Town of Boxborough

Planning Board

Site Plan Approval
Rules & Regulations

A true copy, attest:

Elizabeth A. Markiewicz

Elizabeth A. Markiewicz
TOWN CLERK of BOXBOROUGH

ADOPTED: October 16, 1990
MOST RECENT AMENDMENT: April 11, 2011

SITE PLAN APPROVAL
RULES AND REGULATIONS

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SITE PLAN APPROVAL
RULES AND REGULATIONS

SECTION 1: GENERAL PROVISIONS

1.1 Purpose

Site Plan Approval Rules and Regulations are hereby adopted to establish the procedures and requirements for submitting site plans and to notify applicants of the review criteria for site plans.

1.2 Authority

Under the authority vested in the Planning Board (the Board) of the Town of Boxborough, the Board hereby adopts these Rules and Regulations.

1.3 Applicability

Any development requiring Site Plan Approval shall comply with the provisions of these Rules and Regulations. If there is a question, the Inspector of Buildings and the Board jointly shall determine if Site Plan Approval is required for a proposed development.

1.4 Waivers

A waiver of strict compliance from these Rules and Regulations may be granted if the Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Boxborough Zoning Bylaw. All requests for waivers shall be submitted in writing with the site plan application. All requests shall identify the provision or provisions of the regulations from which relief is sought. The request shall also include a statement explaining why the applicant thinks that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Rules and Regulations and the Zoning Bylaw.

1.5 Amendments

These Rules and Regulations may be amended by a majority vote of the Board at a regularly scheduled meeting after a public hearing duly advertised once in a paper of general circulation in the Town of Boxborough no less than seven days prior to the date of the public hearing.

1.6 Effective Date

The effective date of any amendment to the Site Plan Rules and Regulations shall be the date such amendments are filed with the Boxborough Town Clerk.

SECTION II: PRELIMINARY SITE PLAN PROCEDURES

2.1 Pre-application Conference

An applicant may request a pre-application conference with the Board. The purpose of the pre-application conference is to get input from the Board on how the proposed site plan meets the criteria established in these regulations and to determine what other approvals the project will require. A pre-application conference is not legally binding nor will it alter the legally required schedule for site plan approval. The Board strongly recommends that an applicant meet with the Board prior to submitting a Site Plan application.

2.2 Pre-application Submission Requirements

An applicant requesting a pre-application conference shall submit a written request to the Board. The request shall contain the following items:

1) The name and address of the applicant and his or her representative.
2) The owner of the lot(s) and permission from the owner if the owner is not the applicant.
3) A concept plan showing the location and footprint of the building, parking, driveways, sidewalks, topography, tree line, wetlands, wetlands buffer, flood plain, extent of wooded areas, historic features, stone walls, existing roads, and significant trees.
4) Zoning District(s) including all overlay districts.
5) The intended use and possible tenants for the building.
6) The proposed facade of the building.
7) Estimated water usage and waste water disposal rate.
8) Estimated traffic generation from the site.

2.3 Preliminary Hearing

An Applicant may request a preliminary hearing to receive comments from the public and abutters. If a preliminary hearing is requested, notice of such hearing shall be published in a paper of general circulation in the Town of Boxborough in one successive week prior to the hearing date. All materials for a pre-application conference shall be submitted 21 days prior to the Preliminary Plan hearing date.

The Applicant shall pay a fee for a Preliminary Public Hearing as established in the Planning Board Fee Schedule. The cost of the legal notice will be billed directly to the Applicant from the newspaper.

2.4 Preliminary Approval

Within 45 days after the public hearing or pre-application conference, the Board will present the applicant with written comments about the proposed project. Comments will address how the plan conforms with these regulations, the Zoning Bylaw, the Master Plan and other planning documents, and previous findings on similar projects that may be relevant to the planning of the proposed project.

SECTION III: SITE PLAN PROCEDURES

3.1 Site Plan Submission Requirements

All Site Plans shall be prepared by a registered architect, landscape architect, or professional engineer. All Site Plans shall be on standard 24" by 36" sheets, be prepared at a maximum scale of 1" = 40 ', with continuation on 8 1/2" by 11" sheets as necessary for written information. Items required for submission include the following:

1) The project name, north arrow, date, scale, name and address of record owner and applicant, engineer, architect and their proper seals of registration. Names of all abutters within 300 feet of the site boundaries as determined from the latest tax records. If the property owner is not the applicant, a statement of consent from the property owner shall be included with the application.

