



Application # \_\_\_\_\_

# MONTAGUE PLANNING BOARD

Town Hall, One Avenue A, Turners Falls, MA 01376 (413) 863-3208

## Application Checklist for Special Permit & Site Plan Review

NOTE: Applicants are strongly advised to consult with the Planning & Conservation Department on any items that are not included or believed not to be applicable. Incomplete information may result in delay or denial of approval.

### SITE PLAN, GENERAL INFORMATION:

Information	Included	Not included	Not applicable
Name of applicant			
Name of property owner			
Name of development			
Engineer seal			
Architect seal			
Land surveyor seal			
Base map source			
Parcel boundaries with dimensions			
Scale			
Survey accuracy statement			
North arrow			
Locus map @ 1"=1000'			
Date of plans or revisions			

### SITE PLAN, EXISTING CONDITIONS

Information	Included	Not included	Not applicable
Current zoning designation			
Zoning designation of adjacent properties			
Location of existing structures			
Topography/existing grades			
Wetland boundaries and location of waterways			
Floodplain boundaries (FIRM)			
Treeline/vegetation boundaries			

### SITE PLAN, INFORMATION ON PROPOSED DEVELOPMENT

Information	Included	Not included	Not applicable
Proposed street lines and names			
Proposed street profiles and details			
Limits of paving—Roads, driveways, sidewalks, parking			
Proposed easements & rights of way			
Proposed grades/grading plan			
Utilities (including all structures and pipe dimensions)			
Electric and gas lines			
Storm and sanitary sewers			
Well locations and water lines			
Telephone & data lines			
Location of fire lanes and hydrants			

**SITE PLAN, INFORMATION ON PROPOSED DEVELOPMENT, continued**

<b>Information</b>	<b>Included</b>	<b>Not included</b>	<b>Not applicable</b>
Location of proposed structures			
Dimension of front, side and rear yards			
Distances from structures to all property lines			
Architectural—Building elevations			
Lot coverage—area and percent of impervious surfaces			
Parking Areas—Number & size of bays			
Parking Areas—Spaces for disabled drivers			
Refuse disposal, including location & screening			
Loading areas			
Signs—Attached, freestanding and directional			
Lighting—Location and type			
Landscaping plan—Sites of proposed plantings			
Landscaping plan—Size of plants at planting			
Landscaping plan—Size of plants at maturity			
Landscaping plan—Common & Latin names of species			
Location of designated open space or trails, if any			

**IMPACT STATEMENT (to be submitted in narrative form)**

<b>Information</b>	<b>Included</b>	<b>Not included</b>	<b>Not applicable</b>
Description of use(s) proposed for site			
Description of methods to control noise & vibration			
Description of methods to control waste heat			
Description of methods to prevent air pollution			
Soil type(s)			
Drainage calculations			
Description of drainage plans & infrastructure			
Analysis of traffic impacts (vehicle trips per day)			
Passenger vehicles			
Trucks/delivery vehicles			
Description of plans to enhance traffic safety			
Natural resources on site, impacts and mitigation plans			
Wetlands & water resources			
Wildlife habitat			
Rare or endangered plant or animal communities			
Geological features			
Historic resources on site, impacts & mitigation plans			
Description of proposed open space or trails			
Analysis of impact on town infrastructure & services			
Roads & bridges			
Police & fire protection			
Water supply			
Wastewater treatment capacity			
Schools (fiscal impact, if any)			