



# Town of Boylston - Planning Board

221 Main Street, Boylston MA 01505 \* Telephone (508) 869-0143 \* Fax (508) 869-6210

## Application for Site Plan Review

Name of Applicant (primary contact): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will the project need (explain in narrative): Special Permit: \_\_\_\_\_ Variance: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Boylston Assessor's Tax Map Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Deed Reference – Worcester County Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Plan Reference – Worcester County Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Check all that Apply: Wetlands \_\_\_\_\_ Floodplain \_\_\_\_\_ Aquifer \_\_\_\_\_ Chapter 61 Land \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Owner's Signature (s): \_\_\_\_\_

Date: \_\_\_\_\_

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check# \_\_\_\_\_

Date(s) of Public Hearing(s): \_\_\_\_\_

Decision of Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTENTS OF PLAN

The contents of the site plan shall consist of seven (7) separate sheets prepared at a scale of one (1) inch equals twenty (20) feet or such other scale as may be approved by the Board. The sheets are as follows:

- Locus plan, at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the Planning Board.
- Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, areas for snow storage after plowing, and all proposed recreational facilities and open space areas.
- Topography and drainage plan, which shall contain the existing and proposed final topography at two-foot intervals and plans for handling stormwater drainage, and all wetlands including floodplain areas.
- Utility plan, which shall include all facilities for refuse and sewage disposal or storage of all wastes, the location of all hydrants, fire alarms, and firefighting facilities on and adjacent to the site.
- Electrical plan, showing existing and proposed electrical infrastructure (overhead and underground), and all transformers, secondary boxes, streetlights, and meter locations at all buildings or pedestals.
- Architectural plan, which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering.
- Landscaping plan, showing the limits of work, existing tree lines and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.

## OTHER REQUIRED INFORMATION

The application shall include the following reports and documents:

- A written summary or narrative of the contemplated projects shall be submitted with the site plan indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use, the evidence of compliance with parking and off-street loading requirements, the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land and any other evidence necessary to indicate compliance with these By-Laws.
- A written statement indicating the estimated time required to complete the proposed project and any and all phases thereof.
- Drainage calculations by a registered professional engineer. Stormwater management design must conform to the DEP's Stormwater Management Regulations.
- Certification that the proposal is in compliance with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Access Board

**For any questions, contact:**

***Paul Dell'Aquila, AICP***

***Land Use and Inspectional Services Director/Town Planner***

***Phone: 508-869-0143 ext. 239***

***Email: [pdellaquila@boylston-ma.gov](mailto:pdellaquila@boylston-ma.gov)***