

## **ANR FILING CHECKLIST**

### **Applicant files with the Planning Board:**

1. 1 original Mylar plan for endorsement;
2. 6 copies of the plan, size 11 x 17 as well as 24 x 36 and an electronic copy
3. 6 copies of application form; and
4. Filing Fee \$100.00 ~ per Current Fee Schedule and \$75.00 per each lot created.

The copies of the plan and the application forms must be submitted in 6 separate packages for the board members review.

### **Applicant files with Town Clerk:**

1. Copy of dated application form as Notice of Filing.

### **Planning Board shall:**

1. Review plan to insure the following are included:
  - a. existing and proposed lot lines
  - b. distances and bearings
  - c. names of abutting property owners
  - d. zoning district designation of lot or lots
  - e. frontage and offsets at date of filing
  - f. zoning district boundaries
  - g. locus plan showing neighboring streets, ways & properties
  - h. statement "Approval Under Subdivision Control Law Not Required"
  - i. signature block for Planning Board endorsement (preferably stating that endorsement does not constitute any determination of compliance with zoning)
  - j. Six (6) copies of subdivision plan if lot or lots are part of approved or proposed subdivision
2. Endorse plan if determined no subdivision approval is required.
3. Notify Town Clerk within 21 days if plan is determined to require subdivision approval.

After plan is endorsed:

Copies shall be initialed and forwarded as follows:

1-Town Clerk	1-Board of Assessors
1-Public Works Dept. (if building lot will require driveway)	1-Conservation Commission (if building lot has wetlands)
1-Sewer Commission (if building lot in Sewer District)	1-Board of Health (if building lot will require septic)
1-Planning Board	

(If additional plans are necessary for a new building lot meeting all of the above applicable criteria please request from applicant or engineer)

Original endorsed Mylar plan shall be returned as soon as possible to the applicant or engineer for filing at the Registry of Deeds.

## SPECIAL PERMIT PROCEDURE

Applicant files with the Planning Board

1. 15 Application Forms (Application for Special Permit & Request for Public Hearing)
2. 15 Special Permit plans
3. 15 Application Packets (Statements of compliance, Stormwater management plan, Environmental Impact Report, and any other accompanying statements or data)
4. Filing Fee per Current Fee Schedule
5. Certified List of Abutters (Assessor's office)
6. Certification of current status of any and all liens on property

Applicant files with Town Clerk:

1. Written notice of filing

Planning Board shall:

1. Upon receipt Planning Board will forward copy of Special Permit Plan for comment to: (within 5 days)
  - a. Building Inspector
  - b. Public Works Department
  - c. Conservation Commission
  - d. Fire Department
  - e. Police Department
  - f. Sewer Commission (if applicable)
  - g. Water District (if applicable)
  - h. Historical Commission (if applicable)
  - i. Tax Collector
  - j. Treasurer
2. Schedule Public Hearing (within 65 days of receipt of Application; 45 days for Site Plan):
  - a. Advertise Public Hearing in local newspaper (Check for \$70.00 Payable to "The Shirley Volunteer").
    - i. First notice not less than 14 days prior to hearing date
    - ii. Second notice the following week
  - b. File 2 copies of hearing notice with Town Clerk
  - c. Mail notification to abutters provided on certified list
  - d. Mail notification to all other interested parties (abutting towns, Post Office, Planning Agencies, State Departments, Watersheds, etc.)
  - e. Process Affidavit of Mailing with Town Clerk
3. Hold Public Hearing as scheduled
  - a. Recognize applicant, or his representative, to present plan to Board and audience
  - b. Review comments submitted from Town Departments
  - c. Recognize any question or comment from Board members
  - d. Recognize any rebuttal or answers from applicant or his agent
  - e. Recognize any question or comment from abutters
  - f. Recognize any question or comment from others
  - g. Continue hearing for the purpose of obtaining further information or close hearing for the purpose of making a final decision on the project
    - i. Continued hearing – schedule to date, time specific
    - ii. Closed hearing – decision within 90 days of closing
4. File endorsed decision with Town Clerk (must be within 90 days of hearing completion)
5. Distribute copy of decision to all abutters, interested parties, and Town departments

6. Distribute copy of endorsed plan to all applicable Town Departments
7. Certify compliance to Building Inspector for issue of Occupancy Permit (required for Hammerhead)

Applicant shall:

1. Obtain signed decision from Town Clerk
2. Have Town Clerk certify copy of decision regarding appeals
3. Arrange for proper security (if required by Zoning Bylaws)
4. Present final plans to Planning Board for endorsement
5. Provide recordation information to Planning Board (if applicable, Site Plans typically not required)
6. Provide final as-built plans (if applicable)



