



SITE PLAN REVIEW REGULATIONS

TOWN OF HAMILTON

PLANNING BOARD

Effective DATE OF ADOPTION

SITE PLAN REVIEW REGULATIONS

I. AUTHORITY AND PURPOSE OF THE REGULATIONS

Pursuant to Massachusetts General Law Chapter 40A, Section 9 and the Town of Hamilton Zoning Bylaw, Section 10.6.8, the Hamilton Planning Board hereby adopts the following Site Plan Regulations, passed by a vote of the Planning Board at a public hearing on **date of hearing** governing the minimum submission requirements for Site Plan Review and Abbreviated Site Plan Review. These regulations shall be binding on all applications eligible for Site Plan Review and Abbreviated Site Plan Review (see Sections III and IV) as specified under Section 10.6.4 of the Hamilton Zoning Bylaw.

II. MINIMUM APPLICATION MATERIALS – SITE PLAN REVIEW APPLICATION

A site plan application may be considered complete if it contains all the requirements of Sections (1) through (7), below, unless such information is not applicable or germane to the application. Additionally, the Planning Board retains the right to waive some requirements subject to the provisions of Section IV. Waivers.

1. Submission Requirements: The applicant shall be responsible to submit the following materials at the time of application to the Hamilton Planning Department:
 - a. Twelve copies of a fully completed Site Plan Application, Site Plan Checklist, and all supporting narrative materials, except as specifically outlined immediately below in sub-section b.
 - b. Three copies (3) of all engineering, drainage, or impact reports if applicable
 - c. Twelve (12) copies of the complete site plan set in 11” by 17” format
 - d. Three (3) copies of the complete site plan set in full-size 22” by 34” format
 - e. Electronic files of all submission materials, including plans, applications, narratives, and ALL supporting materials in PDF form (e-mailed or submitted on UBS drive).
 - f. The applicant is also required to submit one copy of all application materials to the Hamilton Town Clerk as required under Section 10.6 of the Zoning Bylaw.

2. Written description of the intended project and its purpose, describing in reasonable detail the following:
 - a. Name and complete contact information for the applicant, landowner, developer, and project engineer or planner.
 - b. Development title with drawing date and reference number.
 - c. Legal description and tax parcel identification number of the subject property.
 - d. Existing zoning district(s) and proposed zoning district(s), if different.
 - e. Existing and proposed land uses.

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- f. Projected number of residents, employees, and/or daily customers.
 - g. Proposed number of dwelling units and density.
 - h. Statement of any local and/or state permits required for the project.
3. A location map to scale showing the subject property and illustrating its relationship to the nearest street intersection and containing the following information:
- a. All plan sets shall include:
 - i. The stamp and signature of any professional who prepared the plan, including professional engineers, licensed land surveyors, landscape architects, and/or certified wetland scientists.
 - ii. The name and address of the property owner, and the names, addresses, and contact information for all professionals who worked on the plan.
 - iii. A North arrow and reference bearing
 - iv. A Title Block including the name of the project, location of the project (including Assessor's Map and Lot number), property owner and applicant name and address, sheet number, date, and the name, affiliation, and contact information for the principal project representative.
 - v. A scale bar
 - vi. A Planning Board Chair signature and date block
 - b. An Existing Conditions Plan showing the parcel in its current pre-development state. The Existing Conditions Plan shall include the following features if applicable to the subject parcel:
 - i. The bounds of the entire parcel and lot boundaries for abutting parcels extending at least 50-feet from the parcel boundaries.
 - ii. The property owner, address, and Assessor's Map and lot numbers for all abutting parcels within 100-feet of the parcel boundaries.
 - iii. The location of all structures on the subject parcel and within 50-feet of the subject lot on abutting properties
 - iv. All paved, gravel, or compacted dirt areas on the subject parcel
 - v. Existing and proposed streets or rights-of-way lines with bearings and dimensions clearly labeled, including names of adjacent or surrounding streets
 - vi. Existing easements including a brief description of the easement and a reference to the recorded easement information.
 - vii. Existing utility lines, facilities, and connections
 - viii. Existing drainage facilities
 - ix. Existing septic facilities
 - x. Existing and proposed topography with a maximum contour interval of two (2) feet, except where existing ground is on a slope of less than two (2) percent where one (1) foot contours shall be shown.

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- xi. The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, wetland buffers, environmental corridors, drainageways, woodlands, steep slopes).
- xii. A locus/area map showing the general location of the parcel within the larger neighborhood area with a scale shown.
- xiii. Existing zoning designation and conformance with Dimensional Requirements
- xiv. Location of existing driveways and pedestrian accessways
- xv. Location and dimensions of existing parking and loading areas
- xvi. Location and name of surrounding streets
- xvii. Location and extent of existing treelines, stonewalls, and/or naturally significant site features

c. A Site Plan showing all proposed applicable site improvements including:

- i. Location of all proposed structures and use areas, including but not limited to paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
- ii. Proposed access points onto public streets and access drives on the subject property, including driveway widths with flares on driveway aprons to public streets.
- iii. Location of any existing and proposed sidewalks with grade elevations.
- iv. Location and dimensions of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided, and loading areas.
- v. Location of all proposed parking and traffic circulation areas, including any proposed or existing stop signs in private driveways.
- vi. Location and configuration of all visibility triangles proposed on the subject property.
- vii. Location and dimension of all loading and service areas on the subject property.
- viii. Location of all outdoor storage areas and the design of all screening devices.
- ix. Location of all rooftop, wall-mounted, and ground-mounted building services equipment, and the design of all screening devices.
- x. Location of stormwater management system that complies with Hamilton General Bylaw XXIX.
- xi. Location of snow storage areas, except for single-family and two-family residential.
- xii. Proposed easement lines and dimensions with a key provided and explained as to ownership and purpose. Easement documents governing public access or cross access should be provided for review.