2) Existing and proposed topography at a minimum contour interval of two feet, including all wetlands and the 100' buffer, streams, water bodies, drainage swales, areas subject to flooding, significant trees, historic features, and unique natural land features.

3) The dimensions of the lot, the frontage, location and footprint of all structures, existing and proposed, total area of buildings in square feet, parking areas, service areas, adjacent ways, streets and driveway openings within 300 feet of the site boundaries.

4) The location and description of all proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other disposal methods.

5) Landscape Plan showing planting areas, signs, fences, walls, walks and lighting, both existing and proposed. Location, type, and screening details for all abutting properties and waste disposal containers.

6) The location, height, size, materials, and design of all proposed signage.

7) The location, height, intensity, and bulb type of all external lighting fixtures, the direction of illumination, and methods to reduce glare onto adjoining properties, along with manufacturer lighting cut-sheets.

8) Location and description of proposed open space and recreation areas.

9) A locus plan at the scale of 1" = 200'. A table of information showing how the plan conforms to the Zoning Bylaw.

10) The location of zoning districts, and overlay zoning districts within the locus of the plan.

11) Building elevation plans at a scale of 1/4" = 1' showing elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.

12) Evaluation of Impact on Water Resources. The applicant shall submit such materials on the measures proposed to prevent pollution of surface and ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, or flooding of other properties. The evaluation shall include the predicted impacts of the development on the aquifer, and if applicable, and compare the environmental impacts to the carrying capacity of the aquifer.

13) Evaluation of Impact on Landscape. The applicant shall submit an explanation, with sketches as needed, of design features intended to integrate the proposed new buildings, structures and plantings into the existing landscape to preserve and enhance existing aesthetic assets of the site, to screen objectionable features from neighbors and public areas.

14) Evaluation of Traffic Impacts. The applicant shall submit an evaluation of the development's impact on the existing traffic network. The evaluation shall include:

   a) The projected number of vehicle trips to enter and depart the site shall be estimated for an average day and peak hours;

   b) The projected traffic flow patterns for both vehicular and pedestrian access, including vehicular movements at all intersections likely to be affected by the proposed development;

   c) The impact of traffic upon existing streets in relation to levels of service and road capacities; and

   d) The proposed mitigating measures.

   The traffic study requirement may be waived by the Board if the proposed use will not generate more than 75 vehicle trips per day.

15) The proposed use or uses of the site, i.e. retail, office or storage, number of employees, and maximum seating capacity (where applicable).

3.2 Site Plan Filing

The Site Plan Application (Appendix A) and a copy of the Site Plan shall be filed by the Applicant with the Town Clerk. A copy of the application including the date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Board. Submissions shall include additional copies of all plans and materials as specified in the Application. A Site Plan submission shall be deemed complete before a public hearing is scheduled. If the application is incomplete, the applicant shall be notified within 15 days.

3.3 Referrals

Upon receipt of the Site Plan, the Board shall transmit one copy each to the Conservation Commission, the Board of Appeals, the Building Inspector, the Selectmen, the Police Chief, the Fire Chief, the Public Works Director, the Town's consulting engineer and any other department the Planning Board deems appropriate. Such boards and departments shall, within 25 days of receiving such copy, report to the Board about their concerns and questions. Boards and departments may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the development. All boards and departments are expected to provide a written response even if only to say they have no comments. The Board shall not render a decision until it has received all board and department reports or said 25 days has elapsed.

3.4 Procedures

Site Plan Approval shall be obtained before the Applicant applies for a building permit. If a development requires both a Board of Appeals Special Permit and Site Plan Approval, the

Applicant should discuss with the Town Planner the option for a joint public hearing between the Board and the Board of Appeals to facilitate discussion and the overall process.

3.5 Public Hearing

Within 35 days after the filing of a complete Site Plan Review Application, the Board shall hold a public hearing, notice of time and place as well as the subject matter of such hearing shall be given by the Board in a paper of general circulation in the Town of Boxborough once the first notice being not less than 7 days before the day of such hearing. This time frame may be extended if a joint public hearing with the Board of Appeals is requested. Copies of said notice shall be mailed by the Board to the applicant and to all parties of interest as defined by G.L. c.40A, Section 11. The hearing date may be extended by written agreement between the Applicant and the Board.

