



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## RESIDENTIAL DEVELOPMENT APPLICATION FOR SITE PLAN REVIEW

Date \_\_\_\_\_

To the Town Clerk and 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 §70.4 of the Truro Zoning By-law
- Waiver of Site Plan Review** pursuant to §70.9 of the Truro Zoning By-law

### 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.

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

Owner's Name and Address \_\_\_\_\_

Representative's Name and Address \_\_\_\_\_

Representative's Phone(s), Fax and Email \_\_\_\_\_

**II. Waiver(s) Request** – Request of any waivers of the information required in §70.4.C shall be presented on separate sheet and shall provide a detailed reason for said waiver(s) pursuant to §70.4.F.

### II. 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.



**ALL PLANS AND OTHER MATERIALS SUBMITTED AS PART OF THE RESIDENTIAL  
DEVELOPMENT APPLICATION FOR SITE PLAN REVIEW  
MUST BE FOLDED TO FIT IN A LETTER SIZE FILE.**

**Below is the full text of §70.4 Residential Development and §70.9 Waiver of Site Plan Review**

**§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.

**§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.

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.