



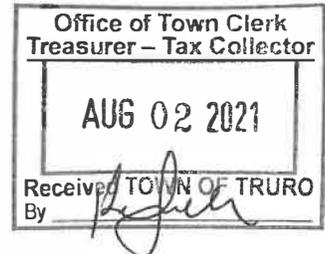
Truro Planning Board Agenda

Remote Public Meeting – Work Session

Wednesday, August 4, 2021 – 5:00 pm

www.truro-ma.gov

AMENDED AGENDA



Open Meeting

Remote Meeting Access Instructions: Citizens can join the meeting to listen by entering the meeting link; clicking on the Agenda's highlighted link; clicking on the meeting date in the Event Calendar; or by calling in toll free at **1-877-309-2073** and entering the access code **665-581-213#** when prompted. Citizens will be muted upon entering the meeting.

Meeting link: <https://global.gotomeeting.com/join/665581213>

1. Planner Report
2. Chair Report
3. Potential Bylaws for 2022 ATM
4. Review Work Session Schedule
5. Discussion of Application Procedures/Information Requirements
 - ANR Review [ANR Packet and Bylaws attached]
 - Residential Site Plan Review Criteria [RSP Packet and Bylaws attached]

Next Meeting: Work Session – Wednesday, August 11, 2021, at 5:00 pm
Building in Fragile Coastal Areas

Adjourn

WORKING LIST - POTENTIAL BYLAW CHANGES FOR 2022 ATM
Planning Board Meeting August 4, 2021

IMPROVING PROCESSES

- 1) Continue to look at ways to simplify application/hearing process

ADMINISTRATIVE CORRECTIONS

- 1) Put definitions of apartment back – when did it get missed?
- 2) Zoning Bylaw, 10.4 Definitions, “Mean Ground Level”, second sentence, beginning “Further, the finish grade of the fill within 100 feet of the building...” Intent of this sentence is not clear, makes no sense. Can anyone clarify this? Remove?
- 3) Zoning Bylaw, Section 30, 30.2 “Use Table”, Note 4 at the end of this table: I don’t see where this footnote is keyed into the table above to indicate where it applies.

ENVIRONMENT/CLIMATE CHANGE –

- 1) Responding to impact of climate change on coastal areas (Leads -
 - a) Dune Areas – begin with work session Aug 11 with Bob Higgins-Steele
 - i) New buildings
 - (1) Need to move buildings because of coastal erosion
 - (2) Get info on impact of on pilings, slab, full basement
 - ii) Currently moving building is done by Special Permit
 - b) Flood Plane
 - i) Barnstable Country has model bylaw that Truro needs to adapt and pass to be eligible for certain funding - work session Aug 11
- 2) Current work with Climate Committee on carbon sequestration (Lead – Jack)
 - a) Looking at lot coverage at potential way to address.

HOUSING - Zoning Bylaws impacting housing density &/or open space/environment – (Leads – Ellery & Anne)

- 1) Starting point is document prepared by Barbara looking at existing bylaws and potential changes
- 2) Look at ways to provide incentives for ...
- 3) Issue of house size bylaw not solving issue on small lots – may be addressed through implementing lot size coverage
- 4) Do we need bylaw to make changes to include LAU in Subsidized Housing Inventory?

MISC

- 1) Temporary sign permit –
 - a) Size ?
 - b) Limit on # in specific locations
- 2) Who regulates permanent signs?
- 3) Driveways – Driveway maximum slope should be specified in the Zoning regulations – wherever appropriate – all zoning districts.

2021
TRURO PLANNING BOARD
Meetings / Work Sessions

HEARING/MEETING (Wednesday at 5:00 pm)	WORK SESSION (Wednesday at 5:00 pm)
August 4	
	August 11
August 18	
September 1	
	September 8
	September 15
September 22	
October 6	
	October 13
October 20	
	October 27
November 3	
November 17	
	NONE: Nov 24 is day before Thanksgiving
December 1	
	December 8
December 15	

TENTATIVE TOPICS

August 11:

- A) Building in Fragile Coastal Areas
 - Dune area – Bob Higgins-Steele
 - Flood Plains – Model Bylaw from Barnstable County
- B) Discussion of ANR and Site Plan Review
 - What information is/is not required
 - What are parameters of review criteria for Planning Board
- C) Potential Bylaw working list

September 8: Subdivision Regulations

- Addressing impact of climate change

September 15:

- A) Feedback on Handbook draft
- B) Potential Bylaw Changes
 - Definitions – Apartments & more
 - Driveway slope?
 - Other miscellaneous
- C) Continue Subdivision Regulation discussion

October 13:

- A) Potential Bylaws to Diversify Housing

October 27:

- A) Work with Climate Action Committee –
 - Carbon sequestration and impact of clearing land
 - Lot coverage
 - Setback vegetation requirements
 - ?

December 8:

SECTION 2: SUBMISSION AND APPROVAL OF PLANS

2.1 Submission of Plans

All information required by the Rules and Regulations must be included in the filing of all applications relative thereto. Incomplete applications can cause delay and may lead the Board to deny approval.

2.2 Plans Believed Not to Require Approval (ANR)

The following provisions apply to all plans for which “Approval Not Required” endorsement is sought.

2.2.1 Filing Procedure

- a. Any persons seeking endorsement of a plan as “Approval Not Required” shall submit such plan, either by certified mail or by hand delivery, to the Truro Town Clerk, PO Box 2030, 24 Town Hall Road, Truro, Massachusetts, 02666.
- b. The applicant shall also file, by certified mail or hand delivery, a notice with the Town Clerk. This notice shall state the date of submission and include a description sufficient for the identification of the land to which the plan relates.
- c. A nonrefundable filing fee consistent with Appendix 1 to be paid when the application is submitted.

