

Appendix 4.A
Special Permits
including
Site Plan Review

	A	B	C	D	E
1			Special Permit and Site Plan Review		
2		CONTENTS REQUIRED	Existing	Proposed	Site Plan Waiver
3	General Filing	Two (2) completed applications signed by the owner(s) or an agent authorized in writing by the owner to do so (such written authorization must also be submitted when filing the plan). All applications to the Board are to be signed by the owner of record, or his authorized representative. Proof of authorization shall be submitted.		YES	YES
4		Two (2) copies of the list of waivers being requested.		YES	
5		Two (2) copies of the Municipal Lien Certificate from the Town Treasurer, indicating that all taxes, assessments, and charges have been paid in full . The applicant shall be responsible for the cost of obtaining such certificate.		YES	YES
6		Two (2) copies of notarized affidavit	Accessory Apts/Two-Family Dwellings Only		
7		Two (2) copies of covenant for WRPD			
8		Two (2) copies of a brief narrative describing the proposed project.		YES	YES
9		Six (6) full size: 24 inches by 36 inches standard, with a 1/4 inch border, at a scale of not smaller than one inch equals forty (40') feet horizontal; one inch equals four feet (1"= 4') vertical on profiles.	YES	YES	
10		Eleven (11) reduced copies no smaller than 8" x 11" and no larger than 11" x 17" with a 1/4 inch border.		YES	YES
11		Two (2) sets of drainage calculations and drainage area map prepared, stamped and signed by a registered professional engineer designed in compliance with Massachusetts Department of Environmental Protection Phase II Stormwater Regulations Best Management Practice.	YES	YES	
12		Six (6) copies of Hydrogeologic Impact Statement	FOR DWRPD SPECIAL PERMIT ONLY		
13		A filing fee consistent with the fee schedule		YES	YES
14		Assessors map and parcel	YES	YES	YES
15		Zoning districts and boundaries	YES	YES	YES
16		Zoning Compliance Table - see Table 7	YES	YES	YES
17		Detailed calculations for required parking - see		YES	YES
18		Legend of all symbols	YES	YES	YES
19		Title Block: the respective plan title, date of plan preparation and revisions.	YES	YES	YES

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20	General Plan Contents	The name (or names) of the registered professional engineer, and/or land surveyor, along with their seal or certification, as applicable, and signatures of each person responsible for the preparation of the plan.	YES	YES	
21		Names and Addresses of owner(s) of record, petitioner(s) and property deed and plan references.	YES	YES	YES
22		Names, deed and plan references of all direct abutters as they appear in the most recent tax list and approximate location of intersecting boundary lines of the abutting land.	YES	YES	
23		Scaled Locus Map sufficient to determine the actual location of the property in question and showing the intersection of two major roads	YES	YES	YES
24		Plan Scale, Graphic Scale and North Arrow	YES	YES	YES
25		If multiple sheets are used, they shall be accompanied by an index showing the entire subdivision.	YES	YES	YES
26		Notations indicating any variances granted for the property;	YES	YES	
27		Notations stating approval and/or restrictions of the Board of Health	YES	YES	YES
28		Total area and dimensions of the parcel in s.f. and acres	YES	YES	YES
29		Gross area of wetlands and uplands for the total parcel in square feet, acres and percentage.	YES	YES	YES
30		The topography of the land in 2 foot increments.	YES	YES	
31		Mark area(s) subject to the Wetlands Protection Act as defined by M.G.L. Chapter 131, Section 40 within 100 feet of any disturbance or alteration on the site; and approval and/or restriction of the Conservation Commission or the Planning Board (Six Ponds Special District) within 100 feet.	YES	YES	
32		Mark areas set aside for conservation and/or recreational use.	YES	YES	
33			Location, dimensions and setbacks for:		
34		Structures	YES	YES	
35		Parking areas, spaces and facilities	YES	YES	
36		Dumpsters (to be enclosed by fence)	YES	YES	
37		Service areas	YES	YES	
38		Loading areas	YES	YES	
39		Maneuvering areas	YES	YES	
40		Driveways & curb cuts	YES	YES	
41		Existing driveways within 100 feet of site	YES	YES	
42		Sidewalks	YES	YES	

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43	Detailed Plan Contents	Lighting	YES	YES		
44		Easements	YES	YES		
45		Freestanding signs	YES	YES		
46		Surface drainage	YES	YES		
47		Subsurface drainage		YES		
48		Drainage facilities		YES		
49		Impervious surfaces		YES		
50		Subsurface disposal systems		YES		
51		Sewage disposal	YES	YES		
52		Drainage plan showing the method for disposing of runoff from impervious surfaces.			YES	
53		Stopping sight distance for all vertical curves and intersections according to Table 1.			YES	
54		Traffic circulation arrows			YES	
55		Utilities				
56		§ Water lines		YES	YES	
57		§ Hydrants		YES	YES	
58		§ Electrical		YES	YES	
59		§ Gas		YES	YES	
60		§ Cable		YES	YES	
61	§ Other		YES	YES		
62	Specifications, details, cross-sections for:					
63	§ Lighting			YES		
64	§ Curbing			YES		
65	§ Fencing			YES		
66	§ Retaining walls			YES		
67	§ Parking			YES		
68	§ Wheel stops			YES		
69	Landscaping Plans	General location of trees, trees having a caliper of six (6) inches or more, landscaping, wetlands or other significant natural features			YES	
70		Detail of proposed landscaping			YES	
71		Minimize loss of trees			YES	
72	Building Plans	Scaled floor plans			YES	
73		§ Proposed apartment, showing floor area by room and the common wall between the two (2) units	Accessory Apts/Two-Family Dwellings Only			
74		§ Proposed second dwelling showing floor area				
75		Building elevations, including:		YES		
76		§ Door and window locations		YES		
77		§ Building height		YES		
78	§ Color of surface material		YES			
79	§ Texture of surface material		YES			

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80		§ All entrances to the main dwelling and the accessory apartment/second dwelling.	With Accessory Apts/Two-Family Dwellings Only		
81	Water Resource Protection District	Complete list of the type and quantities of all chemicals, pesticides, fuels and other potentially hazardous or toxic materials to be stored, used or disposed of on site.		YES	
82		Description of how and where hazardous materials will be stored, with a description of the provisions on how to protect materials from vandalism, corrosion, leakage, etc.		YES	
83		Description of toxic or hazardous waste or by-products to be generated, showing storage and/or disposal methods.		YES	
84		For projects where runoff other than typical runoff from parking lots or driveways may occur and/or subsurface disposal of materials other than typical septage waste may occur, the following additional information is required:		YES	
85		§ Ground water flow conditions including description of downgradient water resources & evaluation of the impact of disposal of accidental spills on such resources.		YES	
86		§ Description of alleviating measures to eliminate ground water contamination and back up.		YES	