



**TOWN OF HAMILTON**  
**Planning Department/Planning Board**  
650 Asbury Street, Hamilton, MA 01982  
Mailing: P.O. Box 429  
(978) 626-5251 • [planning@hamiltonma.gov](mailto:planning@hamiltonma.gov)  
[www.hamiltonma.gov](http://www.hamiltonma.gov)

## SITE PLAN REVIEW APPLICATION

### 1. APPLICATION TYPE:

**Application:** ☐ **Preliminary Consultation** ☐ **Abbreviated Site Plan Review**  
(check one) ☐ **Site Plan Review** *Contact the Planning Director to determine if project is applicable.*

This completed application (including all application package contents noted in the Site Plan Review Checklist) and associated fees must be filed with the Planning Board no later than 12:00 PM on the deadline day published in the Planning Board's schedule of Board meetings.

Fees must be paid by check. Make checks payable to the Town of Hamilton.

Complete this application thoroughly and accurately. Incomplete applications may not be accepted for processing.

### 2. APPLICANT AND PROPERTY OWNER INFORMATION:

Applicant Name:

Phone Number:

Email Address:

Mailing Address:

Property Owner Name (If different from Applicant):

Phone Number:

Email Address:

Mailing Address:

### 3. PROPERTY INFORMATION:

Street Address:

Assessor's Map & Lot Number:

Total Parcel Area:

☐ acres

☐ SF

Property Deed Book:

Page:

Zoning District(s): Check all that apply.

☐ Residence District (R-1A)

☐ Depot Square

☐ Residence District (R-1B)

☐ Willow Street Mixed-Use

☐ Residence-Agricultural

☐ Downtown Residential

☐ Bay Road Mixed-Use

☐ Bay Road Civic

Overlay District(s):

Check all that apply.

☐ Groundwater Protection

☐ Flood Plain

☐ Estate Overlay

☐ Commercial

☐ 3A Multi-Family



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4. PROFESSIONAL SUPPORT (Include additional sheets if necessary.):			
Engineer	Name:		Contact:
	Phone Number:		Email Address:
	Mailing Address:		
Architect	Name:		Contact:
	Phone Number:		Email Address:
	Mailing Address:		
Other	Name:		Contact:
	Phone Number:		Email Address:
	Mailing Address:		
Other	Name:		Contact:
	Phone Number:		Email Address:
	Mailing Address:		
5. PROJECT DESCRIPTION:			
Briefly describe your existing and proposed use(s): (If needed, you may attach the narrative on a separate document.)			
Existing Residential Building Area (SF):		Existing Commercial Building Area (SF):	
Additional Residential Building Area (SF):		Additional Commercial Building Area (SF):	
Does the site plan include a commercial use? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what are the anticipated hours and days of operation?			



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**5. PROJECT DESCRIPTION (cont.):**

Current Assessed  
Value of Parcel:

Estimated Cost  
of Proposed  
Improvements:

**Please briefly describe how the project aligns with the Site Plan Standards (Section 10.6.10 of the Hamilton Zoning Bylaw).**

1. *Site Suitability.* Describe how the project complies with Zoning Bylaw requirements for parking, signage, dimensional requirements, performance standards, loading, landscaping, and other applicable requirements of the Bylaw.

2. *Compatibility with Surroundings.* Describe how the project is compatible with existing natural features of the site, as well as the architecture and scale of the surrounding area.

3. *Open Spaces and Aesthetic Value.* Describe how the project provides landscaping and open spaces that enhance the development, provide screening and buffers as needed, and maximize amenity for customers, neighbors, and the general public.

4. *Public Access.* Describe how the project provides safe and convenient vehicular and pedestrian access, compliance with handicapped access requirements, and access for emergency vehicles.

5. *External Impacts.* Describe how the project provides screening of exposed storage areas, machinery, service areas, dumpsters, utility buildings and structures, and other unsightly uses to maximize neighborhood amenity, or provides needed buffers such as landscaping or fencing.



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**5. PROJECT DESCRIPTION (cont.):**

6. *Infrastructure Capacity.* Describe how the project is compatible with local infrastructure, including water supply, utilities, drainage, and streets.

7. *Compliance with Regulations.* Describe how the project complies with Board of Health, Conservation Commission, and other Town and state regulations.

**6. APPLICANT'S CERTIFICATION:**

I/We declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I/We have read and agree to abide by the regulations of the Town of Hamilton. I/We understand that any misrepresentation of submitted data may invalidate any approval of this application. If the use is not operated in compliance with these regulations, the permit may be revoked by the Town of Hamilton.

