

**TOWN OF MARBLEHEAD
SITE PLAN APPROVAL APPLICATION
PLANNING BOARD**

1. Property Address: _____
2. Assessor Map _____ Lot _____ 3. Zoning District _____
4. Applicant: _____
5. Applicant's Address _____
6. Telephone Number: _____ (Daytime) _____ (Evening)
7. Email address: _____
7. Applicant's Representative _____
8. List other permits required and status (e.g. Old & Historic Districts, Conservation, Board of Appeals, etc., obtained, scheduled, etc.) _____

(Signature of Owner)

(Date)

9. Name and mailing address and phone number that the legal advertisement should be billed to
Name _____

Address _____

Phone: _____

FOR TOWN USE ONLY

Application Received _____ Submittal Deemed Complete _____

Waivers _____

Scheduled Hearing Date _____ File Number _____

SITE PLAN APPROVAL CHECK LIST PLANNING BOARD

Each Site Plan Approval Special Permit shall be accompanied by the following information:

- (1) ____ Five (5) copies of a Site Plan which shall be a certified plot plan at a minimum scale of 1"=40' and a maximum scale of 1"=20'. The Site Plan shall contain:
 - (a) ____ Date of Plan with all revisions noted and dated
 - (b) ____ Title of Development/Project
 - (c) ____ North Arrow
 - (d) ____ Scale of Plan
 - (e) ____ Name and Address of record Owner
 - (f) ____ Name and Address of person preparing the Site Plan
 - (g) ____ The names of all owners of record of adjacent properties and the map and lot number of the properties and all buildings
 - (h) ____ Zoning District Boundaries and Flood Zone Boundaries
 - (i) ____ Boundaries of the property and lines of existing streets, lots, easements and right of ways
 - (j) ____ A locus map
 - (k) ____ A table indicating all calculations necessary to determine conformance to Bylaw regulations including current required and proposed regulations
 - (l) ____ Square footage of property
 - (m) ____ Location of existing and proposed buildings, walls, fences, culverts, parking areas, loading areas, walkways and driveways
 - (n) ____ Location and dimensions of all utilities
 - (o) ____ Location, type and dimensions of landscaping and screening
 - (p) ____ Location of significant site features
 - (q) ____ Contours
- (2) ____ Five (5) copies of dimensioned schematic drawings of all proposed buildings. Scale not to exceed 1/4"=1' nor less than 1/8"=1'.
- (3) ____ A narrative describing the proposal

The narrative must address the following: The extent to which:

- (a)** The architectural and design features are in harmony with the prevailing character and scale of buildings in the neighborhood and Town (such as but not limited to: building materials, screening, breaks in roof and wall lines, adequate light, air, circulation and separation between buildings).
- (b)** The character of the site is preserved (such as but not limited to: protection of historical and natural resources and existing terrain, minimization of grade changes, tree and soil removal).

- (c) Vehicular and pedestrian movement within the site are convenient and safe (such as but not limited to: traffic patterns, circulation, location of driveway openings, parking, loading, access by emergency vehicles, and visibility of and identity of street address numbers).
 - (d) External emissions from the site are minimized or eliminated (such as but not limited to: erosion, surface water runoff, pollution, sewage, disposal of refuse, odors, noise, glare, light and any other environmental impacts).
 - (e) The adverse effects on abutting lots, the immediate neighborhood and the Town of Marblehead are minimized including (such as but not limited to: conflicts between residential, commercial and industrial uses, obstructions of views, increases in use of Town services and impact on Town infrastructure).
- (4) _____ A completed application form
- (5) _____ An application fee (the fee is calculated by taking the construction cost and multiplying by .001. *Example 350,000 construction cost x .001 = \$350 FEE*
The minimum fee is \$200 and the maximum fee is \$1000)

Applicants should refer to the Marblehead Zoning Bylaw 200-37 – Special Permit for Site Plan Approval for more detailed information on Site Plan Approval.