

PLANNING BOARD Town of Ayer

1 Main Street, Ayer, MA 01432 Tel: (978) 772-8218 | Fax: (978) 772-3017 | Planning@Ayer.MA.US

Ayer Planning Board Application for Site Plan Review

Prior to the submission of this application:

11 1	Pre-Application meeting Site Plan Review. Meeting	with the Town Planner and Building Comg occurred on this date:	ımıssioner
Town Planner	Date	Building Commissioner/Zoning Enforcement Officer	Date

Filing Instructions

In addition to a **complete** application, the applicant must also provide:

- 1. Sixteen (16) copies of the completed application form and narrative
- 2. Ten (10) full size copies of the full plan set.
- 3. Six (6) reduced 11X17 copies of the full plan set.
- 4. One (1) electronic copy of the full application including plans emailed to the Town Planner.
- 5. Narrative explaining project in detail.
- 6. A copy of the deed and/or written authorization from Property Owner allowing submission of application.
- 7. Certified abutters list (300 feet)
- 8. Please refer to Planning Board Fee Schedule for Site Plan Application Fee.

***Site Plan Review will be scheduled for a Planning Board meeting AFTER all required materials are received and reviewed by the Town Planner. ***

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: YESNOApproximate SF:
4.	PLAN INFORMATION:
	Plan Title:
	Revision Date:
	Prepared By:
	Address:
	Phone Number:
	E-mail:
5.	BRIEF PROJECT DESCRIPTION:
6.	OTHER NECESSARY PERMIT(S):
••	<u>GIRBRITE BEBRUILTE BARTITON</u>

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 mornew or additional parking spaces.
Clearing or grading more than 10,000 sq. ft. of land, unless specifically exempunder 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	

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FOR ANY WAIVERS REQUESTED, PLEASE PROVIDE REASONING FOR REQUEST

	PLAN REQUIREMENTS	INCLUDED IN APPLICATION	REQUESTING WAIVER*
1. Gener	al 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		
1.	Boundaries for lots, streets, easements, right-of-ways, ect.		
2. Buildi	ngs, 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.		caping, Open Space, Drainage, Stormwater vironmental 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	
	1.	Detailed landscaping plan	
4.	Utilitie	s	

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	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.	Vehicu	lar 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.	Pedest	rian 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.	Outdo	or Lighting	
	a.	Details on all outdoor lighting	
	b.	Photometric plans for all outdoor lighting	

6.	SIGNATURE:		
	(ov	vner)	Date
7.	SIGNATURE:		
	(Applicant i	if different from owner)	Date
8.	TOWN PLANNER SIGNATURE:		
		(signature)	Date
9.	TOWN CLERK SIGNATURE	3:	
		(Signature)	Date