2.2.2 Submission Requirements for Approval Not Required (ANR) Plans

Any person may submit a plan seeking endorsement that the plan does not require approval under the Subdivision Control Law by providing the Board with the following:

- a. A properly executed application for Approval Not Required Endorsement (Form A).
- b. Twelve (12) paper prints of the plan. Said plan shall be prepared in such a manner as to meet the Registry of Deeds and/or Land Court requirements for recording, and shall contain the following information:
 1. The boundaries, area, frontage and dimensions of the lot or lots for which ANR endorsement is sought.
 2. The date of the plan, scale, north arrow and assessor’s map and parcel number of all land shown on the plan and directly abutting the land shown on the plan.
 3. The name(s) of the owner(s) of record of the lots shown on the plan and of the applicant, together with the name, address seal and signature of the land surveyor who prepared the plan.
 4. Relevant zoning classification data.
 5. A locus plan containing sufficient information to locate the land, and showing

streets bounding or providing access to the property.

6. The name(s) of the way(s) on which the lots front, information as to ownership of the way(s) and the physical condition of the way(s) including actual width, surface type and condition.

7. The location and dimension of any natural features which might affect the use of the frontage for access.

8. The location, including setbacks to all lot lines, of all buildings and other structures on the proposed ANR lots shown on the plan.

9. The location of any wetland on the land shown on the plan or within one hundred (100) feet of its boundaries.

10. The location of all bounds and easements on the proposed ANR lots shown on the plan.

11. The statement “Approval under the Subdivision Control Law Not Required”, and sufficient space for the date of the application submittal and the date of endorsement, docket number and the signatures of all Board members.

12. The statement “Planning Board endorsement of this plan indicates only that the plan is not a subdivision under MGL, Chapter 41, Section 81-L and does not indicate that a lot is buildable or that it meets Zoning, Health or General Bylaw requirements.”

2.2.3 Determination of adequacy of ways

Existing ways will normally be determined by the Board to provide adequate access as provided in the definition of Approval Not Required Plan (ANR) found in Section 1.6. The Board will examine for adequacy of access, ways within, abutting and without the plan submitted and which are involved in the proposed access to the lots shown on the proposed plan. The Board will also consider the number of lots the way will serve.

2.2.4 Endorsement of Approval Not Required Plans

a. If the Board determines that a plan does not require its approval, it shall forthwith, without a public hearing, endorse on the plan the words “Approval under the Subdivision Control Law Not Required”. The plan shall be returned to the applicant so endorsed within twenty-one (21) days of submission of said plan.

b. If the Board determines that a plan does require approval, it shall, without a public hearing and within twenty-one (21) days of submission, so notify the applicant and the Town Clerk in writing and return the plan to the applicant.

c. The Board may disapprove an Approval Not Required plan if it fails to provide the necessary or required frontage on or access via an adequate way. Within twenty-one (21) days of submission, the Board will so notify the applicant and the Town Clerk in writing and return the plan to the applicant.

d. If the Board fails to take action within twenty-one (21) days of submission, the plan is automatically deemed not to be a subdivision plan and the Board shall forthwith affix such an endorsement. Failure to affix such an endorsement shall not, however, limit the plan's status as an Approval Not Required Plan, and the Town Clerk shall upon the applicant's request issue a certificate to the same effect.

2.3 Subdivision Pre-submission Review

Prior to undertaking extensive professional design efforts for subdivision plans, it may prove useful for the applicant to review the proposed development of a parcel of land with the Board in an informal manner in order that general approaches, possible use of cluster development, and potential problems can be freely explored. Pencil sketches and other illustrations, which need not be professionally prepared, will assist the informal discussion and might show some, but not all, of the information to be shown in the Preliminary Plan. In some cases, pre-submission review may suggest the inadvisability of submitting a Preliminary Plan; however, the pre-submission review is strictly a voluntary procedure left to the discretion of the applicant and has no legal status whatsoever.

2.4 Preliminary Subdivision Plans

A Preliminary Plan may be submitted for any proposed residential subdivision and shall be submitted for any nonresidential subdivision. These Preliminary Plans shall be filed with both the Planning Board and the Board of Health. The submission of such a Preliminary Plan will enable the subdivider, the Board, other municipal agencies and owners of abutting property to identify and discuss any problem areas in the proposed subdivision. Review of, and comments on, a Preliminary Plan are strictly advisory and do not commit the Board to approve a Definitive Plan.

2.4.1 Filing Procedure

- a. Any person may file a Preliminary Plan, either by certified mail or by hand delivery, with the Truro Town Clerk, P.O. Box 2030, 24 Town Hall Road, Truro, Massachusetts, 02666.
- b. The applicant shall also file, by certified mail or hand delivery, a notice with the Town Clerk. This notice shall state the date of submission for such determination and include a copy of the application and a description sufficient for the identification of the land to which the plan relates.
- c. A nonrefundable filing fee consistent with Appendix 1 to be paid when the application is submitted.

2.4.2 Submission Requirements for Preliminary Plans

A submission of a Preliminary Plan shall include the following supporting documentation:

- a. A properly executed application for Subdivision Preliminary Plan Review. (Form B)



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

PROCEDURE FOR SUBMITTING APPLICATION FOR APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT

A completed application consisting of each of the requirements of §2.2 of the Subdivision of Land Regulations will be filed as follows:

- twelve (12) packets to be filed with the Town Clerk; AND
- a complete copy, including all plans and attachments, submitted electronically to the Town Planner at planner1@truro-ma.gov.

Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week.

The following information and requirements must be filed with all applications for an Approval not Required (ANR) Plan Endorsement consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

1 – Official Application Form – Original and Eleven (12) Copies

Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.

2 – Required Plan(s) and Other Information including Checklist (Twelve (12) Copies)

Every application and petition to the Board shall be accompanied by all the plans and other information required in the Subdivision of Land Regulations. The application shall include each of the requirements of §2.2 as listed in the attached Checklist which is to be submitted as part of the official application.

3 – Filing Fee

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$275.00**. The filing fee is non-refundable.

Note: Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner's association.

ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Town Planner will determine if an Application is complete. Upon determination an Application is complete, the Town Planner will notify the applicant of the next Planning Board meeting date.
- Either you or your agent/representative shall appear before the Board at the scheduled meeting. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit fifteen (15) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Town Planner (at planner1@truro-ma.gov).

Please do not include a copy of these instructions with the application



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

FORM A

APPLICATION FOR DETERMINATION THAT PLAN DOES NOT REQUIRE APPROVAL (ANR)

To the Planning Board of the Town of Truro, MA

Date _____

The undersigned owners of all the land described herein submitted the accompanying plan entitled: _____ and dated _____, requests a determination and endorsement by said Board that approval by it under the Subdivision Control Law is not required.

Property Location: _____ Map(s) and Parcel(s): _____

Number of Lots Created: _____ Total Land Area: _____

The owner's title to said land is derived under deed from _____, dated _____, and recorded in the Barnstable Registry of Deeds Book and Page _____ or Land Court Certificate of Title No. _____ registered in Barnstable County.

The undersigned believes that such approval is not required for the following reasons: *(check as appropriate)*

- The accompanying plan is not a subdivision because the plan does not show a division of land.
- The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by the Truro Zoning Bylaw under Section 50.1(A) which requires 150 feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
 - a public way or way which the Town Clerk certifies is maintained and used as a public way, namely _____, or
 - a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely _____ on _____ and subject to the following conditions _____; or
 - a private way in existence on December 8, 1955, the date when the subdivision control law became effective in the Town of Truro having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely _____.
- The division of the tract of land shown on the accompanying plan is not a "subdivision" because it shows a proposed conveyance/other instrument, namely _____ which adds to/takes away from/changes the size and shape of, lots in such a manner that no lot affected is left without frontage as required by the Truro Zoning Bylaw under Section 50.1(A), which requires 150 feet.

The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically _____ buildings were standing on the property prior to December 8, 1955, the date when the subdivision control law went into effect in the Town of Truro and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law as follows:

Other reasons or comments: *(See M.G. L., c.41, §81-L)*

All other information as required in the Rules and Regulations Governing Subdivisions of Land shall be submitted as part of the application.

(Printed Name of Owner)

(Signature)

(Printed Name of Owner)

(Signature)

(Address of Owner(s))

(Address of Owner(s))

(Printed Name of Agent)

(Signature)

(Address of Agent)

File twelve (12) copies each of this form and applicable plan(s) with the Town Clerk; and a complete copy, including all plans and attachments, submitted electronically to the Town Planner at planner1@truro-ma.gov

2.2 - APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
<u>2.2.2 Submission Requirements</u>					
Any person may submit a plan seeking endorsement that the plan does not require approval under the Subdivision Control Law by providing the Board with the following:					
a.	A properly executed application for Approval Not Required Endorsement (Form A).				
b.	Twelve (12) paper prints of the plan. Said plan shall be prepared in such a manner as to meet the Registry of Deeds and/or Land Court requirements for recording and shall contain the following information:				
b.1	The boundaries, area, frontage and dimensions of the lot or lots for which ANR endorsement is sought.				
b.2	The date of the plan, scale, north arrow and assessor's map and parcel number of all land shown on the plan and directly abutting the land shown on the plan.				
b.3	The name(s) of the owner(s) of record of the lots shown on the plan and of the applicant, together with the name, address seal and signature of the land surveyor who prepared the plan.				
b.4	Relevant zoning classification data.				
b.5	A locus plan containing sufficient information to locate the land and showing streets bounding or providing access to the property.				
b.6	The name(s) of the way(s) on which the lots front, information as to ownership of the way(s) and the physical condition of the way(s) including actual width, surface type and condition.				
b.7	The location and dimension of any natural features which might affect the use of the frontage for access.				
b.8	The location, including setbacks to all lot lines, of all buildings and other structures on the proposed ANR lots shown on the plan.				
b.9	The location of any wetland on the land shown on the plan or within one hundred (100) feet of its boundaries.				
b.10	The location of all bounds and easements on the proposed ANR lots shown on the plan.				

2.2 - APPROVAL NOT REQUIRED (ANR) PLAN ENDORSEMENT REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
b.11	The statement "Approval under the Subdivision Control Law Not Required", and sufficient space for the date of the application submittal and the date of endorsement, docket number and the signatures of all Board members.				
b.12	The statement "Planning Board endorsement of this plan indicates only that the plan is not a subdivision under MGL, Chapter 41, Section 81-L and does not indicate that a lot is buildable or that it meets Zoning, Health or General Bylaw requirements."				

SECTION 70

Site Plan Review

(4/14)

§ 70.1 Purpose

- A. The purpose of Site Plan Review for Commercial Development and for Residential Development is to protect the health, safety, convenience and general welfare of the inhabitants of the Town. It provides for a review of plans for uses and structures which may have significant impacts, both within the site and in relation to adjacent properties and streets; including the potential impact on public services and infrastructure; pedestrian and vehicular traffic; significant environmental and historic resources; abutting properties; and community character and ambiance.
- B. Sites and developments to which this section applies shall comply with the regulations of this section as well as all other applicable Town Bylaws and the requirements of the Commonwealth of Massachusetts prior to any construction being undertaken in the Town of Truro. Approval under this Section does not constitute approval under any other applicable federal, state or local requirements.
- C. Prior to either filing an application for a Commercial or Residential Development, subject to this by-law, the applicant is encouraged, although not required to meet with the Planning Board for a preliminary discussion/review. Waivers may be discussed, but shall not be granted at the time of the preliminary discussion.
- D. Site Alteration – Violation of the Bylaw
 1. No building permit, site clearing, filling, grading, material deliveries or construction shall be initiated on any site to which this section applies until the required Commercial or Residential Site Plan approval is obtained from the Planning Board.
 2. Nothing herein shall be construed to prohibit such site clearing or altering as may be necessary to conduct such pre-development studies as geotechnical tests, soil borings, wetlands determination, percolation tests for septic systems as required by the Board of Health, or other similar tests required by any Town Bylaw or regulation of the Commonwealth.

