percent of lot coverage; number of dwelling units; total amount of square feet; size of signs, and any other applicable zoning information necessary for the proper review of the site plan.
 8. STORMWATER DRAINAGE: All storm water drainage facilities utilized by the site shall be shown on the site plan. Storm water drainage calculations which support the design of the control facilities shown on the plan shall be submitted to the Department of Public Works for review and approval. Calculations shall show a mitigation of runoff to zero of the 2, 10, and 100 year storm events.
 9. BUILDING LOCATION: Identification of all existing and proposed structure(s) located on the site. The number of stories, overall height in feet and gross floor area in square feet of all existing and proposed structures shall be indicated.
 10. BUILDING ELEVATION: A drawing of the exterior of the proposed building, as viewed from all sides. This drawing must be at least 8" x 11" in size.
 11. LOCATION OF PARKING/WALKWAYS: Identification of the location of all existing and proposed parking and walkways, including curb cuts that will be used for site access from adjacent roadways or access points.
 12. LOCATION OF WETLANDS/NOTICE OF INTENT: All resource areas as defined in M.G.L. Chapter 131, Section 40 shall be shown on the site plan. The applicant shall file a Notice of Intent with the Truro Conservation Commission concurrently with the application to the Planning Board for Site Plan Review.
 13. LOCATION OF WALLS/SIGNS: Identification of the location, height and materials to be used for all retaining walls and signs located on the site. Signs will be reviewed using the Town of Truro Sign Code section of the zoning bylaw.
 14. LOCATION OF ROADWAYS/DRIVES: Identification of all right-of-ways and driveways including the type and dimensions of curbs and gutters. Distances to all the nearest roadways and/or curb cuts shall be shown for both sides of any street which is adjacent to the site.
 15. OUTDOOR STORAGE/DISPLAY AREAS: Identification of the location and type of outdoor storage and display areas on the site.
 16. LANDSCAPING PLAN: Identification of the location and landscape schedule of all perimeter and interior landscaping, including but not limited to; proposed paving materials for walkways; fences; stonewalls; and all planting materials to be placed on the site. In addition, all existing trees over 6 inches diameter at breast height (DBH) to be saved or removed shall be shown on the site plan. Any landscaping required shall be indicated on the site plan in tabular form showing the amount required by the Zoning Bylaw and the amount provided.

17. REFUSE AREAS: Identification of the location of each outdoor refuse storage area, including the method of storage and screening. All refuse areas must be fully enclosed.
18. LIGHTING FACILITIES: Identification of all proposed illumination, indicating the direction and the degree of illumination offered by the proposed lighting facilities and including specifications of the light fixture(s) to be used.
19. DRAINAGE BASIN STUDY: A detailed hydrology study for the site which indicate the proposed storm water run-off rate(s) and their potential downstream impact.
20. TRAFFIC IMPACT STUDY: Identification of existing traffic levels, along with the expected traffic impacts based upon the proposed project. The plan shall describe estimated average daily and peak hour vehicle trips to be generated by the project.
21. COMMONWEALTH REVIEW: Any relevant information submitted to any agency of the Commonwealth shall be filed with the Planning Board upon the initial submission of the project for Board review.
22. LOCATION AND DESCRIPTION OF UTILITIES. Identification of all utilities, including sewer line locations and profiles and storm drainage systems.
23. FISCAL IMPACT: Projections of municipal costs rising from increased demand for public services and infrastructure; provisions of benefits from increased tax revenues, employment and infrastructure improvements. Site plan documentation shall estimate new service requirements for police and fire, waste disposal, road maintenance and snow removal, and indicate what steps, if any, the applicant is proposing to minimize impact.
24. COMMUNITY IMPACT: Analysis of the project's impact on the surrounding neighborhood in terms of architectural consistency, pedestrian movement and overall character, including temporary and permanent increases in noise, dust, smoke, and vibrations; impacts on nearby historic structures or site; and an evaluation of the proposed project's consistency and compatibility with existing local and regional plans.
25. PROJECT ESTIMATE: The estimated date of initiation and the time required to complete the proposed project and any and all phases thereof; together with a written cost estimate including all planned site improvements.