**Town of Shirley  
PLANNING BOARD**

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**SITE PLAN REVIEW APPLICATION AND DESIGN REGULATIONS**

1. **GENERAL**

A Site Plan Review Application shall be filed by the applicant with the Planning Board with the following submission requirements:

- a. Filing Fee as prescribed by the current Planning Board Fee Schedule.
- b. Fifteen (15) contact prints of the Plan; 24x36 1/40 prepared by a registered professional engineer and/or land surveyor using modern drafting techniques, which shall include:
  1. Project name, boundaries, north point, date, scale, legend and title
  2. Name and address of owner, applicant, designer/engineer/surveyor
  3. Names of owners on abutting property
  4. Existing and proposed lot lines
  5. Existing and proposed lines of streets, ways, easements, public areas, etc.
  6. Location, names and present widths of existing streets abutting property
  7. General existing topography with any proposed changes
  8. Proposed or existing utilities
  9. Lot area boundaries
  10. Existing site features (stone walls, fences, buildings, bodies of water, large trees, etc)
  11. Proposed or existing easements on the property
  12. Location of building envelopes
  13. Zoning District and any Zoning District boundaries
  14. Frontage and offsets
  15. Block with space sufficient for date and endorsement by all Board members
- c. Fifteen (15) copies of the completed Application.
- d. Fifteen (15) copies of accompanying statements which shall include the following:
  1. Proof of current tax status
  2. Status of any abatements on property
  3. Environmental Impact Statement
  4. Stormwater drainage report with Operations and Maintenance Manual/Schedule
  5. Traffic Impact Statement
  6. Statement of proposed uses of any remaining or abutting property under same ownership

**Town of Shirley Planning Board,  
7 Keady Way Shirley, Massachusetts 01464  
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## 2. DESIGN REQUIREMENTS

In addition to Site Development Standards and Supplemental Site Development Standards outlined in Sections 7.12 and 7.13 of the Protective Zoning Bylaw, the following design criteria must be met to the fullest extent feasible:

- a. Buildings shall have architectural features and patterns that provide visual interest at the scale of the pedestrian and blend with surrounding areas.
- b. Buildings shall have varied rooflines with simple gables with a pitch of at least 8 over 12 and overhanging eaves. No flat rooftops will be allowed unless required for installation of mechanical units and must be masked or designed to appear as a gabled roofline.
- c. All parking shall be located to the rear and side of the building.
- d. In the Village Commercial District, buildings shall be set back from the right of way a maximum of \_\_\_\_\_ feet.
- e. Lots shall maintain a buffer of \_\_\_\_\_ feet between any paved area and adjacent property.
- f. All buffer areas/setbacks shall be appropriately landscaped. Plans for landscaping shall be shown on submission plans. All tree plantings must be approved by the Tree Warden.
- g. On-site sidewalks connecting to existing street sidewalks must be provided.
- h. Bicycle parking facilities must be visible and easily accessible.
- i. Shared access to adjoining commercial properties shall be encouraged.
- j. Alternative semi-pervious surfaces may be suggested.
- k. Separate entrance and exit ways are encouraged. Appropriate signage designating each is required. If a single entrance/exit road is proposed, it must be at a minimum, \_\_\_\_\_ feet wide and must contain a landscaped island. Additionally, all appropriate markings must be painted on the pavement.
- l. Building/business identification signs shall be of wood or wood-type product with engraved lettering in coordinating colors to the building and shall be no larger than \_\_\_x\_\_\_ and set back from the street a minimum of \_\_\_\_\_ feet.
- m. All stormwater management must be maintained on site. An Operations & Maintenance manual must be provided for all proposed systems.
- n. The Village Commercial District may utilize \_\_\_\_\_ percent of available municipal parking within a \_\_\_\_\_ foot surrounding area to minimize the parking requirements for the site.

- o. Parking requirements must be shown on the plan, however, if sufficient information is available and it is agreed upon by the Planning Board, up to \_\_\_\_ percent of parking requirements may be banked, providing the plan shows adequate buildability for the future.
- p. Fencing shall not be allowed as screening between lots in the Village Commercial District. Fencing at a maximum of \_\_\_\_ feet high may be utilized in other commercial districts.
- q. Unified parking and traffic circulation patterns are encouraged in all commercial/industrial districts.
- r. Buildings must be appropriate for the type of business being proposed.
- s. All building plans shall be inspected and approved by the Building Inspector.
- t. All utilities must be placed underground. Utilities in the highway commercial districts may begin above ground with a request from Mass Electric and/or Verizon.