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- xiii. All free-standing and wall mounted lighting showing location, type, height, size, luminaire source with cutoff angle and all signage lighting on the subject property.
- xiv. Location and description of proposed sewage disposal and treatments systems, and underground storage tanks, water supply, storm drainage systems.
- xv. If warranted following the pre-application conference, an acoustical study demonstrating compliance with applicable State and federal noise regulations.
- xvi. In the legend, include the following data for the subject property: lot area, flood area, impervious surface area, impervious surface ratio, and building footprints and heights.

3. A Landscaping Plan depicting the following:

- a. Existing landscaping including trees larger than 9” caliper and boundaries of existing woodland/forested areas.
- b. All proposed landscaping including quantity, species, and size of all proposed trees and shrubbery.
- c. The proposed treatment and or material type of all proposed ground surfaces, including loamed and seeded grassy areas, and paved, gravel, or compacted dirt surfaces.

4. Architectural elevation drawings to scale that include the following information:

- a. Color elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatments for all facades of the building.
- b. Location and depiction of all rooftop, wall-mounted, and ground-mounted mechanical and electrical equipment.
- c. Depiction of exterior materials including the texture and color of such materials. The Planning Board may request examples of building materials be brought to the Planning Board hearing for review.
- d. The Planning Board may request perspective renderings of the proposed project in relation to its surroundings, including in relation to existing buildings and landscaping, including how the proposed project appears from the streetscape and other publicly accessible accurate scale drawings showing the actual intended appearance of the building(s).

6. Photometric Plan to scale that includes the following information:

- a. Location, type, height, design, color source, illumination power, and orientation of all exterior lighting on the subject property.

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b. Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot-candles at regular intervals consistent with the drawing scale.

7. If applicable an Operational Plan that includes the following information:

- a. A description of the proposed hours of operation and traffic generation.
- b. Procedures for snow removal or storage, except for single- and two-family residential.

10.6.8 Abbreviated Site Plan Contents. Unless waived by the Planning Board, all abbreviated site plans shall be prepared to scale and be of professional quality. The application shall be prepared by a Registered Architect or Professional Engineer for any proposal that requires such certification under the State Building Code. All site plans shall be standard seventeen (17) inch by twenty-four (24) inch or twenty-four (24) inches by thirty-six (36) inch sheets and shall be prepared at a sufficient scale to show the following required items:

An abbreviated site plan application may be considered complete if it contains all the requirements below, unless specific application requirements are waived in writing by the Planning Board.

1. Written description of the intended project and its purpose describing in reasonable detail the following:

- a. Name and complete contact information for the applicant, landowner, developer, and project engineer or planner.
- b. Development title with drawing date and reference number.
- c. Legal description and tax parcel identification number of the subject property.
- d. Existing zoning district(s) and proposed zoning district(s), if different.
- e. Existing and proposed land uses.
- f. Projected number of residents, employees, and/or daily customers.
- g. Statement of any local and/or state permits required for the project.

2. A location map to scale showing the subject property and illustrating its relationship to the nearest street intersection and containing the following information:

- a. If certification is required under the state Building Code, the signature of the surveyor, engineer, or architect responsible for site plan preparation along with revision dates.
- b. Location of all existing structures within fifty (50) feet of the property boundaries on abutting lots.
- c. Existing property lines and setback lines.

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- d. Existing structures and paved areas.
 - e. Existing and proposed right-of-way lines with bearings and dimensions clearly labeled, including names of adjacent or surrounding streets.
 - f. Existing easements and utilities.
 - g. The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, wetland buffers, environmental corridors, drainageways, woodlands, steep slopes).
 - h. If applicable, location of all proposed structures and use areas, including but not limited to paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - i. If applicable, changed access points onto public streets and access drives on the subject property, including driveway widths with flares on driveway aprons to public streets.
 - j. If applicable, location of any existing and proposed sidewalks with grade elevations.
 - k. Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking spaces provided.
 - l. If applicable, location and dimension of all loading and service areas on the subject property.
 - m. If applicable, location of all outdoor storage areas and the design of all screening devices.
 - n. Any change to the location, type, height, size, and lighting of all signage on the subject property.
 - o. If applicable following the pre-application conference, an acoustical study demonstrating compliance with applicable State and federal noise regulations.
 - p. In the legend, include the following data for the subject property: lot area, flood area, impervious surface area, impervious surface ratio, and building heights.
3. If applicable an Operational Plan that includes the following information:
- a. A description of the proposed hours of operation and traffic generation.
 - b. Procedures for snow removal or storage, except for single- and two-family residential.

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V. WAIVERS

The Planning Board may, at its sole discretion, waive any of the preceding requirements, by an affirmative vote of at least four (4) members, if the Board determines that the strict compliance of these Regulations will meet both of the following criteria:

- a. Strict compliance will pose an undue hardship to the Applicant owing to the size or special nature of the proposed development; and
- b. Strict compliance will not be in the public interest.

Any waivers requested by the Applicant shall be submitted clearly in writing to the Planning Board with the Site Plan Application. The waiver request shall note the Section of the Regulations for which the Applicant is seeking relief and the reasoning for why granting the waiver is consistent with the requirements of this Section.

In the event that waivers are approved by the Planning Board, the final site plan shall include a note indicating the date of the waiver approval and the sections of the Regulations for which relief was granted.