3.6 Decision

A decision regarding the Site Plan shall be rendered within thirty (30) days of the close of the public hearing. The Board shall notify the Applicant in writing of its decision. The decision of the Board shall be upon majority vote of those present. The required time limit for filing a decision may be extended by written agreement between the Applicant and the Board.

3.7 Fees

Filing Fees. A Filing Fee as determined by the most recent Planning Board Fee Schedule shall be submitted with the Site Plan. Failure to submit the fee at the time of submitting the application shall be deemed an incomplete application.

Review Fees. In addition to Filing Fees which are fees to cover mailing and administrative costs, the Board may also require Review Fees. When reviewing a Site Plan application, or when conducting inspections in relation to, the Board may determine that the assistance of outside consultants are warranted. At the time of application submission or at any time in the review process, the Board may require the applicant to pay an Outside Consultant Review Fee pursuant to MGL Ch. 44 §53G and the Rules & Regulations for the Employment of Outside Consultants. The fee will consist of the reasonable costs incurred by the Board for the employment of outside consultants engaged by the Board to assist in the review of a proposed project.

In hiring outside consultants, the Board may engage engineers, planners, lawyers, urban designers or other appropriate professionals who can assist the Board in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decision or regulations, or inspecting a project during construction or implementation.

SECTION IV. DESIGN STANDARDS

4.1 Paving Requirements

1) The total number of parking spaces shall be determined by the Zoning Bylaw. The Zoning Bylaw provides that the required size and number of parking spaces may be

reduced as part of the Site Plan Approval process. Reduced parking space sizes of 9' x 18' may be allowed, if it is determined that the spaces are likely to be occupied for more than three hours (i.e. for employees rather than shoppers) and provided that no more than 30 percent of the space are so designated.

2) Reductions in the number of paved parking spaces may be allowed as part of the Site Plan Approval process. In such cases all other features of the Site Plan that relate to the parking area, such as calculations of impervious area, setbacks, and required yards shall be made as if all of the required spaces were to be constructed at the 10' x 20' standard. The site plan shall show all the required spaces, and the location of the deferred spaces must meet all requirements for grading and regulatory permits. The conditions of the special permit may specify circumstances under which the deferred spaces shall be constructed.

3) Along Massachusetts Avenue parking lots shall be sited to minimize the obtrusiveness of parking areas on the visual quality of the Route 111 Corridor. The Board recognizes the variable nature of topography and site constraints; however, the Board's preference is to site parking to the rear and side of the proposed structure(s). No parking is permitted in the required front yard setback.

4) When proposed, loading areas shall be provided to the rear of the structure or along a side street or alley.

5) Parking areas shall be oriented for pedestrian traffic through the use of cross walks, marked walkways, alternative paving materials, usable landscaped islands, benches, pedestrian amenities, and abundant shade trees among other design attributes. Traffic calming techniques are strongly encouraged and should be used to provide a safe shared environment for pedestrians and vehicles.

6) Bicycle parking shall be provided at a rate of 10% of auto spaces provided. These bicycle spaces shall be located within twenty-five (25) feet of the entrance to the building served by such spaces. Such bicycle parking shall be permanent in nature and shall be approved by the Board as to location and design.

7) If necessary for ADA compliance, handicap parking spaces and walkways shall be paved in a manner acceptable to the Board.

4.2 Driveway and Circulation and Access Standards

A safe and convenient driveway and circulation system shall be provided for each development. The following guidelines shall apply:

1) Each development shall be limited to one point of entry per street, except when separate entrance and exit driveways may be provided where necessary to safeguard against hazards and to avoid congestion. At the main entrance, one combined entrance/exit location is encouraged to facilitate traffic movement; such an entrance may be divided by a landscaped traffic island with separate in and out movements. Additional access points may be granted by the Board particularly for, but not limited to, large tracts and projects of extensive scope, if traffic flow in the street will be facilitated by the additional connection; and upon finding that due to topography, location, or other unusual

conditions affecting the property, the requirements of this Section would unreasonably restrict the use of the property or would be detrimental to the orderly development of the area.

2) Where topographic and other conditions warrant, shared access driveways are encouraged on lots with similar existing or potential uses. To minimize turning movements onto adjacent public ways developers are encouraged to provide internal circulation systems that connect to adjacent developments. When several adjacent lots front onto one street, the Board may require such lots to share a single driveway, or that the lots be accessed by an internal service road. Where such sharing cannot be achieved in the short run, the means and location for future long-term inter-parcel connections may be required through right-of-way reservation and/or dedication.

