



# **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 applications. 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. PRE-APPLICATION REQUIREMENTS**

#### *Consultation with Planning Department staff*

Prior to the submission of a Site Plan Application, the applicant shall contact the Hamilton Planning Department to arrange a brief meeting with the Planning Director to introduce the project and the anticipated submission materials. The Planning Director will confirm that the application type is correct and advise the applicant regarding submission materials. In the event the applicant is not local, a consultation can be scheduled electronically.

#### *Pre-Application Review with Planning Board*

Although not required, applicants are strongly encouraged, particularly for larger projects, to contact the Planning Department to schedule a Pre-Application Review with the Planning Board in advance of submitting a formal application. A Pre-Application Review is a non-binding consultation with the Planning Board in order to introduce a project in conceptual form. It provides a venue for the applicant to obtain feedback from the Board and for both the applicant and Board members to ask questions and obtain input in a more informal environment. Pre-Application Reviews occur during regular public meetings of the Planning Board, however they do not require a public hearing and noticing. Fully engineered plans and drawings are not necessary for Pre-Application Reviews – and in fact, it is likely beneficial to defer final engineering until obtaining Planning Board input - however the applicant must submit enough information about the project for the Planning Board to provide informed input to the applicant, including the location of structures and proposed improvements on the property, the form and basic design of buildings, and approximate limits of disturbance, and existing features that will be either retained or eliminated. A Pre-Application Review can be scheduled immediately following consultation with Planning Department staff.

### **III. 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.

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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 a 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 narrative/description of the intended project and its purpose, describing in reasonable detail the following:
  - a. Existing and proposed land uses.
  - b. Description of existing conditions and nature of proposed improvement
  - c. Projected number of employees, and/or daily customers.
  - d. Purpose of the project.
  - e. Anticipated and existing (if applicable) hours of operation.
  - f. Brief description of proposed traffic impacts, including traffic from deliveries, and times of day when traffic is anticipated to reach peak conditions.
  - g. Brief description of any Stormwater BMPs incorporated into the project.
  - h. Brief description of any sustainable energy practices to be incorporated into the project, including the implementation/use of renewable energy sources and/or the use of smart lighting or HVAC technologies.
  - 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.

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

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- 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. Existing zoning designation and conformance with Dimensional Requirements.
- iv. Location of any existing and proposed sidewalks with grade elevations.
- v. Location and dimensions of all on-site parking (and off-site provisions if they are to be employed), including the number of parking stalls provided, under pre- and post-development conditions, accessible parking spaces and associated infrastructure and signage, and loading areas.
- vi. Location of all proposed parking and traffic circulation areas, including any proposed or existing stop signs in private driveways.
- vii. Location and configuration of all visibility triangles proposed on the subject property.
- viii. Location and dimension of all loading and service areas on the subject property.
- ix. Location of all outdoor storage areas and the design of all screening devices.
- x. Location of all rooftop, wall-mounted, and ground-mounted building services equipment, and the design of all screening devices.
- xi. Location of stormwater management system that complies with Hamilton General Bylaw XXIX. *Applicants should review the Stormwater Management Regulations to determine if submission of a Stormwater Management Permit application is required.*
- xii. 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.
- xiii. Location of snow storage areas, except for single-family and two-family residential.
- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. Location of all existing and proposed free-standing signage on the parcel.

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- xviii. Location and description of proposed sewage disposal and treatments systems, and underground storage tanks, water supply, storm drainage systems.
- xix. If warranted following the pre-application conference, an acoustical study demonstrating compliance with applicable State and federal noise regulations.
- xx. 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 additions and/or renovations 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 how the project will appear in relation to existing buildings and landscapes, and 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 (for all projects that include new exterior lighting):

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

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7. Additional materials, if applicable. Depending on the scale and intensity of the project, the Planning Board may request the following additional materials:

- a. A complete Traffic Impact Report.
- b. A Construction Plan depicting where construction equipment and vehicles will be stored and how traffic circulation will be routed during the construction phase, including for emergency access.
- c. Procedures for refuse and snow removal or storage.

### **IV. ABBREVIATED SITE PLAN REVIEW – MINIMUM APPLICATION MATERIALS**

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.

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.

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- c. Existing property lines and setback lines.
  - 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.



