



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 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
5. Narrative explaining project in detail
6. Certified abutters list (300 feet)
7. Site Plan Application Fee, \$500.00

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

NOTE: There are several sections to this application. Please read the entire application form before proceeding.

1. OWNER/PETITIONER: _____
Address _____
Telephone _____
E-mail _____

2. AGENT FOR OWNER (if applicable): _____
Address _____
Telephone _____
E-mail _____

3. PLAN INFORMATION:

Plan Title: _____
Revision Date: _____
Prepared By: _____
Address: _____
Phone Number: _____

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:

- _____ Proposed square footage of all proposed and existing buildings
- _____ Setback Limits
- _____ Identify Use
- _____ Hours of Operation
- _____ Number of Employees
- _____ Number of Parking Spaces
- _____ Stormwater Report
- _____ Certified Abutter List
- _____ Table containing area of new or existing buildings proposed and use
- _____ Seating capacity

PLAN REQUIRMENTS

General Information

- _____ Date of Site Plan
- _____ North Arrow
- _____ Title or name of project
- _____ Locational information for the project
- _____ Owner of Record
- _____ Plan Preparer
- _____ Scale
- _____ Locus Map
- _____ Current Zoning
- _____ Location of all buildings proposed and or existing
- _____ All buildings, property line and or wetland resource area setbacks
- _____ Boundaries for lots, streets, easements, right-of-ways, ect.

Buildings, Structures, and Appurtenances

- _____ Proposed use and location of all buildings, including proposed grades and structure height
- _____ Layout of proposed buildings and structures, including elevations and architectural renderings.
- _____ Exhibits to indicate the visual impact on the surrounding areas
- _____ Any and all existing non-conformities.
- _____ Detailed signage plans

Landscaping, Open Space, Drainage, Stormwater and Environmental Features

- _____ Location and square footage of all existing and proposed impervious areas
- _____ 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
- _____ Any and all jurisdictional wetland resource areas
- _____ Location and description of proposed natural and manmade open space and recreational areas.
- _____ Location and estimated yield of any groundwater aquifers and well head protection
- _____ Estimated habitat areas
- _____ Any and all erosion control measures
- _____ Location of any hazardous materials
- _____ Location of any proposed or existing above or underground storage tanks
- _____ Location of any existing or proposed septic systems and leach fields
- _____ Location of all soil boring and test pits
- _____ Location and description of all stormwater managements systems
- _____ Detailed landscaping plan

Utilities

- _____ Location of all proposed or existing utilities lines either above or under ground
- _____ Location of all proposed or existing utility poles
- _____ Location of any fire alarm and terminal boxes
- _____ Location of any and all fire hydrants
- _____ Location of all proposed and or existing water and sewer lines

Vehicular Traffic, Circulation and Parking

- _____ Traffic flow patten within the site
- _____ Traffic impact statement
- _____ Number and location of existing and proposed parking spaces

Pedestrian and Bicycle Circulation and Safety

- _____ Location and dimensions of any existing or proposed sidewalks
- _____ Location and dimensions of any existing or proposed bicycle path
- _____ Location and rendering of any bicycle storage rack or areas.
- _____ Any existing or proposed striping of pedestrian or bicycle lanes

Outdoor Lighting

- _____ Details on all outdoor lighting
- _____ Photometric plans for all outdoor lighting

6. ANY ADDITIONAL SUBMITTALS AS NEEDED

7. SIGNATURE OF OWNER/PETITIONER _____

Date

8. SIGNATURE OF AGENT FOR OWNER (if applicable)

Date

9. RECEIVED BY THE AYER TOWN CLERK: Date
