



Town of Ayer Planning Board
Technical Review Sheet
Site Plan Review

General Information

Date of Plan: _____ Plan Reference No: _____

Title of Plan: _____

Address: _____ Map/Parcel No: _____

Required Site Plan Contents

All site plans shall be prepared by a registered architect, landscape architect, or professional engineer unless this requirement is waived by the Planning Board because of unusually simple circumstances. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show:

- ☐ The location of boundaries of the lot, abutting streets or ways, and the location and owners' names of all abutting properties and access to the nearest accepted public way.
- ☐ Existing and proposed topography including contours, the location of wetlands, streams, waterbodies, drainage swales, areas subject to flooding, and unique natural land features.
- ☐ Existing and proposed structures, including dimensions and elevations.
- ☐ The location of existing and proposed parking and loading areas, driveways, walkways, access and egress points.
- ☐ The location and description of all existing and proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other waste disposal methods.
- ☐ Proposed landscaped features including the location and description of screening, fencing, and plantings.
- ☐ The location, dimensions, height, and characteristics of proposed signs.
- ☐ The location and description of proposed open space or recreation areas.

- ☐ The locations, height, intensity and bulb type of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties and illumination of sky area, must also be shown.
- ☐ Plans to prevent pollution of surface or groundwater; erosion of soil both during and after construction; excessive run-off; excessive raising or lowering of the water table; and flooding of other properties, as applicable.
- ☐ Zoning district boundaries within five hundred (500) feet of the site's perimeter shall be drawn and identified on the plan. Such features may be shown as a key map on the detail plan itself.
- ☐ Traffic flow patterns within the site, entrances and exits, loading and unloading areas, size and location of curb cuts on the site and within one hundred (100) feet of the site. Include the possible organization of traffic channels, acceleration and deceleration lanes, additional width or other means necessary to prevent difficult traffic situations.

A detailed **Traffic Impact Statement** is required in each case where a proposed new building, use, or project will contain more than 10,000 square feet, or will include one of the following uses which generates high volumes of trips: convenience stores; drive-in or drive up facilities; automotive service station; or bank. The **Traffic Impact Statement** shall contain:

1. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site and entrances and egresses, loading and unloading areas, and curb cuts on site and within one hundred (100) feet of the site.
3. A detailed assessment of the traffic safety impacts of the proposed project or use on the carrying capacity of any adjacent highway or road, including the projected number of motor vehicle trips to enter or depart from the site estimated for daily hour and peak hour traffic levels, road capacities, and impacts on intersections.
4. A plan to minimize traffic and safety impacts through such means as physical design and layout concepts, staggered employee work schedules, promoting use of public transit or carpooling, or other appropriate means.
5. An interior traffic and pedestrian circulation plan designed to minimize conflicts and safety problems.

- ☐ For new buildings, uses or projects, a table containing the following information must be included:
 1. area of building to be used for a particular use such as retail operation, office, storage, etc.;
 2. maximum number of employees;
 3. maximum seating capacity, where applicable;
 4. number of parking spaces existing and required for the intended use.
- ☐ Elevation plans of a scale of one-quarter (1/4) inch equals one foot for all exterior facades indicating pertinent design features and type of materials to be used.

The Planning Board may require that additional information be shown on any site plan submitted with an application for a Site Plan Approval. The Planning Board may also waive any of the above requirements as they deem necessary or appropriate in particular cases. The contents of the site plan shall be made available at the Ayer Public Library at the proponent's expense.

Site Plan Review Criteria

The following criteria shall be considered by the aforementioned Boards in the review and evaluation of a site plan, consistent with a reasonable use of the site for the purposes permitted or permissible by the zoning bylaws of the district in which it is located:

- ☐ If the proposal requires a special permit, it must conform to the special permit requirements as listed in Section 5 subsection C of this bylaw
- ☐ The development shall be integrated into the existing terrain and surrounding landscape, and shall to the extent feasible:
 1. minimize use of wetlands, steep slopes, floodplains, hilltops;
 2. minimize obstruction of scenic views from publicly accessible locations;
 3. minimize tree, vegetation, and soil removal and grade changes;
 4. maximize open space retention;
 5. screen objectionable features, both visual and audible, from neighboring properties and roadways.

- ☐ Variation in detail, form, and siting shall be used to provide visual interest and avoid monotony.
- ☐ The plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent ways. The plan shall describe estimated average daily and peak hour vehicle trips to be generated by the site and traffic flow patterns for vehicles and pedestrians showing adequate access to and from the site and adequate circulation within the site.
- ☐ The site plan shall show adequate measures to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, and to prevent changes in groundwater levels, increased runoff, and potential for flooding. Drainage shall be designed so that runoff onto abutting properties shall not be increased, and abutting properties will not be adversely affected.
- ☐ Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and structures, and other unsightly uses shall be set back or screened to project the neighbors from objectionable features
- ☐ The site plan shall comply with all zoning requirements for parking, loading, dimensions, environmental performance standards, and all other provisions of this bylaw as follows:

Zoning Information

All lots conform to zoning dimensional requirements:
If no, determine nonconformity below:

Yes ☐ No ☐

- | | |
|---------------------|--|
| • Minimum Lot Size | Yes <input type="checkbox"/> No <input type="checkbox"/> Not Provided <input type="checkbox"/> |
| • Minimum Frontage | Yes <input type="checkbox"/> No <input type="checkbox"/> Not Provided <input type="checkbox"/> |
| • Minimum Lot Width | Yes <input type="checkbox"/> No <input type="checkbox"/> Not Provided <input type="checkbox"/> |
| • Minimum Upland | Yes <input type="checkbox"/> No <input type="checkbox"/> Not Provided <input type="checkbox"/> |

Comments: _____

Zoning district(s) appropriate for use(s) proposed:

Yes ☐ No ☐

List Districts: _____ List Overlays: _____

Comments: _____

Other Zoning Issues: _____

- ☐ The site plan shall comply with applicable sections of Article VII, Development Methods of the zoning bylaw including Multifamily Dwellings Requirements, Downtown Business Development Methods, General Business Development

Methods, Industrial and Commercial Screening, Environmental Performance Standards, and Commercial Development Performance Standards.

Final Action

It is recommended that the following action be considered by the Planning Board:

- ☐ a determination that the proposed project will constitute a suitable development and is in compliance with the criteria set forth in the bylaw;
- ☐ A written denial of the application stating the reasons for such denial;
- ☐ Approval subject to any conditions, modifications, and restrictions as the Planning Board may deem necessary to bring the site plan into compliance with this bylaw.

Application Comments: _____

Draft Decision Letter Complete: Yes ☐ No ☐ Date: _____

Reviewed by: _____ Date: _____