

Site Plan Review Application

To be completed and submitted by the Applicant

Building Inspector Determination

The applicant is informed by the Building Inspector that the proposed project requires Site Plan Review.

Site Plan Review Application and Plan Preparation

Applicant is responsible to have the Town Clerk date stamp the application.

The Planning Board Administrative Assistant will bring the application and any/all plans and any other information which was submitted with the application to the meeting.

The Board shall review Site Plan Review applications in accordance with Town of Essex Bylaw 6-3.5 Site Plan Review.

The Board shall determine if the Site Plan Review Application provides reasonably adequate provisions for: traffic, parking, drainage control, existing vegetation, amenities, town character, screening and hazardous material(s). In making this determination the Board shall consider the guidelines as stated in Section 6-6.12 of the Town of Essex Bylaws during its review. A Public Hearing is not required for Site Plan Review.

These guidelines are not intended to be exhaustive, and specific additional guidelines may be applied for a project, if the Board determines they are necessary. The guidelines are intended to encourage exemplary projects and good design, without discouraging creative and/or innovative solutions to problems of a site. The issues and the concerns represented by the bylaws must be addressed to the satisfaction of the Board in the final site plan.

Additional Plan Requirements

1. All plans must be prepared and stamped by a Registered Professional Engineer or Land Surveyor
2. All plan revisions shall be noted and dated
3. Scale – no greater than 1"=40' (except for locus plan) for site plans and no less than 1/8"=1' for architectural building plans and elevation
4. North arrow
5. Four (4) Sets of Plans and the Completed Application will be required for submission. One will be returned to the applicant after Site Plan Review.
6. All easements, right-of-ways, and or restrictions should be indicated

7. All adjacent buildings, roads or drives, fences, retaining walls, and other prominent man-made features of all abutting properties within 200 feet
8. Locations, dimensions, height and total area of existing buildings on site and measured setbacks
9. Locations and dimensions of proposed building(s)
10. Locations of all site improvements, such as paving, curbing, site amenities, etc.

APPLICATION FOR ENDORSEMENT OF SITE PLAN REVIEW

To be completed by Applicant

Property Information

Property Address: _____

Cross Street: _____

Name of Applicant(s): _____

Street: _____

Town/City: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Email: _____

Name of Record Owner(s):

If same as Applicant write "Same or N/A":

Street: _____

Town/City: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Email: _____

Deed of Property Recorded in the Southern Essex Registry of Deeds

Book: _____ Page: _____ Certificate: _____

Town of Essex Tax Map and Lot: Map: _____ Lot: _____

Description of what Applicant is Requesting:

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1. Is the proposed development served by either the public water system or a public sewer system? If yes, proposed work may need the approval of the Department of Public Works; you may ask the Building Inspector for guidance.

 2. Is the proposed development served by either a private water system or a private sewage system? If yes, the proposed work may need the approval of the Board of Health; you may ask the Building Inspector for guidance.

 3. Is the work on the property subject to the Wetlands Protection Act or the Town of Essex Watershed District Bylaw? You may ask the Building Inspector for guidance.

 4. Is an Environmental Study or Document required for this project under State or Federal Law?

 5. If application is for a Change of Use as determined by the Town of Essex Building Inspector then attach a description of the existing use and the proposed use of the property to this application.

Signature of Applicant(s)/Owner(s)

Signature: _____ Date: _____ 20____

Signature: _____ Date: _____ 20____

Signature: _____ Date: _____ 20____

Signature: _____ Date: _____ 20____

Planning Board Recommendation - Site Plan Review

To be completed by the Planning Board

Date Site Plan Application was reviewed by the Planning Board: _____, 20____.

The Essex Planning Board reviewed and endorses the application, plan with the following conditions:

(If Not Applicable please write 'N/A')

a. Traffic:

b. Parking:

c. Drainage Control:

d. Existing Vegetation:

e. Amenities:

f. Town Character:

g. Screening:

h. Hazardous Material:

i. Site-Specific Criteria:

_____ Planning Board or the Acting Planning Board Clerk will check here if the Board approves the citing of the foundation.

_____ Planning Board Clerk or the Acting Planning Board Clerk will check here if there is attached additional criteria. If none, then Planning Board Clerk of the Acting Planning Board Clerk will write N/A on line.

Any future changes of use will be subject to applicable provisions of the Essex Zoning Bylaw and the State Zoning Act (Chapter 40A) then in effect.

Appeals, if any should be made pursuant to section seventeen [of General Laws Chapter 40A] and shall be filed within twenty (20) days after the date of filing of such notice in the Office of the Town Clerk.

Printed Name of Planning Board Chair

Printed Name of Planning Board Clerk

Signature of Planning Board Chair

Signature of Planning Board Clerk

Date

Date