

Town of Greenfield
The Commonwealth of Massachusetts
SITE PLAN SUBMISSION CHECKLIST

Please read all sections in the Greenfield Zoning Ordinance which pertain to your project; additional information not listed on this checklist may be required for application submittal.

*For site plans accompanying special permit applications for dog kennels, requirements 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 21 and 26 shall be submitted.

*For site plans accompanying special permit applications for signage, requirements 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 21 and 26 shall be submitted.

*For all other site plans submitted, everything must be submitted unless the Site Plan Reviewing Authority states in writing what is not applicable.

In order for the Site Plan Reviewing Authority to consider an application packet "COMPLETE" all of the following items must be submitted as specified above. A written explanation for any omissions from these submission requirements must be included if any box is not checked off.

Applicant: _____

Assessor's Tax Map and Lot #: _____

Type of Development: Residential _____ Commercial/Industrial _____

Date of Application: _____

#	Submittal Requirements	Site Plan Reviewing Authority requirement	Submitted (check-off)
General Submission Requirements			
1.	Two (2) copies of the completed Application Form.	Yes / No	
2.	Twelve (12) copies of Site Plan prints showing all requested information.	Yes / No	
3.	Application fee as indicated in the Fee Schedule.	Yes / No	
4.	Notarized letter of authorization from property owner for applicant to act as his/her agent, if applicant is not the property owner.	Yes / No	
Site Plan Submission Requirements (See Section 200-8.4 D of the Greenfield Zoning Ordinance)			
5.	The location and boundaries of the lot with dimensions.	Yes / No	
6.	Adjacent streets or ways, with names and the location.	Yes / No	
7.	The location and owner's names of all abutting properties.	Yes / No	
8.	North arrow.	Yes / No	
9.	Graphic scale.	Yes / No	
10.	Date of plan.	Yes / No	
11.	Name of applicant, designer and surveyor.	Yes / No	

12.	Locus map.	Yes / No	
13.	Existing and proposed topography, including contours, the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, unique natural land features, showing how it enhances and preserves scenic or environmentally sensitive areas along the water frontage.	Yes / No	
14.	An elevation plan showing front, side and rear views of the proposed structure to be built.	Yes / No	
15.	Existing and proposed structures including dimensions, interior layout of the structure, ingress, egress, loading areas, etc.	Yes / No	
16.	The location and dimensions of parking and loading areas; driveways, walk ways, access and egress points and distance to the nearest driveways and intersections.	Yes / No	
17.	The location and description of all proposed septic systems.	Yes / No	
18.	The location and description of all water supply.	Yes / No	
19.	The location and description of all storm drainage systems.	Yes / No	
20.	The location and description of all proposed and existing utilities.	Yes / No	
21.	The location and description of all proposed and existing lighting (cut sheets of all fixtures).	Yes / No	
22.	The location and description of all proposed and existing refuse and other waste disposal methods.	Yes / No	
23.	The location and description of all existing and proposed exterior storage.	Yes / No	
24.	The location and description of all existing and proposed easements.	Yes / No	
25.	Proposed landscape features including the location and a description of screening, fencing and plantings.	Yes / No	
26.	Locations, dimensions, height and characteristics of proposed signs.	Yes / No	
27.	The location, description, and percentage of proposed open space of recreation areas.	Yes / No	
28.	A snow storage/removal plan.	Yes / No	
29.	Handicapped parking/access.	Yes / No	
30.	Bicycle Parking.	Yes / No	
31.	Measures to prevent pollution of surface and groundwater, increased runoff, changes in groundwater levels, and flooding.	Yes / No	
32.	Design features which will integrate the proposed development into the existing landscape, maintain neighborhood character, enhance aesthetic asset and screen objectionable features from neighbors and roadways.	Yes / No	
33.	Control measures to prevent erosion and sedimentation during and after construction and the sequence of grading and construction activities, location of temporary measures, and final stabilization of the site.	Yes / No	
34.	Estimated average daily and peak hour vehicle trips to be generated by the site and traffic flow patterns for both vehicles and pedestrians showing adequate access to and from the site and adequate circulation within the site.	Yes / No	

<i>Requirement numbers 35 -39 are only for projects located in the Corridor Overlay District (See Section 200-4.16)</i>			
35.	Facade elevations of all proposed new construction or renovation including at least one (1) color rendering.	Yes / No	
36.	Photographs showing the proposed building site and surrounding properties.	Yes / No	
37.	Drawings of proposed signs as they are to be located on the property including at least one (1) copy of a color rendering.	Yes / No	
38.	A landscaping plan including plan and elevation views with at least one (1) color rendering.	Yes / No	
39.	Narrative addressing all guidelines in the document titled, "Corridor Design Guidelines".	Yes / No	
<i>Requirement numbers 40 - 44 are only for projects which require Major Development Review (See Section 200-7.12)</i>			
40.	Eight (8) copies of the impact statement prepared in accordance with the Major Development Review Rules and Regulations for Impact Statements	Yes / No	
41.	Facade elevations of all sides of any new building or structure or alterations to any existing building or structure.	Yes / No	
42.	Photographs showing the proposed building site and abutting properties.	Yes / No	
43.	Plans for phased construction.	Yes / No	
44.	Contingency plans or bond relative to financial ability to complete the project.	Yes / No	