

**Town of Colrain, MA**  
**Request for a Site Plan Review**

Please type or print all information and file it with the Town Clerk. A \$100 fee (check or money order payable to the Town of Colrain) is required and must accompany this request.

1. Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Status: Owner \_\_\_\_ Contract Purchaser \_\_\_\_ Lessee \_\_\_\_  
Other (please explain) \_\_\_\_

2. Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3. Parcel ID: Street \_\_\_\_\_ Map# \_\_\_\_\_ Lot # \_\_\_\_\_**  
***\*This information is on your tax bill or you can call the tax collector.***

4. Existing Use of Structure/Property:

5. Summary of Proposed Work/Project:

6. Lot Size: \_\_\_\_\_ Frontage: \_\_\_\_\_ Front Setback: \_\_\_\_\_  
Left Side Setback: \_\_\_\_\_ Right Side Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_

## **A site plan review is required for:**

1. Cluster Developments (see Section VI-6);
2. Outdoor storage, sales or display associated with any retail use;
3. Construction, exterior alteration or exterior expansion of more than 1,000 square feet of, or change of use within a municipal, institutional, commercial, industrial, or multi-family structure;
4. Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or multi-family structure;
5. Grading, clearing, or other land development activity EXCEPT for the following: single family residences, landscaping on a lot with an existing dwelling, clearing necessary for percolation and other site tests, work incidental to agricultural activity, or work in conjunction with an approved subdivision plan or earth removal permit;
6. Any use listed in the Use Regulation Schedule (Section III-2) as requiring Site Plan Review.

## **Site Plan Documents**

The site plan must include all data, detail and supporting information as follows. All information must be included in the plan or a notation must be made as to the reason for its omission.

**The Planning Board may waive any of the requirements for Site Plan submittal and approval if the simplicity or scale of the project warrants such action.** For example, if the project is small in scale it may not be necessary to use 24" x 36" paper for the plans.

**Seven copies** of each of the site plan documents must accompany this request when filed with the Town Clerk.

### **Site plan requirements:**

The site plan must be

- Prepared by a registered architect, registered land surveyor, registered landscape architect, or professional engineer,
- A locus map at a scale of 1" = 100 feet shall be provided showing parcels and roads within 300 feet of the property line
- Plans shall be on standard 24" x 36" sheets, with continuation on 8 1/2" x 11" sheets as necessary for narrative, and prepared at a scale of 1"=40 feet or finer.

### **Requirements as set forth in Section XIII of the Town of Colrain Zoning Bylaws:**

1. Name of project, boundaries, locus map(s) showing site's location in Town, date, north arrow and scale of plan;
2. Name(s) and address(es) of the owner(s) of the land, the developer (if applicable), and/or their designee;
3. Name, title, and address of person(s) who prepared the plan;

4. Names and addresses of all owners of record of abutting lots and those within 300 feet of the property line;
5. All existing lot lines, easements and rights of way;
6. Location and use of buildings and structures within 300 feet of the site;
7. Location and use of all existing and proposed buildings and structures, including approximate height and floor area;
8. Location and size in acres of wetlands on the site reviewed and approved by the Colrain Conservation Commission;
9. The location and a description of all proposed septic systems, sewer connections, water supplies, storm drainage systems, utilities and other waste-disposal methods;
10. Location and date of all registered "perc" tests on the site;
11. Location of all proposed new lot lines;
12. Existing and proposed topography at a two-foot contour interval for the proposed grading and landscape plan;
13. Location of proposed public and private ways on the site;
14. Location and size of proposed parking and loading areas, driveways, walkways, access and egress points;
15. The location and a description of proposed open space or recreation areas;
16. Size and location of existing and proposed sign(s);
17. Surface drainage strategy that prevents increased drainage off-site or pollution;
18. Existing vegetation that will be left undisturbed and proposed landscape features, including the location and a description of screening, fencing and plantings using non-invasive species;
19. Design features which will integrate the proposed development into the existing landscape, maintain neighborhood character, and screen objectionable features from neighbors and roadways;
20. Estimated average daily and peak-hour vehicle trips to be generated by the site and traffic flow patterns for both vehicles and pedestrians, showing adequate access to and from the site and adequate circulation within the site.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Received by Town Clerk:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Town Clerk's Signature: \_\_\_\_\_

# Site Plan Review Checklist

*See Colrain Zoning Bylaws Section XIII for full details*

Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Street \_\_\_\_\_ Map# \_\_\_\_\_ Lot # \_\_\_\_\_

<p>1. Application Received From Applicant</p> <ul style="list-style-type: none"> <li><input type="radio"/> Application complete and signed by applicant and town clerk</li> <li><input type="radio"/> Application fee received</li> <li><input type="radio"/> Seven (7) copies of site plan and any supporting materials received</li> </ul>	<p>Date Application Received by Town Clerk:</p>
<p>2. Review by Town Boards within 45 days of filing application <i>Copies provided to the following boards by the Town Clerk upon receipt:</i></p> <ul style="list-style-type: none"> <li><input type="radio"/> The Planning Board</li> <li><input type="radio"/> Zoning Board of Appeals</li> <li><input type="radio"/> Conservation Commission</li> <li><input type="radio"/> The Board of Health</li> <li><input type="radio"/> The Building Inspector</li> <li><input type="radio"/> The Highway Superintendent</li> <li><input type="radio"/> The Fire Chief</li> <li><input type="radio"/> The Police Chief</li> </ul> <p><i>Notification by Town Clerk that a copy is available for review at the town hall:</i></p> <ul style="list-style-type: none"> <li><input type="radio"/> Historical Commission</li> <li><input type="radio"/> Open Space Committee</li> </ul>	
<p>3. Public Hearing within 65 days of filing application</p> <ul style="list-style-type: none"> <li><input type="radio"/> Notice and posting of the public hearing shall comply with the provisions of M.G.L. Chapter 40A, Section 11, regarding notice for public hearings.</li> <li><input type="radio"/> To the extent permitted by law, the public hearing should be coordinated with any other public hearing required for a definitive subdivision plan or a Special Permit</li> </ul>	<p>Date of Public Hearing:</p>
<p>4. Final action on application within 90 days of the close of the public hearing</p> <ul style="list-style-type: none"> <li><input type="radio"/> Approval</li> <li><input type="radio"/> Approval subject to conditions, modifications &amp;/or restrictions</li> <li><input type="radio"/> Denial</li> </ul>	<p>Date of final vote:</p>
<p>5. Written record of decision and approved plan provided to the clerk within 14 days of a final vote</p>	<p>Date provided to town clerk:</p>