3) Vehicular entry points to parking lots shall receive special paving accents (paving stones, stamped, dyed pavement, etc.) where the drive crosses the public sidewalk and/or the Route 111 Trail.

4) Entrance and exit driveways shall be located to maximize sight distances where the proposed road meets the existing way.

5) Entrance and exit driveways shall be located to align with existing driveways or maximize the distance from existing and proposed access connections of adjacent properties.

6) Where it is necessary to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision shall be made for turning lanes, traffic directional islands, sidewalks, and traffic controls within the streets.

7) Commercial access shall not be provided through residential areas unless authorized by the Board.

4.3 Traffic and Trip Reduction Standards

The proposed use shall not degrade the existing levels of service of surrounding roads and intersections below Level of Service (LOS) D, based on peak-hour traffic volumes. When the proposed LOS is below LOS D, the proponent shall propose mitigation to maintain or improve performance indicators. Traffic information shall be submitted by a registered Traffic Planner/Engineer.

The Board may require that manufacturing, light manufacturing, or office/R&D uses prepare a trip reduction plan as a condition for issuance of a site plan permit. The trip reduction plan shall include the following:

1) Describe traffic impact mitigation strategies designed to reduce traffic generation

2) Strategies such as company-sponsored carpooling/vanpooling; bicycle and pedestrian incentive measures; and/or variable work hour or flextime programs.

3) A plan for future enforcement of proposed trip reduction measures following permit issuance.

The applicant shall be responsible for mitigating traffic impacts attributable to the proposed development. The Board may also require that a developer contribute his fair share, based on a pro rata formula per parking space, of the costs associated with a Traffic Study and mitigating measures recommended therein. The applicant's share shall be determined based on metering of traffic to and from the subject property, compared to all sites included within the study area, as determined by the Board. The applicant shall submit an agreement stating that he shall assume all costs associated with the traffic metering, as well as traffic mitigation costs, based on a pro rata, fair share basis.

4.4 Landscaping and Buffers

1) Landscape design shall give preference to the maintenance of existing healthy trees and groundcover. Landscape design shall give preference to indigenous species and shall enhance the wildlife habitat value of the site. The development of large lawn areas shall be minimized and 'green', low impact landscaping and storm water practices are strongly encouraged.

2) Street trees shall be planted on each side of public and private ways, driveways, or other ways as determined by the Board.

3) Solid waste storage, air conditioners, loading areas and the like shall be shielded from view by walls, dense vegetation, or fences. Such shielding shall also reduce any noise associated with such utility or service. Loading areas shall be screened from pedestrian ways, parking areas, public streets, and main entry points to the structure. Parking areas shall be screened from the public road and adjacent properties. Large parking areas containing 25 or more parking spaces shall be subdivided with landscaped islands. Exposed storage areas, machinery, HVAC equipment, service areas, dumpsters, truck loading areas, utility buildings and structures shall be screened from view from adjacent properties and streets by dense evergreen plantings, earthen berms, walls, or fences complemented by evergreen plantings.

4) Parking lots shall be planted with at least two (2) shade trees per five (5) spaces, with each tree being surrounded by no less than twenty (20) sq. ft. of permeable, unpaved, landscaped area and each tree providing shade to the parking area. Only trees providing shade to the parking area shall be counted as meeting this requirement. Species shall be native, indigenous shade trees as approved by the Board.

5) In the Town Center District the use of bituminous paving (asphalt) shall be minimized. Alternative paving materials such as paving stones, brick, and stamped and dyed concrete are encouraged.

6) Where an industrial or commercial building abuts residentially zone property or land used for residential purposes, the Board may require that the front/side or setbacks be increased to minimize disturbance to residential areas.

7) All landscaped areas shall be maintained in a healthful condition. Trees and shrubs that die shall be replanted during the next growing season.

4.5 *Route 111 View and Tree Protection*

1) The Route 111 Corridor is an important visual landmark for the Town of Boxborough. Each development shall recognize the visual quality of its site in relation to the scenic qualities of the immediate area and the Corridor as a whole. The applicant shall submit photographs of the area to the Board and describe the most prominent features of existing visual quality. Through means of sketches or computer simulations, the applicant shall document the impacts of the proposed development on visual quality. This analysis shall present how the project will be viewed from Route 111 from both directions and how views from the site to the surrounding area will be integrated into the development to enhance the project design. Within the development site itself, the applicant shall preserve open vistas of important features such as lakes, farms, forests, historic sites, and signature trees.