§ 70.2 Public Hearing

Upon receipt of the application by the Truro Town Clerk, the Planning Board shall hold a duly noticed public hearing within 65 days of said filing. The Board shall:

1. Give notice by advertisement in a newspaper of general circulation in the Town of Truro, no less than ten (10) days before the day of such hearing; and
2. Give notice by posting such notice in a conspicuous place in the Town Hall for a period of not less than ten (10) days before the day of such hearing; and
3. Give notice by mailing a copy of such advertisement to abutters to the subject property, abutters to abutters, and owners of properties across the street from the subject property.

§ 70.3 Commercial Development

- A. Commercial Site Plan Review is required for:
 1. Any construction, alteration, expansion, or modification of any properties, structures, and uses other than that of single or two family residences and their accessory uses and structures.
 2. All other projects specifically requiring site plan approval or review as stated in other sections of this Zoning Bylaw.
- B. Exemptions – Routine maintenance or repairs, including but not limited to: roofing, painting, window/door replacement, or any other changes, which are done in order to effect repairs, which

do not alter the footprint or internal space of said building or structure, shall not require Commercial Site Plan Review.

C. Applicability

1. A Commercial Site Plan approved by the Planning Board becomes the official development plan for a site within the Town of Truro. Town permits shall be issued or withheld based upon compliance with the approved site plan. The approved Commercial Site Plan shall be legally binding upon the property, and can only be changed or adjusted in compliance with the provisions contained in section 70.3.H herein (Revisions to Approved Site Plans). The Board's approval shall mean that all pertinent aspects of this bylaw have been reviewed by the Board, unless specifically waived by the Board.
2. The Planning Board shall have the authority to hire at the applicant's expense necessary professional services reasonably required to review and adequately analyze the contents of any Commercial Site Plan or related impact study requested by the Board.

D. Procedures and Plan Requirements

1. Each application for Commercial Site Plan Review shall be filed by the Applicant with the Town Clerk consisting of:
 - a. An original and 14 copies of the Application for Site Plan Review;
 - b. 15 copies of the required plans and other required information per subsection 3 below;
 - c. Applicable filing fee;
 - d. Certified copy of the abutters list obtained from the Truro Assessors Office;
 - e. 3 copies of drainage calculations stamped by a Professional Engineer;
 - f. Any other information that may be applicable or required by the Planning Board.
2. Site Plans shall be prepared, signed and stamped by a Registered Land Surveyor and Professional Engineer, as applicable and shall be prepared at a scale of one inch equals forty feet (1"=40') or larger, or at another scale as approved in advance by the Planning Board.
3. The following information must be submitted together with the application form:
 - a. General – All submitted plans shall contain the following information:
 1. North Arrow/Location Map: A north arrow and a locus plan containing sufficient information to locate the subject property, such as streets bounding or providing access to the property.
 2. Zoning Information: All applicable Zoning Bylaw information regarding the site's development, both existing and proposed. This information shall be placed in a table format which must list all parking; setbacks; percent of lot coverage, broken down by parking, walkways, building(s), etc.; 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.
 3. Assessor and Deed Information: The Truro Assessors Atlas Map(s) and Parcel(s) numbers and all plan and deed references.
 4. Graphic Scale
 5. Title Block: Including the name and description of the project; the address of the property; the names of the record owner(s) and the applicant(s); and the date of the preparation of the plan(s) and subsequent revision dates.
 6. Legend of all symbols.
 - b. Existing Conditions Plan - showing the following:
 1. Total area and dimensions of the lot shown on a surveyed plan conforming to the requirements of the Barnstable County Registry of Deeds.
 2. Location of existing buildings (including the number of stories, overall height in feet, and gross floor area in square feet of all existing buildings), parking, drives, walks, lighting service areas, all utilities, drainage facilities, easements, and other appurtenances, including setbacks from property lines.
 3. Existing contours based on two foot (2') contour intervals.

4. General location of trees having a caliper of ten (10) inches or more diameter at breast height (DBH), all resource areas as defined in M.G.L. Chapter 131, Section 40, landscaping and other significant natural features.
 5. Respective floor areas and/or square footage of existing uses of buildings and/or the property.
 6. Existing location(s) of any freestanding sign(s).
 7. National Flood Insurance Program flood hazard elevation.
 8. Massachusetts Natural Heritage Endangered Species Act jurisdiction.
- c. Proposed Conditions Plan - showing the following:
1. Building Location: Identification of all building(s) to be located on the site. The number of stories, overall height in feet and gross floor area in square feet of all buildings shall be indicated.
 2. Building Elevation: A drawing(s) of the exterior of all building(s), as viewed from all sides, including dimensions, at a scale of no smaller than 1/8" = 1'-0". This drawing must be at least 8" x 11" in size.
 3. Location of Parking/Walkways: Identification of the location of all parking and walkways, including curb cuts that will be used for site access from adjacent roadways or access points. Parking shall be consistent with the requirements outlined in §30.9.
 4. Easements/Legal Conditions: Identification of legal encumbrances(s), including easements, 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, Board of Health or any other public body or agency with the authority to place conditions on the site's development.
 5. 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 calculated using a 2, 10, and 50-year storm events.
 6. Grades: Topography and a grading plan of the site.
 7. Location of Walls: Identification of the location, height and materials to be used for all retaining walls to be located on the site.
 8. Signs: Identification of the location, height and materials to be used for all signs to be located on the site. Signs will be reviewed using the Town of Truro Sign Code section of the zoning bylaw.
 9. Location of Streets/Drives: Identification of all streets and driveways including the type and dimensions of curbs and gutters. Distances to all the nearest streets and/or curb cuts shall be shown for both sides of any street which is adjacent to the site.
 10. Outdoor Storage/Display Areas: Identification of the location and type of outdoor storage and display areas on the site.
 11. 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.
 12. Lighting Facilities: Identification of all illumination, indicating the direction and the degree of illumination offered by the lighting facilities and including specifications of the light fixture(s) to be used.
 13. Location of Wetlands/Notice of Intent: All resource areas as defined in M.G.L. Chapter 131, Section 40. 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.
 14. Location and Description of Utilities. Identification of all utilities, including sewer line locations and profiles and storm drainage systems.
 15. Parking and Driveway Cross Section: a cross section identifying the proposed construction of driveways and parking areas on the site.

