

**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.