## **SITE PLAN REVIEW REGULATIONS**

### **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 be revised to include a note indicating the date of the waiver approval and the sections of the Regulations for which relief was granted.

### **VI. SITE PLAN APPLICATION AND CHECKLIST**

*Included in following pages*



**TOWN OF HAMILTON**  
**Planning Department/Planning Board**  
650 Asbury Street, Hamilton, MA 01982  
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[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):

- ☐ Residence District (R-1A)
- ☐ Residence District (R-1B)
- ☐ Residence-Agricultural
- ☐ Business

Overlay District(s):

Check all that apply.

- ☐ Groundwater Protection
- ☐ Flood Plain
- ☐ Estate Overlay
- ☐ Commercial
- ☐ Willow Street



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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) for assistance with the abutter list.
- 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.*

<b>Yes</b>	<b>Application Materials Required by the Planning Department:</b>	
	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	
<b>Yes</b>	<b>Application Materials Required by the Town Clerk:</b>	
	Completed and signed application	
	One (1) 11" by 17" plan	
Applicant:		
Location of Project:		
Proposed Project:		
Date Submitted:		
<b>Yes</b>	<b>N/A</b> (Write "W" for items you propose to waive)	<b>Requirements:</b> (The following information must be shown on the plan or, if applicable, provided separately.)
		Names and contact information of Owner and Applicant
		Plans stamped by a registered Professional Engineer, Land Surveyor, Architect, and/or Landscape Architect
		North Arrow
		Date/Revision block



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Yes	N/A (Or write "W" for items you request to be waived)	Requirements:
		Plan scale
		Locus map showing parcel in relation to surroundings
		Abutting parcel information, including location, property owners, and Parcel IDs for all immediately abutting parcels (including parcels located across the street from subject parcel)
		Locations and boundaries of existing and proposed lots
		Locations of adjacent streets or ways
		Location and brief description of any easements
		Size of lot
		Architectural elevation drawings (in color) of building(s) for every façade face <i>Note: Additions/Alterations need to show only affected side</i>
		Architectural narrative, including proposed exterior building materials
		Dimensions of frontage and yards
		Location and dimensions of existing and proposed buildings, including heights and uses of buildings
		Location of existing structures and their uses
		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 requirements
		Locations and dimensions of handicapped parking and associated accessways
		Locations and dimensions of driveways/walkways
		Existing zoning information, including District, minimum lot size, minimum lot frontage, and setback requirements
		Location/Description of water supply
		Location/Description of storm drainage
		Location/Description of existing and proposed utilities, including underground utilities





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Yes	N/A (Write "W" for items you propose to waive)	Requirements:
		Location and specifications for proposed exterior trash refuse facilities and screening <i>Note: If trash will be stored indoors, this should be noted on the plan.</i>
		Photometric Plan (Location, height, and other specifications, including illumination levels, for all exterior lighting)
		Existing natural features, including location and species of mature trees
		Location/Description of landscaping, including the number, species, and size of all proposed plantings
		Location of existing and proposed tree lines (if modifications are proposed)
		Location/Description of existing and proposed screening/buffers/fencing
		Location/Description of open space/recreation areas, if applicable
		Location, dimensions, and elevations of proposed signage, if applicable
		Location and number of existing and proposed dwelling units and number of bedrooms per dwelling unit, if applicable
		Proposed and existing topographical lines at 2' intervals
		Location/Description of proposed and existing sewage disposal system
		Location/Description of underground storage tanks
		Traffic Study or Traffic Impact Report <i>Note: If no Traffic Report is submitted, the applicant must provide a narrative explaining why there will be no or de minimis levels of traffic impact.</i>
		Location, dimensions, and proposed screening of loading areas
		Overall area of disturbances should be shown on plan and cumulative area of disturbance should be noted on plan
		Area of proposed 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 (Board of Health)
	Stormwater Management Permit (Planning Board)
	A Finding, Special Permit, or other relief from Zoning Bylaw requirements (Zoning Board of Appeals)
	Wetland Permit, including NOI or RDA (Conservation Commission)
	Certificate of Appropriateness (Historic District Commission) <i>(Applies when a project is proposed in the Hamilton Historic District)</i>
	Demolition Delay Review (Historical Commission) <i>(Applies when a structure constructed prior to 1940 is proposed for demolition.)</i>