16. Limit of work area (area to be disturbed during construction, including parking and storage of vehicles and equipment) and work staging area(s).
- d. Proposed Landscaping Plan – showing the following:

A landscape schedule for, and identification of, the location 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 10 inches diameter at breast height (DBH) to be saved or removed shall be shown on the site plan.
- e. Building Plans – at a scale of no less than 1/8" = 1'-0" showing the following:
 1. Elevations showing exterior materials and features including but not limited to doors, windows, trim, roof, lighting and including the height of the building(s).
 2. Floor plans with dimensions.
- f. 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 with a breakdown of the building(s) and all site improvements.

E. Waiver of Information Requirements

The Planning Board may, upon the request of the applicant on the appropriate Application for Site Plan, waive requirements of §70.3.D, provided that in the opinion of the Planning Board such a waiver would not be detrimental to the public interest, cause the Town any expense, or be inconsistent with the intent and purpose of this Bylaw. A request for a waiver by the applicant shall be accompanied by a reasonable explanation as to why the waiver is being requested. If multiple waivers are requested, the applicant shall explain why each waiver is requested. (4/18)

F. Review Criteria/Design Guidelines

The Planning Board will review applications and their supporting information based on the following:

1. The proposal is in conformity with all applicable provisions of the Zoning Bylaw.
2. The proposal provides for the protection of abutting properties and the surrounding area from detrimental site characteristics and from adverse impact from excessive noise, dust, smoke, or vibration higher than levels previously experienced from permitted uses.
3. The proposal provides for the protection of adjacent properties and the night sky from intrusive lighting, including parking lot and building exterior lighting. Lighting must be consistent with Chapter IV, Section 6 of the General Bylaws of the Town of Truro.
4. The proposal provides for the protection of significant or important natural, historic, or scenic features.
5. The building sites shall minimize obstruction of scenic views from publicly accessible locations; minimize tree, vegetation, and soil removal and grade changes; and maximize open space retention.
6. The proposal adequately provides for refuse disposal.
7. The proposed sewage disposal and water supply systems within and adjacent to the site shall be adequate to serve the proposed use.
8. The proposed drainage system within the site shall be adequate to handle the runoff resulting from the development. Drainage run-off from the project shall not: damage any existing wellfield(s) or public water supply; damage adjoining property; overload, silt up or contaminate any marsh, swamp, bog, pond, stream, or other body of water; or interfere with the functioning of any vernal pool.
9. A soil erosion plan shall adequately protect all steep slopes within the site and control runoff to adjacent properties and streets both during and after construction.
10. The proposal shall provide for structural and/or landscaped screening or buffers for storage areas, loading docks, dumpsters, rooftop or other exposed equipment, parking areas, utility buildings and similar features viewed from street frontages and residentially used or zoned premises.

11. Buildings and structures within the subject site shall relate harmoniously to each other in architectural style, site location, and building exits and entrances. Building scale, massing, materials, and detailing should be compatible with the surrounding area.
12. Electric, telephone, cable, and other such utility lines and equipment shall be placed underground.
13. The project shall not place excessive demands on Town services.
14. The location and number of curb cuts shall be minimized to reduce turning movements and hazardous exits and entrances. Where appropriate and allowable, access to adjoining properties shall be provided. Joint access driveways between adjoining properties shall be encouraged.
15. Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent and other ways serving the project shall be maximized. Traffic patterns for vehicles and pedestrians must show safe and adequate circulation within and access to and from the site.
16. A bicycle rack(s) shall be provided on the site and shall be located near the entrance to the building(s).

G. Findings of the Planning Board

The concurring vote of four members of the Planning Board shall approve a Commercial Site Plan in the form submitted or with reasonable conditions, unless it finds that (a) the application for site plan approval is incomplete, or (b) the imposition of reasonable conditions will not ensure that the project will conform to the standards and criteria described herein, or (c) the project does not comply with the requirements of the Zoning By-law.

H. Modification of an Approved Site Plan

Modifications to a project that has received Site Plan Approval shall be submitted to the Planning Board for further review. A filing of said modification shall be submitted in accordance with Section 70.3.D.

I. Performance Guarantee

1. For the purpose of securing the performance of all proposed work, including landscaping and offsite improvements, the Planning Board may require security in the form of good funds submitted to the Town of Truro in the amount of up to ten (10) percent of the estimated project cost as determined by the Board prior to any work beginning. The funds will be released upon completion of the project.
2. A plan shall be submitted in accordance with Section 70.3.J. prior to the final release of performance guarantee.

J. Final Planning Board Review and As-Built Plan

Prior to the issuance of the occupancy permit by the Building Commissioner for the use of the site, the following shall be completed.

- a. A final as-built plan showing final topography, the location of all on-site utilities, structures, curb cuts, parking spaces and drainage facilities must be submitted to and reviewed by the Planning Board and the Department of Public Works.
- b. The applicant must submit to the Planning Board a letter from the project engineer stating that the building(s), signs, landscaping, lighting and site layout substantially comply with the plans as approved by the Planning Board.
- c. Upon receipt of the as-built plans and project engineer's letter of compliance, the Planning Board shall review the site.
- d. For the purpose of this section completion shall mean complete compliance with all written requirements set forth in the approved plan and the Planning Board decision and all the conditions stated therein.