2) One of the defining characteristics of the Rt. 111 corridor is the presence of a large quantity of mature trees that form a canopy over the Corridor. It is the intent of this Section that a proposed development be so designed as to minimize the disturbance and/or destruction of any existing healthy trees on the site and along the Corridor.

3) All trees with a breast height diameter of fifteen (15) inches or greater shall be located, tagged, and displayed on the site plan; the plan should indicate whether each tree is proposed to be retained, removed, or relocated. If a tree meeting the above minimum diameter is approved by the Board for removal, the Board may require replacement trees as appropriate. The Board shall approve the number, location, size, and species of the replacement trees. If replacement trees are infeasible, trail improvements or donations to the Route 111 Trail Fund may be required in lieu of the replacement trees.

4) Tree protection measures shall be taken where construction or other disturbance would have a potentially negative impact on the tree. A Tree Protection Plan shall be submitted by an Arborist or Landscape Architect.

5) Trees within the public right-of-way are subject to the Public Shade Tree Act and stone walls within the public right-of-way are subject to the Stone Wall General Bylaw.

6) If the project is located on a Scenic Road, the applicant shall file an application under the Scenic Road Bylaw for the cutting or removal of a tree or stone wall removal/alteration in connection with any repair, maintenance, reconstruction or paving work done on the road. The public hearings may be held concurrently with the site plan review.

4.6 *Siting and Appearance Guidelines*

1) Buildings, parking and other structures shall, to the extent possible, be located to protect and preserve unique natural areas, scenic vistas, wetlands, wetlands buffers, rare and endangered plant species, rare or endangered animal habitat, trees with 15 inch dbh or greater, historic features, and flood plain areas.

2) Building designs should be compatible with the recommended architectural styles in the Design Review Guidelines in terms of character, scale, and building materials. Proposed buildings should relate harmoniously to each other.

3) Buildings should be located to preserve and complement natural, historic and scenic areas, and to reduce the visual impact of the buildings from adjacent properties.

4.7 Sidewalks and Walking Paths

1) Where determined necessary by the Board, sidewalks shall be provided along the site's road frontage. Walking and foot paths are encouraged in all developments. Walking and foot paths may be constructed using alternative pavement materials such as stone dust. Sidewalks may be constructed with pavers, stamped concrete or other alternative surfaces than bituminous concrete.

2) The proposed Route 111 Trail is a critical cultural and economic development resource. Developments along the Corridor shall be consistent with the Route 111 Trail Master Plan and shall therefore plan for, enhance, construct, and/or contribute to, the proposed Route 111 Trail. A Route 111 Trail Fund has been established for this purpose. If, due to topography, location or other unusual conditions affecting the property, onsite improvements to the Route 111 Trail are infeasible, the Board may require a donation to the Trail Fund in lieu of onsite improvements.

4.8 Utilities and Lighting

All utilities shall be located underground and all exterior lighting shall conform to the Zoning Bylaw.

4.9 Erosion Control

Erosion and soil sedimentation shall be minimized by using the following erosion control practices:

1) The development shall be designed to fit the physical characteristics of the site, including the topography, soils and natural drainage systems;

2) Once construction activities are underway, the amount of area and duration of exposure shall be kept to a minimum;

3) Temporary erosion control measures shall be used during construction;

4) Exposed or disturbed areas due to stripping of vegetation, soil removal, and regrading shall be permanently stabilized within six months of occupancy.

5) Permanent vegetation and mechanical erosion control measures shall be installed as soon as possible after construction ends.

4.10 Stormwater Drainage and Management

All site plans shall conform to the drainage requirements specified in the Rules and Regulations Governing the Subdivision of Land and the following guidelines:

1) The use of non-structural, Low Impact Development (LID) techniques such as open drainage systems, grass swales and multiple shallow detention basins is encouraged where practical.

2) Increases in run-off shall be recharged on site by being diverted to vegetated surfaces for infiltration, or through the use of detention ponds.

3) Dry wells shall be used only where other methods are infeasible and shall require oil, grease, and sediment traps to facilitate removal or contaminants prior to discharge to the ground.

