

City 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)
<i>General Submission Requirements</i>			
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	
<i>Site Plan Content Requirements</i>			
5.	The location and boundaries of the lot with dimensions (<i>Section 200-8.4 D. (1)(b)</i>)	Yes / No	
6.	Adjacent streets or ways, with names and the location (<i>Section 200-8.4 D. (1)(b)</i>)	Yes / No	
7.	The location and owner's names of all abutting properties (<i>Section 200-8.4 D. (1)(b)</i>)	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 <i>(Section 200-8.4 D. (1)(a))</i>	Yes / No	
13.	Existing and proposed vegetation and topography, including contours <i>(Section 200-8.4 D. (1)(c))</i>	Yes / No	
14.	The location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features Existing and proposed vegetation and topography, including contours <i>(Section 200-8.4 D. (1)(c))</i>	Yes / No	
15.	Existing and proposed structures including dimensions (ingress, egress, loading areas, etc.) <i>(Section 200-8.4 D. (1)(d))</i>	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 <i>(Section 200-8.4 D. (1)(e))</i>	Yes / No	
17.	The location and description of all proposed septic systems <i>(Section 200-8.4 D. (1)(f))</i>	Yes / No	
18.	The location and description of all water supply <i>(Section 200-8.4 D. (1)(f))</i>	Yes / No	
19.	The location and description of all storm drainage systems <i>(Section 200-8.4 D. (1)(f))</i>	Yes / No	
20.	The location and description of all proposed and existing utilities <i>(Section 200-8.4 D. (1)(f))</i>	Yes / No	
21.	The location and description of all proposed and existing lighting (cut sheets of all fixtures) <i>(Section 200-8.4 D. (1)(f))</i>	Yes / No	
22.	The location and description of all proposed and existing refuse and other waste disposal methods <i>(Section 200-8.4 D. (1)(f))</i>	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 <i>(Section 200-8.4 D. (1)(g))</i>	Yes / No	
26.	Locations, dimensions, height and characteristics of proposed signs <i>(Section 200-8.4 D. (1)(h))</i>	Yes / No	
27.	The location and description of proposed open space of recreation areas <i>(Section 200-8.4 D. (1)(i))</i>	Yes / No	
28.	A snow storage/removal plan	Yes / No	
29.	Percentage of Open Space	Yes / No	
30.	Handicapped parking/access	Yes / No	
31.	Bicycle Parking	Yes / No	
32.	The existing and proposed interior layout of the structure	Yes / No	
33.	Measures to prevent pollution of surface and groundwater, increased runoff, changes in groundwater levels, and flooding <i>(Section 200-8.4 D. (2)(a))</i>	Yes / No	
34.	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 <i>(Section 200-8.4 D. (2)(b))</i>	Yes / No	
35.	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 <i>(Section 200-8.4 D. (2)(c))</i>	Yes / No	
36.	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. <i>(Section 200-8.4 D. (2)(d))</i>	Yes / No	

Requirement numbers 37 - 41 are only for projects located in the Corridor Overlay District			
37.	Facade elevations of all proposed new construction or renovation including at least one (1) color rendering. (Section 200-4.16 I. (2)(a))	Yes / No	
38.	Photographs showing the proposed building site and surrounding properties. (Section 200-4.16 I. (2)(b))	Yes / No	
39.	Drawings of proposed signs as they are to be located on the property including at least one (1) copy of a color rendering.(Section 200-4.16 I. (2)(c))	Yes / No	
40.	A landscaping plan including plan and elevation views with at least one (1) color rendering.(Section 200-4.16 I. (2)(d))	Yes / No	
41.	Narrative addressing all guidelines in the document titled, "Corridor Design Guidelines" (Section 200-4.16 J.)	Yes / No	
Requirement numbers 42 - 46 are only for projects which fall under Major Development Review			
42.	Eight (8) copies of the impact statement prepared in accordance with the Major Development Review Rules and Regulations for Impact Statements	Yes / No	
43.	Facade elevations of all sides of any new building or structure or alterations to any existing building or structure (Section 200-7.12 D. (1)(a))	Yes / No	
44.	Photographs showing the proposed building site and abutting properties. (Section 200-7.12 D. (1)(b))	Yes / No	
45.	Plans for phased construction. (Section 200-7.12 D. (1)(c))	Yes / No	
46.	Contingency plans or bond relative to financial ability to complete the project. (Section 200-7.12 D. (1)(d))	Yes / No	