

DECEMBER 2009 DRAFT DOCUMENT

9.6 SITE PLAN APPROVAL IN RESIDENTIAL DISTRICTS

9.6.1 Purpose

The purpose of this section is to provide for the protection and promotion of the health, safety, convenience and general welfare of the Town by promoting acceptable site planning practices sensitive to the scale, size, design, and massing of buildings consistent with the Town's neighborhoods, environment and character.

9.6.2 Projects Requiring Site Plan Approval

Notwithstanding anything contained in this Bylaw to the contrary, in the R3A, R1A, R30 and R15 districts the following buildings require Site Plan Approval by the Planning Board prior to the issuance of a Building Permit:

1. Building - New: Any new construction of a building with a gross floor area greater than 4,000 square feet.
2. Building - Addition: Construction, exterior alteration or exterior expansion that either:
 - (a) involves an exterior alteration or expansion that will result in a building with a gross floor area greater than 4,000 square feet; or
 - (b) change or alter the footprint of a building that previously required Site Plans Approval.

9.6.3 Design Standards

1. The landscape shall be preserved in its natural state insofar as practical. The Board encourages applicants to avoid grade changes and the removal of native vegetation and soil.
2. The proposed building shall be in harmony with the prevailing character, height and scale of other buildings in the neighborhood.
3. The proposed building shall be in harmony with building materials, screening, lighting, utilities and other architectural features in the neighborhood.
4. The site plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relationship to adjacent ways.

5. The proposed site plan shall provide for adequate facilities for off street parking and loading, drainage, snow removal and fire protection.

9.6.4 Contents of the Site Plan

For buildings that require Site Plan Approval under Section 9.6.2 the following plan prepared at a scale of one (1) inch equals forty (40) feet shall be submitted. The plan requirements are as follows:

1. Locus plan showing the applicant's lot and adjacent streets, and footprints of the applicant's building and proposed addition, and showing footprints of buildings and other structures on the abutting lots. Distances of adjacent buildings to the applicant's property lines shall be shown on the plan.
2. Dimensional site plan of the entire lot showing all existing and proposed buildings, structures, driveways, curb cuts, exterior lighting, utilities and mechanical systems. Said plan shall show the distances to all setback lines.
3. Landscape plan showing the limits of the work, existing trees and vegetation, vegetation to be removed, proposed new landscaping with size, type and quantity of vegetation. The site plan and landscape plan may be combined into one (1) plan if all required information can be clearly shown on the one (1) plan.
4. Dimensional floor plans and building elevations (all sides). In the case of a building addition the plans and elevations shall include the existing building and proposed addition. Elevations shall indicate exterior materials.

9.6.5 Waiver of Compliance

The Planning Board may, upon written request of the applicant, waive any of the Site Plan requirements set forth in Section 9.6.4 above if it determines that the project involves a relatively simple development plan or the plan requirement is not necessary to adequately review and decide on the Site Plan Review Application before it.

9.6.7 Approval Process

1. Application: Four (4) sets of the Site Plan Approval Application and Site Plan shall be filed with the Town Clerk.
2. Public Informational Hearing: The Planning Board shall hold a Public Informational Hearing to review the application. The Planning Board shall post a notice of the Public Informational Hearing at least seven (7) days before said Hearing. Failure of the Planning Board to take action upon an application within thirty (30) days of the Town Clerk's date stamp shall be deemed approval of said application.
3. The applicant may request, and the Planning Board may grant an extension of the time limits set forth herein. The period within the Planning Board shall take final action may

be extended for a defined period by written agreement between the Planning Board and the applicant.

9.6.8 Planning Board Action

The Planning Board shall vote by a majority of the members:

1. Approval of the Site Plan provided that the project meets all the necessary sections of the Zoning Bylaw.
2. Approval of the Site Plan, subject to reasonable conditions, modifications and restrictions necessary to ensure compliance with the appropriate section of the Zoning Bylaw.
3. Denial of the Site Plan that either:
 - (a) does not furnish adequate information required by the Zoning Bylaw to adequately review the project.
 - (b) a determination that the project does not meet one or more of the Design Standards under 9.6.3 and that this deficiency is intrusive on the needs of the public.

The Planning Board shall file a written decision with the Town Clerk within seven (7) days of the decision.

9.6.9 Lapse

Site Plan Approval shall lapse after one year from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing upon the written request of the applicant.

9.6.10

The Board may adopt reasonable administrative fees for Site Plan Approval.

9.6.11 Appeal

Any decision of the Planning Board pursuant to this Section may be appealed to the Zoning Board of Appeals.