4) All drainage structures shall be maintained on a regular basis.

4.11 Pollution and Hazardous Materials

1) Where applicable, the applicant shall maintain a hazardous materials plan on file with the Fire Chief. The purpose of the plan is to assist the Town with necessary information in the event of a spill, fire, or other emergency and to ensure compliance with the Zoning Bylaws.

2) On an annual basis, Material Data Sheets (MDS) shall be provided to the Fire Department and available on site for any hazardous or toxic materials as required by the State Fire Code.

4.12 Ground Water Monitoring

The purpose of the ground water monitoring program is to provide the Town with timely warning of any accidental contamination of ground water supplies, and to verify that no proscribed materials are being discharged into the groundwater. Location and structure of the monitoring wells shall be determined by the Board of Health. The Board may also require that storm drainage system testing be performed and analyzed with the samples from the monitoring wells. The purpose of this requirement is to detect any contaminants which may pose a present or potential health hazard.

The Board may require the applicant to install ground water monitoring wells, and provide the Town with access to these wells for the purpose of drawing water samples. The sampling parameters shall include: Safe Drinking Water Act, heavy metals, volatile organic compounds (EPA method 524.2), sodium, iron, manganese, calcium, potassium, chloride, sulfate, nitrate-N, and nitrite N, specific conductivity, pH, alkalinity, and hardness. The applicant shall pay for two biological and/or chemical analyses of the samples the first year. If no issues are detected or the use of the property is such that the potential for groundwater contamination is minimal, the Town Planner may authorize sampling on an annual basis. If issues are detected in the samples, the Town Planner may require continued biannual or more frequent testing.

4.13 Storage Tank Vaulting and Monitoring

If heating oil, gasoline, kerosene, diesel fuels, or any chemicals are to be used and stored underground on the site, they shall be contained in a holding tank. The tank shall be vaulted and equipped with an automatic monitoring system to detect any leakage from the tank. On-site storage of liquid petroleum products shall require a special permit from the Board of Appeals.

4.14 Off-Site Radiation

Permission to use a site does not include permission to generate radiation (acoustic, geophysical, electromagnetic, radioactive or other), except for noise and lighting from normal activities and

common low-power radio equipment, that leaves the site and may affect people or property off the site. Applicant's seeking a Site Plan Approval for uses that generate any such radiation shall prove that such uses are not detrimental to other persons or property.

The applicant shall provide assurances that no potential groundwater contaminants are included in any fill materials used in site preparation. Stump burial is considered a waste dump activity and as such requires a permit from the Board of Health.

4.15 Fill Materials and Stump Burials

The applicant shall provide assurances that no potential groundwater contaminants are included in any fill materials used in site preparation. Stump burial is considered a waste dump activity and as such requires a permit from the Board of Health.

4.16 Fire Safety and Protection

Fire and emergency vehicle access shall be provided to each building shown on the site plan. The emergency access shall be maintained and kept in a passable condition at all times. Fire Ponds and dry hydrants, or other fire protection measures shall be required for all developments as specified by the Fire Chief. All fire pond designs shall include information on the grading of the pond and the height of the water table. All fire pond designs shall contain the engineer's seal and signature.

SECTION V: ADMINISTRATION

5.1 Performance Guarantee

Prior to the issuance of a Final Certificate of Occupancy, the Town Planner shall verify that the project has been completed in compliance with the approved Site Plan and conditions set forth in the Board's decision.

However, if the Applicant provides documentation to the Board that it would be detrimental to complete weather dependent aspects of the project, such as parking lot striping and landscaping, the Board may require a performance guarantee to ensure compliance. The Applicant shall submit to the Board for review and approval a performance guarantee covering the cost of such work and a temporary certificate of occupancy shall be issued until all work is completed.

5.2 Permit Lapse

Any Special Permit with site plan approval issued under this section shall lapse within two years if a substantial use thereof has not commenced except for good cause.

5.3 Appeals

Appeal of the Planning Board decision may be in accordance with MGL Ch. 40A s. 17.

5.4 As Built Plans

Final "As Built Plans" showing the location of, all buildings and structures, all exterior lighting fixtures, all utilities, including the septic system, leaching area, underground piping, vent pipes,

drainage facilities, the well, the well pipes, electric, gas, and phone lines shall be submitted and approved prior to the issuance of an occupancy permit.