§ 70.4 Residential Development

- A. Site Plan Review is required for:
- Construction, alteration, or modification of any Seashore District property (i) which results in the addition of more than one thousand (1,000) square feet of gross floor area (the aggregate gross floor area of all structures on the project lot) to an existing structure or structures, (ii) which adds an additional story to an existing structure, or (iii) which constitutes the construction or reconstruction of a single-family dwelling or a two- family dwelling.
- B. Applicability
1. A Residential Site Plan approved by the Planning Board becomes the official development plan for a site within the Town of Truro. Town permits are issued only upon compliance with the Approved Residential Site Plan. The approved Residential Site Plan is legally binding upon the holder and any future owner(s). The Board's approval shall mean that all pertinent aspects of this by-law have been reviewed by the Board, unless specifically waived by the Board.
 2. The Planning Board shall have the authority to hire at the applicant's expense necessary professional services reasonably required to review and adequately analyze the contents of any site plan or related impact study requested by the Board.
- C. Procedures and Plan Requirements
1. Each application for Residential Site Plan Review shall be filed by the Applicant with the Town Clerk consisting of:
 - a. An original and 14 copies of the Application for Site Plan Review;
 - b. 15 copies of the required plans and other required information per subsection 3 below;
 - c. Applicable filing fee;
 - d. Certified copy of the abutters list obtained from the Truro Assessors Office.
 2. Site Plans shall be prepared, stamped and signed by a Registered Land Surveyor and Professional Engineer, as applicable and shall be prepared at a scale of one inch equals forty feet (1"=40') or larger, or at another scale as approved in advance by the Planning Board.
 3. The following information must be submitted together with the application form:
 - a. Site Plan shall include:
 1. North Arrow and a locus plan containing sufficient information to locate the subject property, such as streets bounding or providing access to the property.
 2. Zoning Information: All applicable Zoning Bylaw information regarding the site's development, both existing and proposed conditions. This information shall be placed in a table format which must list all setbacks; percent of lot coverage, broken out between building, pavement, landscape coverage, etc.; number of buildings; total amount of square feet; and any other applicable zoning information necessary for the proper review of the site plan.
 3. Assessor and Deed Information: The Truro Assessors Atlas Map(s) and Parcel(s) numbers and all plan and deed references.
 4. Graphic Scale.
 5. Title Block: Including the name and description of the project; the address of the property; the names of the record owner(s) and the applicant(s); and the date of the preparation of the plan(s) and subsequent revision dates.
 6. Legend of All Symbols.
 7. Property boundaries, dimensions and lot area.
 8. Topography and grading plan.
 9. Location, including setbacks of all existing and proposed buildings and additions.
 10. Septic system location.
 11. Location of wetlands, the National Flood Insurance Program flood hazard elevation and Massachusetts Natural Heritage Endangered Species Act jurisdiction, as applicable.
 12. Driveway(s) and driveway opening(s).

13. Existing and proposed lighting.
 14. Existing landscape features both vegetative and structural.
 15. Limit of work area (area to be disturbed during construction, including parking and storage of vehicles and equipment) and work staging area(s).
- b. Architectural plans, including elevations and floor plans, with all dimensions at a scale of no less than 1/8" = 1'-0".
 - c. Lighting specification, including style and wattage(s).
 - d. Photographs or other readily available data concerning the location and size of buildings on lots adjacent to or visible from the lot under consideration in order to provide a neighborhood context for the property under consideration.
 - e. Re-vegetation/Landscaping plan, including both vegetative and structural features.

D. Review Criteria

The Planning Board shall review Residential Site Plans and their supporting information. It is the intent of Residential Site Plan Review that all new construction, shall be sited and implemented in a manner that is in keeping with the scale of other buildings and structures in its immediate vicinity in order to preserve the characteristics of existing neighborhoods. Such an evaluation shall be based on the following standards and criteria:

1. Relation of Buildings and Structures to the Environment. Proposed development shall relate to the existing terrain and lot, and shall provide a solar and wind orientation which encourages energy conservation.
2. Building Design and Landscaping. Proposed development shall be consistent with the prevailing character and scale of the buildings and structures in the neighborhood through the use of appropriate scale, massing, building materials, screening, lighting and other architectural techniques.
3. Preservation of Landscape. The landscape shall be preserved in its natural state insofar as practicable by minimizing any grade changes and removal of vegetation and soil.
4. Circulation. Curb cuts and driveways shall be safe and convenient and shall be consistent with Chapter I, Section 9 of the General Bylaws of the Town of Truro.
5. Lighting. Lighting shall be consistent with Chapter IV, Section 6 of the General Bylaws of the Town of Truro. There shall be protection of adjacent properties and the night sky from intrusive lighting.

E. Findings of the Planning Board

The concurring vote of four members of the Planning Board shall approve a Residential Site Plan in the form submitted or with reasonable conditions, unless it finds that (a) the application for site plan approval is incomplete, or (b) the imposition of reasonable conditions will not ensure that the project will conform to the standards and criteria described herein, or (c) the project does not comply with the requirements of the Zoning By-law.

F. Waiver of Information Requirements

The Planning Board may, upon the request of the applicant on the appropriate Site Plan Approval Application, waive any requirements of §70.4.C, provided that in the opinion of the Planning Board such a waiver would not be detrimental to the public interest, cause the Town any expense, or be inconsistent with the intent and purpose of this Bylaw. A request for a waiver by the applicant shall be accompanied by a reasonable explanation as to why the waiver is being requested. If multiple waivers are requested, the applicant shall explain why each waiver is requested.

(4/18)

§ 70.5 Planning Board Decision

For a Commercial or Residential Site Plan, the Planning Board shall render a written decision within ninety (90) days of the close of the public hearing, and shall file its written decision with the Town Clerk's office and shall send out a copy of said decision to the applicant, the owner, the representative and the abutters.

§ 70.6 Recording of Decision

It shall be the responsibility of the applicant to obtain a true attested copy of the decision from the Town Clerk. The applicant shall be responsible for recording the Planning Board Commercial or Residential Site Plan decision at the Barnstable Registry of Deeds or Land Court, as applicable. Prior to the issuance of a building permit, the applicant shall present evidence of such recording to the Building Commissioner and the Planning Board Secretary.

§ 70.7 Special Permits

For those projects which require a special permit(s) from the Board of Appeals, the Planning Board shall forward its findings and recommendations to the Board of Appeals.

