

Tel: (978) 772-8218 | Fax: (978) 772-3017 | Planning@Ayer.MA.US

Last Revised: September 2023

1. PROPERTY OWNER INFORMATION:

Owner/Petitioner: _____
 Address: _____
 Telephone: _____
 E-mail: _____

2. APPLICANT INFORMATION (if different than owner):

Agent for Owner (if applicable): _____
 Address: _____
 Telephone: _____
 E-mail: _____

3. SITE INFORMATION:

Project Address: _____
 Map: _____ Lot: _____
 Zoning District(s): _____
 Lot Size: _____
 Current Use: _____
 Wetlands on Property: YES _____ NO _____ Approximate SF: _____

4. PLAN INFORMATION:

Plan Title: _____
 Revision Date: _____
 Prepared By: _____
 Address: _____
 Phone Number: _____
 E-mail: _____

5. BRIEF PROJECT DESCRIPTION:

6. OTHER NECESSARY PERMIT(S):

REASON FOR SITE PLAN

_____ Construction, alteration or expansion of, or change in use, within a municipal, institutional, commercial, industrial or multi-family structure.

_____ Construction or expansion of any parking lot for a municipal, institutional, commercial, industrial, or multi-family structure or purpose involving five (5) or more new or additional parking spaces.

_____ Clearing or grading more than 10,000 sq. ft. of land, unless specifically exempt under Section 9.6 of the Ayer Zoning Bylaw.

_____ Any use requiring a special permit. (Except that where a single-family or two-family dwellings require a special permit, site plan review shall not apply.)

_____ All new commercial and industrial construction.

CHECK LIST FOR SUBMISSION

SITE PLAN INFORMATION REQUIRMENTS:	INCLUDED IN APPLICATION
Proposed square footage of all proposed and existing buildings	
Setback Limits	
Identify Use	
Hours of Operation	
Seating capacity	
Number of Employees	
Number of Parking Spaces	
Stormwater Report	
Certified Abutter List	
Table containing area of new or existing buildings proposed and use	

FOR ANY WAIVERS REQUESTED, PLEASE PROVIDE REASONING FOR REQUEST

PLAN REQUIREMENTS	INCLUDED IN APPLICATION	REQUESTING WAIVER*
1. General Information:		
a. Date of Site Plan		
b. North Arrow		
c. Title or name of project		
d. Locational information for the project		
e. Owner of Record		
f. Plan Preparer		
g. Scale		
h. Locus Map		
i. Current Zoning		
j. Location of all buildings proposed and or existing		
k. All buildings, property line and or wetland resource area setbacks		
l. Boundaries for lots, streets, easements, right-of-ways, ect.		
2. Buildings, Structures, and Appurtenances		
a. Proposed use and location of all buildings, including proposed grades and structure height		
b. Layout of proposed buildings and structures, including elevations and architectural renderings.		
c. Exhibits to indicate the visual impact on the surrounding areas		

d. Any and all existing non-conformities.		
e. Detailed signage plans		
3. Landscaping, Open Space, Drainage, Stormwater and Environmental Features		
a. Location and square footage of all existing and proposed impervious areas		
b. Location of all wetlands, water bodies, wells, one-hundred year storm flood elevation, and all other natural features including streams, drainage channels and other environmental features		
c. Any and all jurisdictional wetland resource areas		
d. Location and description of proposed natural and manmade open space and recreational areas.		
e. Location and estimated yield of any groundwater aquifers and well head protection		
f. Any and all erosion control measures		
g. Location of any hazardous materials		
h. Location of any proposed or existing above or underground storage tanks		
i. Location of any existing or proposed septic systems and leach fields		
j. Location of all soil boring and test pits		
k. Location and description of all stormwater managements systems		
l. Detailed landscaping plan		
4. Utilities		

a. Location of all proposed or existing utilities lines either above or under ground		
b. Location of all proposed or existing utility poles		
c. Location of any fire alarm and terminal boxes		
d. Location of any and all fire hydrants		
e. Location of all proposed and or existing water and sewer lines		
5. Vehicular Traffic, Circulation and Parking		
a. Traffic flow pattern within the site		
b. Traffic impact statement		
c. Number and location of existing and proposed parking spaces		
6. Pedestrian and Bicycle Circulation and Safety		
a. Location and dimensions of any existing or proposed sidewalks		
b. Location and dimensions of any existing or proposed bicycle path		
c. Location and rendering of any bicycle storage rack or areas.		
d. Any existing or proposed striping of pedestrian or bicycle lanes		
7. Outdoor Lighting		
a. Details on all outdoor lighting		
b. Photometric plans for all outdoor lighting		

6. SIGNATURE: _____
(owner) Date

7. SIGNATURE: _____
(Applicant if different from owner) Date

8. TOWN PLANNER SIGNATURE: _____
(signature) Date

9. TOWN CLERK SIGNATURE: _____
(Signature) Date