The engineer shall provide volumetric calculations for the as-built conditions for all stormwater detention/retention facilities. If these calculations show smaller incremental volumes than proposed, the hydrologic calculations shall be re-run with as-built data to show that the drainage system will function as designed.

Site Plan Approval Application

Town Clerk Received

Planning Board Received

Boxborough Planning Board
29 Middle Road
Boxborough, MA 01719
978-263-1116

Property Location: _____

Assessor Parcel Number(s): _____

Zoning District(s): _____

Name of Owner: _____ Phone # _____

Address: _____

Email Address: _____

Name of Owner: _____ Phone # _____

Address: _____

Email Address: _____

Name of Applicant: _____ Phone # _____

Address: _____

Email Address: _____

Name of Engineer: _____ Phone # _____

Address: _____

Email Address: _____

Name of Surveyor: _____ Phone # _____

Address: _____

Email Address: _____

1) Describe briefly the development for which Site Plan Approval is sought:_____

_____

_____

2) Describe briefly the uses or activities for which site plan approval is sought:_____

_____

_____

3) Lot Area _____ Frontage _____ Building Height _____ Number of Stories _____

4) Building Setbacks: Front_____ Rear_____ Left Side_____ Right Side _____

5) Parking Setbacks: Front_____ Rear_____ Left Side_____ Right Side _____

6) Lot Coverage (buildings, parking, paving): _____

7) Floor Area Ratio (Industrial-Commercial & Office Park Districts):_____

8) Number of Parking Spaces:_____ Future Parking Spaces:_____

9) Number of Loading Spaces:_____

10) Estimate the Daily Traffic: No. of Employees:_____

Total No. of Trips:_____ Peak A.M.:_____ Peak P.M.:

Sight distance along the road at driveway entrance:_____

11) Sewage Discharge Rate (gals/day):_____ Water Usage (gals/day):_____

12) Describe any proposed on-site stormwater and drainage system and submit pre- and post-drainage calculations:_____

_____

_____

13) Describe any proposed signs:_____

_____

_____

14) Describe any proposed outdoor lighting (include hours of use, lighting type, directional shielding, and height of fixtures) and provide manufacturer's light fixture cut-sheets:_____

_____

_____

15) Discuss any hazardous materials or wastes to be used or generated on site, including quantities, safety procedures, storage and disposal methods:_____

_____

_____

16) Indicate any sources of loud noise, vibration, glare, odors, air or water pollutants, or electrical disturbances:_____

_____

_____

17) Is removal of soils from the site required? ☐ Yes ☐ No If yes, cubic feet:_____

18) Will important wildlife habitats and/or outstanding botanical features be affected? ☐ Yes ☐ No

19) Historic sites or buildings listed in the Historic Survey? ☐ Yes ☐ No

20) Historic sites/buildings eligible or listed on the Federal/State Historic Register? ☐ Yes ☐ No

21) Proposed work within ☐ 100 ft. of a wetland resource area and/or ☐ 200 ft. of a stream or river?

22) Is the project within the Flood Plain District? ☐ Yes ☐ No

23) Is the site or portion of the site within the Aquifer Protection District? ☐ Yes ☐ No

24) List any Board of Appeals decisions pertaining to this site:_____

_____

I, the undersigned Owner and Applicant, request that my Site Plan Application be reviewed by the Boxborough Planning Board. I understand that my Application may be reviewed by outside consultants as defined in the Board's Site Plan Approval Rules & Regulations and allowed by MGL Ch. 44, Sec. 53G, for which payments to the Town of Boxborough will be made by me in accordance with Section VI.D.

Signature of owner(s) _____ Date:_____
(Required)

_____ Date:_____

Signature of Applicant(s):_____ Date:_____
(if different than Owner)

_____ Date:_____

Application Submittal Check List

☐ 1. One original Site Plan Application; filled out and signed by owner and applicant with all supporting information required pursuant to Section III of the Site Plan Approval Rules & Regulations and ten copies. **Only two copies of the drainage calculations are required.**

☐ 2. One full size set of Site Plans, Building Elevations, Floor Plans and Landscape Plans in conformance with Section III and seven copies.

☐ 3. Three 11" x 17" reduced Site Plans, Building Elevations, Floor Plans and Landscape Plans

☐ 4. A CD with the Plan and all supporting documentation in a PDF file format.

☐ 5. Certified List of Abutters

☐ 6. Application fee as established in the Planning Board Fee Schedule