§ 70.8 Site Plan Approval

Site Plan Approval for a Commercial or Residential Site Plan shall expire two (2) years from the date of approval. At the discretion of the Board, a time extension for project completion may be granted.

§ 70.9 Waiver of Site Plan Review

The Planning Board may determine at its discretion without a public hearing that submission of a Commercial or Residential Site Plan review application is not required when the alteration or reconstruction of an existing building or structure or new use or change in use will not have a significant impact: within the site or in relation to adjacent properties and streets; on pedestrian and vehicular traffic; on public services and infrastructure, or on unique environmental and historic resources, abutting properties; or community needs. Site Plan Review shall not be waived in the Seashore District. (4/17)

A waiver from Commercial or Residential Site Plan Review must be requested by the applicant using the appropriate Site Plan Review Application form. The form, applicable filing fee and supporting documentation to establish that such review is not required shall be filed with the Planning Board Secretary. A waiver request will be considered at a regular session of the Planning Board.

Upon the decision of the Planning Board, a copy of the decision shall be sent to the applicant, the owner, the representative, if any, and the Building Commissioner.



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

PROCEDURE FOR SUBMITTING APPLICATION FOR RESIDENTIAL SITE PLAN REVIEW

A completed application consisting of each of the requirements of §70 will be filed as follows:

- fifteen (15) packets to be filed with the Town Clerk; AND
- a complete copy, including all plans and attachments, submitted electronically to the Town Planner at planner1@truro-ma.gov.

Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week.

The following information and requirements must be filed with all applications for Residential Site Plan Review consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

- 1 – Official Application Form – Original and Fourteen (14) Copies**
Every application for action by the Board shall be made on an official form. Any communications purporting to be an application shall be treated as mere notice of intention until such time as it is made on an official application form accompanied by all requisite supporting data.
- 2 – Required Plan(s) and Other Information including Checklist (Fifteen (15) Copies)**
Every application and petition to the Board shall be accompanied by all the plans and other information required in the Zoning Bylaw. The application shall include each of the requirements of §70 as listed in the attached Checklist which is to be submitted as part of the official application.
- 3 – Criteria Review**
Applicant will briefly state how they meet each of the review criteria in §70 using the format provided in this packet.
- 4 – Certified Abutters List – Original and Fourteen (14) Copies**
A Certified Abutters List shall be obtained by the Applicant from the Truro Assessors Office and filed as part of the complete application. A copy of the “Certified Abutters List Request Form” is included in this packet.
- 5 – Filing Fee**
All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$250.00** for Site Plan Review and **\$125.00** for Waiver of Site Plan Review. The filing fee is non-refundable.

Note: Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may also be helpful to review other potentially applicable Town regulations such as Board of Health and Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore or a homeowner's association.

ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Town Planner will determine if an Application is complete. Upon determination an Application is complete, the Planning Board will then proceed to post notice of a public hearing in accordance with Section 11 of Chapter 40A of the General Laws of Massachusetts.
- Either you or your agent/representative shall appear before the Board at the scheduled hearing. If you need to reschedule, you must submit a request in writing for a continuance, using Town of Truro Continuance Request Form.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit fifteen (15) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Town Planner (at planner1@truro-ma.gov).

Please do not include a copy of these instructions with the application



Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

APPLICATION FOR RESIDENTIAL SITE PLAN REVIEW

To the Town Clerk and the Planning Board of the Town of Truro, MA Date _____

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

- Site Plan Review** pursuant to §70 of the Truro Zoning Bylaw
- Waiver of Site Plan Review** pursuant to §70.9 of the Truro Zoning Bylaw
(*Note: Site Plan Review shall not be waived in the Seashore District*)

1. General Information

Description of Property and Proposed Project _____

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

Registry of Deeds title reference: Book _____, Page _____, or Certificate of Title
Number _____ and Land Ct. Lot # _____ and Plan # _____

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*)

*Written Permission of the owner is required for submittal of this application.

- Owner
- Prospective Buyer*
- Other*

Owner's Name and Address _____

Representative's Name and Address _____

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

2. Waiver(s) Request – The Planning Board may, upon the request of the applicant, pursuant to §70.4.F, waive requirements of §70.4.C, provided that in the opinion of the Planning Board such a waiver would not be detrimental to the public interest, cause the Town any expense, or be inconsistent with the intent and purpose of this Bylaw. A request for a waiver by the applicant shall be accompanied by a reasonable explanation as to why the waiver is being requested. If multiple waivers are requested, the applicant shall explain why each waiver is requested.

- The applicant is **advised** to consult with the Building Commissioner, Planning Department, Conservation Department, and/or Health Department prior to submitting this application.

Signature(s)

Applicant(s)/Representative *Printed* Name(s) _____ Owner(s) *Printed* Name(s) or written permission _____

Applicant(s)/Representative *Signature(s)* _____ Owner(s) *Signature(s)* 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.

70.4 - RESIDENTIAL SITE PLAN REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
C. Procedures and Plan Requirements					
1a.	An original and 14 copies of the Application for Site Plan Review				
1b.	15 copies of the required plans and other required information including this Checklist				
1c.	Completed Criteria Review				
1d.	Certified copy of the abutters list obtained from the Truro Assessors Office				
1e.	Applicable filing fee				
	Site Plans				
2a.	Site Plans shall be prepared, stamped and signed by a Registered Land Surveyor and Professional Engineer				
2b.	Site Plans shall be prepared at a scale of one inch equals forty feet (1"=40') or larger				
3	Site Plan shall include the following:				
3a. 1	North Arrow and a locus plan containing sufficient information to locate the subject property, such as streets bounding or providing access to the property.				
3a. 2	Zoning Information: All applicable Zoning Bylaw information regarding the site's development, both existing and proposed conditions. This information shall be placed in a table format which must list all setbacks; percent of lot coverage, broken out between building, pavement, landscape coverage, etc.; number of buildings; total amount of square feet; and any other applicable zoning information necessary for the proper review of the site plan.				
	<u>Existing:</u>				
	All setbacks				
	Percent (%) of lot coverage broken out between building, pavement, landscape coverage, etc.;				
	Number of buildings				
	Total number of square feet				
	Any other applicable zoning information necessary for the proper review of the site plan				