## **PRELIMINARY SUBDIVISION FILING CHECKLIST**

Applicant files with the Planning Board:

1. 15 Application Forms (Application for Approval of Preliminary Subdivision)
2. 15 Preliminary Subdivision Plans
3. Filing Fee per Current Fee Schedule
4. Certified list of abutters
5. Certification of current status of any and all liens on property

Applicant files with Town Clerk:

1. Written notice of filing

Planning Board shall:

1. Upon receipt forward copy of Preliminary Plan to:
  - a. Board of Health
  - b. Conservation Commission
2. Within seven (7) days forward copy of Preliminary Plan with Request for Preliminary Plan Review to:
  - a. Board of Health
  - b. Conservation Commission
  - c. Building Inspector
  - d. Public Works Department
  - e. Fire Department
  - f. Police Department
  - g. Sewer Commission (if applicable)
  - h. Historical Commission (if applicable)
  - i. Shirley Water District (if applicable)
3. Schedule a field trip to the site or authorize an agent for the Board to visit the site and offer their determinations, comments, etc.
4. Approve or disapprove plan within forty-five (45) days of receipt. (Plans may be approved with modifications by Board or applicant)
5. File written decision with Town Clerk within forty-five days of receipt.

Town Clerk shall issue the written decision to the applicant.

## **DEFINITIVE SUBDIVISION FILING CHECKLIST**

Applicant files with the Planning Board:

1. 15 Application Forms (Application for Approval of Definitive Subdivision)
2. 15 Definitive Subdivision Plans
3. 15 Application Packets (Statements of compliance, Stormwater Management Plan, Environmental Impact Report, and any other accompanying statements or data)
4. Filing Fee per Current Fee Schedule (if applicable Preliminary fee will be credited)
5. Certified list of abutters
6. Certification of current status of any and all liens on property

Applicant files with Town Clerk:

1. Written notice of filing

Applicant files with Board of Health:

1. 2 Definitive Subdivision Plans w/ application packet

Planning Board shall:

1. Upon receipt forward copy of Definitive Plan for comment to:
  - a. Building Inspector
  - b. Public Works Department
  - c. Conservation Commission
  - d. Fire Department
  - e. Police Department
  - f. Sewer Commission (if applicable)
  - g. Water District (if applicable)
  - h. Historical Commission (if applicable)
2. Schedule Public Hearing
  - a. Advertise Public Hearing in local newspaper
    - i. First notice not less than 14 days prior to hearing date
    - ii. Second notice the following week
  - b. File 2 copies of hearing notice with Town Clerk
  - c. Mail notifications to abutters provided on certified list
  - d. Mail notifications to all other interested parties (abutting towns, Post Office, Planning Agencies, State Departments, Watersheds, etc.)
  - e. Process Affidavit of Mailing with Town Clerk
3. Hold Public Hearing as scheduled
  - a. Recognize applicant, or his representative, to present plan to Board and audience
  - b. Review comments submitted from Town Departments
  - c. Recognize any question or comment from Board members
  - d. Recognize any rebuttal or answers from applicant or his agent
  - e. Recognize any question or comment from abutters
  - f. Recognize any question or comment from others
  - g. Continue hearing for the purpose of obtaining further information or close hearing for the purpose of making a final decision on the project
  - h. If hearing is continued, schedule to date and time specific
  - i. If hearing is closed, vote for approval of disapproval of plan (decision of Planning Board must be made within 90 days of close of hearing if Preliminary Plan was submitted; 135 days if no preliminary submitted)
4. File endorsed decision with Town Clerk
5. Distribute copy of decision to all abutters, interested parties, and Town departments

Applicant shall:

1. Obtain signed decision from Town Clerk after appeal period
2. Arrange for proper security of subdivision (Covenant or Bond approved by Board)
3. Present final plans to Planning Board for endorsement
4. Provide recordation information to Planning Board



**DEFINITIVE SUBDIVISION FILING CHECKLIST cont.**

Planning Board shall:

1. Inspect, or designate an agent to inspect, all roads and utilities to insure compliance with endorsed plans and decisions.
2. Review, or designate an agent to review, any and all requests for reduction in performance security
3. Authorize release or partial release of security
4. Schedule an on-site visit to inspect any roadway scheduled for Town acceptance
5. Prepare recommendation for Town Meeting
6. Prepare for final release of security if roadway accepted for public use

Applicant shall:

1. Arrange for any and all inspections throughout construction
2. Provide detailed requests for security release
3. Provide final as-built plans to Planning Board, Public Works Director, and Conservation Commission (if applicable)