

## **Attachments required for applications:**

The following is excerpted from the Plainfield Zoning Bylaw as a convenience. Please consult the Bylaw for the official list of requirements. (Numbers in parentheses are bylaw sections).

### **All Applications (4.2.2, 6.0.1)**

- Completed Zoning Determination from Building Commissioner

### **Administrative Appeals (2.3)**

- Dated copy of order or decision being appealed.
- Narrative specifying the grounds for the appeal.

### **Site Plan Review (2.4) and Special Permit (2.5)**

- Narrative describing the use and scope of the project
- Three (3) paper copies of a site plan drawn to scale, and including the information indicated for site plan review in Section IV-Use Regulations, section 4.7 (see next page).
- One electronic copy of the entire submission, e-mailed to [planning@town.plainfield.ma.us](mailto:planning@town.plainfield.ma.us) or [zba@town.plainfield.ma.us](mailto:zba@town.plainfield.ma.us) as appropriate.

### **Special Permit (2.5)**

- List including the names of all abutters and owners of land directly opposite on any public or private street or way, abutters to the abutters within three hundred (300 feet) of the property line of the petitioner

### **Variance (2.6)**

- Plan indicating the following:
  - a. Location of premises showing dimensions, abutting properties with owner's names and addresses, abutting and nearby streets and ways, and the zoning of all properties shown.
  - b. Location and dimensions of all existing and proposed structures.

## **Site Plan Contents Required**

**4.7.1 Project Narrative:** Each project requiring site plan review shall include a written narrative describes the nature of the business, hours of operation, anticipated number of employees and any information relevant to the nature of the proposal.

### **4.7.2 Site Plan Review Criteria**

**4.7.2a:** All projects shall submit a site plan drawn to a minimum scale of 1:240 or 1inch = 20 feet to include the following:

- A) boundary information and north arrow.
- B) existing and/or proposed building improvements.
- C) signage (if any).
- D) existing and/or proposed paving, parking, loading zones and pedestrian walks.
- E) controls for no net increase in storm run-off.
- F) location of potable water source and septic systems
- G) existing and/or proposed exterior lighting.
- H) existing and/or proposed screening, landscaping, plantings or buffer zones.
- I) proposed methods of refuse disposal.

**4.7.2b.** In addition, when the proposed project involves adding, removing or relocating soils greater than 100 cubic yards in volume site plans shall also include:

- J) wetland delineations (if any).
- K) existing and proposed contours at 1 foot or 25cm intervals.
- L) existing trees greater than 6" or 300mm caliper to be protected or removed.
- M) construction methods to prevent erosion of soils, control of dust, control of storm run-off.
- N) estimated duration of construction.

**4.7.2c:** When the proposed project involves creating over 5,000 square feet of new commercial space; or, adds over 2,000 square feet to an existing commercial use; or, requires 10 or more parking spaces, site plan review documents shall include:

- O) environmental impact statement to include:
  - a) impact on town services.
  - b) impact on neighborhood to minimize intrusion of noise, odors and light pollution.
  - c) impact on rural qualities of the town.
- P) traffic impact statement to include:
  - a) anticipated vehicle trips per day
  - b) anticipated peak and off-peak traffic flows.
  - c) for projects with greater than 100 vehicle trips per day, include any impact on adjacent intersections that reduces the level of service to D or greater as defined by AASHTO.

**4.7.2d:** See Section VII for Additional Requirements for Wireless Communications Facilities.

**4.7.2e:** See Section IX for Additional Requirements for Ground Mounted Solar Photovoltaic Installations.