By signing this application, you are agreeing to all rules and regulations of the Town of Hamilton and are agreeing to allow agents of the Town of Hamilton to conduct inspections, during normal town business hours, on your property, to ensure compliance with all Hamilton Zoning, Subdivision, and/or Site Plan Review regulations while your application is under consideration. The Town accepts electronic signatures on this application. Electronic signatures carry the same validity, enforceability and admissibility, as handwritten signatures.

I/We, the undersigned, authorize \_\_\_\_\_ to act as the professional and primary contact representing this application before the Hamilton Planning Board. Communications related to this application, including those from the Hamilton Planning Department, will be directed to this representative.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Date



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### **SCHEDULE OF FEES & ABUTTER LIST:**

Please refer to the Planning Board website for a full schedule of application filing fees.  
Associated materials and/or fees due with this application include:

- a. The applicant must submit a certified abutter list from Hamilton's Tax Assessor with the application. The fee for the abutter list is \$15. Please email Jane Dooley, Tax Assessor at [jdooley@hamiltonma.gov](mailto:jdooley@hamiltonma.gov).
- b. The applicant is responsible to pay the cost of newspaper notification required under state law. The Planning Department will place the ad and the applicant will be invoiced directly by the newspaper (*H-W News* or *Salem News*).



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### SITE PLAN REVIEW CHECKLIST

*Note: Applicants are strongly encouraged to meet with the Planning Director prior to application submission to ensure applications are complete. Applicants are also strongly encouraged to schedule a preliminary consultation with the Planning Board in order to obtain additional guidance and feedback prior to the submission of a final site plan application.*

Yes	Application Materials Required by the Planning Department:	
	Completed and signed application	
	A certified Abutters List from the Hamilton Tax Assessor	
	Application fee (in the form of a check to the Town of Hamilton)	
	Three (3) full size plan sets	
	Twelve (12) sets of plans in 11" by 17" format	
Yes	Application Materials Required by the Town Clerk:	
	Completed and signed application	
	One (1) 11" by 17" plan	
Applicant:		
Location of Project:		
Proposed Project:		
Date Submitted:		
Yes	N/A (Write "W" for items you propose to waive)	Requirements: (The following information must be shown on the plan or, if applicable, provided separately.)
		Names of Owner and Applicant
		Plans from a registered Professional Engineer, Architect, or Landscape Architect (all plans must be stamped)
		North arrow
		Date/Revision block



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Yes	N/A (Write "W" for items you propose to waive)	Requirements:
		Plan scale
		Locus map showing parcel in relation to surroundings
		Locations and boundaries of existing and proposed lots
		Locations of adjacent streets or ways
		Locations of any easements
		Size of lot
		Architectural elevation drawings (in color) of building(s) with additions from each side Note: Additions/Alterations need to show only affected side
		Architectural narrative, including proposed exterior building materials
		Dimensions of frontage and yards
		Existing and proposed buildings and structures
		Existing and proposed uses of the structures/buildings
		Dimension of buildings and structure
		Locations and dimensions of all parking areas and number of total parking spaces provided on the plan
		Number of parking spaces relative to Zoning Bylaw requirement
		Locations and dimensions of handicapped parking and associated accessways
		Locations and dimensions of all loading areas
		Locations and dimensions of driveways/walkways
		Existing zoning information, including District, minimum lot size, and lot frontage
		Location/Description of water supply
		Location/Description of storm drainage
		Location/Description of utilities



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Yes	N/A (Write "W" for items you propose to waive)	Requirements:
		Location/Description of dumpsters
		Lighting (Location, height, dimension, appearance)
		Existing natural features, including location and species of mature trees
		Location/Description of landscaping, including the number, species, and size of all proposed plantings
		Existing and proposed tree lines
		Location/Description of proposed screening/buffers/fencing
		Location/Description of open space/recreation areas
		Location, dimensions, and elevations of proposed signage
		Number of dwelling units
		Proposed and existing topographical lines at 2' intervals
		Location/Description of proposed and existing sewage disposal system
		Location/Description of underground storage tanks
		Relation to street traffic
		Grading and site work
		Locations and dimensions of access/egress
		Location, height, and proposed materials of retaining walls





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### OTHER APPLICABLE PERMITS

Please check if permit applies.

Yes	Permit:
	Trench and Street Opening Permit (DPW)
	Septic Disposal Permit
	Wetland Permit, including NOI or RDA (Conservation Commission)
	Certificate of Appropriateness (Historic District/Historic Commission)
	Demolition Delay Review (Applies when a structure constructed prior to 1940 is proposed for demolition.)