70.4 - RESIDENTIAL SITE PLAN REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
	Proposed:				
	All setbacks				
	Percent (%) of lot coverage broken out between building, pavement, landscape coverage, etc.;				
	Number of buildings				
	Total number of square feet				
	Any other applicable zoning information necessary for the proper review of the site plan				
3a. 3	Assessor and Deed Information: The Truro Assessors Atlas Map(s) and Parcel(s) numbers and all plan and deed references.				
3a. 4	Graphic Scale				
3a. 5	Title Block - Including:				
	name and description of the project;				
	address of the property;				
	names of the record owner(s) and the applicant(s); and				
	date of the preparation of the plan(s) and subsequent revision dates				
3a. 6	Legend of All Symbols				
3a. 7	Property boundaries, dimensions and lot area				
3a. 8	Topography and grading plan				
3a. 9	Location, including setbacks of all existing and proposed buildings and additions				
3a. 10	Septic system location				
3a. 11	Location of (as applicable):				
	wetlands				
	the National Flood Insurance Program flood hazard elevation, and				
	Massachusetts Natural Heritage Endangered Species Act jurisdiction				
3a. 12	Driveway(s) and driveway opening(s)				
3a. 13	Existing and proposed lighting				
3a. 14	Existing landscape features both vegetative and structural				
3a. 15	Limit of work area (area to be disturbed during construction, including parking and storage of vehicles and equipment) and work staging area(s)				

70.4 - RESIDENTIAL SITE PLAN REVIEW CHECKLIST - Applicant

Address: _____		Applicant Name: _____		Date: _____	
No.	Requirement	Included	Not Included	Explanation, if needed	
	Architectural Plans				
3b.	Architectural plans with all dimensions at a scale of no less than 1/8" = 1'-0", including: elevations floor plans				
3c.	Lighting specification, including style and wattage(s)				
	Neighborhood Context:				
3d.	Photographs or other readily available data concerning the location and size of buildings on lots adjacent to or visible from the lot under consideration in order to provide a neighborhood context for the property under consideration				
3e.	Re-vegetation/Landscaping plan , including both vegetative and structural features				

ADDRESSING THE REVIEW CRITERIA

§ 70.1 PURPOSE

The purpose of Site Plan Review for Commercial Development and for Residential Development is to protect the health, safety, convenience and general welfare of the inhabitants of the Town. It provides for a review of plans for uses and structures which may have significant impacts, both within the site and in relation to adjacent properties and streets; including the potential impact on public services and infrastructure; pedestrian and vehicular traffic; significant environmental and historic resources; abutting properties; and community character and ambiance.

Instructions: Please provide the Planning Board with a short explanation of how your application meets each of the review criteria of §70.4D of the Truro Zoning Bylaw. If you require extra space for your answers, please attach the additional information to your application in no more than two pages. This is to provide the Planning Board with an overview of your rationale prior to the meeting.

§70.4D – REVIEW CRITERIA

The Planning Board shall review Residential Site Plans and their supporting information. It is the intent of Residential Site Plan Review that all new construction shall be sited and implemented in a manner that is in keeping with the scale of other buildings and structures in its immediate vicinity in order to preserve the characteristics of existing neighborhoods. Such an evaluation shall be based on the following standards and criteria:

1. Relation of Buildings and Structures to the Environment. Proposed development relates to the existing terrain and lot and provides for solar and wind orientation which encourages energy conservation because:

2. Building Design and Landscaping. Proposed development is consistent with the prevailing character and scale of the buildings and structures in the neighborhood through the use of appropriate scale, massing, building materials, screening, lighting and other architectural techniques because:

- 3. Preservation of Landscape. The landscape will be preserved in its natural state insofar as practicable by minimizing any grade changes and removal of vegetation and soil because:

- 4. Circulation. Curb cuts and driveways will be safe and convenient and will be consistent with Chapter I, Section 9 of the General Bylaws of the Town of Truro because:

- 5. Lighting. Lighting will be consistent with Chapter IV, Section 6 of the General Bylaws of the Town of Truro. There will be protection of adjacent properties and the night sky from intrusive lighting because:



TOWN OF TRURO

Assessors Office Certified Abutters List Request Form

DATE: _____

NAME OF APPLICANT: _____

NAME OF AGENT (if any): _____

MAILING ADDRESS: _____

CONTACT: HOME/CELL _____ EMAIL _____

PROPERTY LOCATION: _____

(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____ EXT. _____

(if condominium)

ABUTTERS LIST NEEDED FOR:

(please check all applicable)

FEE: \$15.00 per checked item

(Fee must accompany the application unless other arrangements are made)

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Health ⁵ | Planning Board (PB) | Zoning Board of Appeals (ZBA) |
| <input type="checkbox"/> Cape Cod Commission | <input type="checkbox"/> Special Permit ¹ | <input type="checkbox"/> Special Permit ¹ |
| <input type="checkbox"/> Conservation Commission ⁴ | <input type="checkbox"/> Site Plan ² | <input type="checkbox"/> Variance ¹ |
| <input type="checkbox"/> Licensing | <input type="checkbox"/> Preliminary Subdivision ³ | |
| Type: _____ | <input type="checkbox"/> Definitive Subdivision ³ | |
| | <input type="checkbox"/> Accessory Dwelling Unit (ADU) ² | |

Other _____ (Fee: Inquire with Assessors)

(Please Specify)

Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: _____ Date completed: _____

List completed by: _____ Date paid: _____ Cash/Check _____

¹Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

²Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

³Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. Note: For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

⁴All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. Note: Responsibility of applicant to notify abutters and produce evidence as required.

⁵Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. Note: Responsibility of applicant to notify abutters and produce evidence as required.