

SITE PLAN PACKAGE CHECKLIST

Development: _____

Proposed Square Footage: _____

Approximate Location (name of street, distance/direction from nearest crossroad): _____

The following checklist is not all-inclusive, but is generally representative of the requirements of the Marlborough Site Plan Review and Approval Ordinance (SPR&A). In all cases, you should use the checklist in conjunction with the SPR&A.

I. Applicant General Information

1. Attend Pre-Application Meeting with City Planner ☐ yes ☐ no

If you checked "no", please provide in a separate narrative an explanation of why not.

II. Scoping Meetings

1. Attend General Concept meeting with committee. ☐ yes ☐ no
2. Traffic report study area meeting with City Planner and Engineer ☐ yes ☐ no
3. Provide any environmental impacts regarding the site to Conservation ☐ yes ☐ no
-

III. Site Plan Application Package

(Date of receipt of completed package serves as date from which review time is counted)

1. Completed Application Form? ☐ yes ☐ no
2. Application Fee submitted? ☐ yes ☐ no
3. Site Plan (see site plan review checklist)
- A. Cover Sheet ☐ yes ☐ no
 - B. Existing Conditions Plan ☐ yes ☐ no
 - C. Construction/ Layout Plan ☐ yes ☐ no
 - D. Utility/ Grading Plan ☐ yes ☐ no
 - E. Landscape Plan ☐ yes ☐ no
 - F. Erosion Control Plan ☐ yes ☐ no
 - G. Detail Sheets ☐ yes ☐ no
4. Drainage Review (see Drainage report checklist) ☐ yes ☐ no
5. Traffic Review (see Traffic Impact and Access report checklist) ☐ yes ☐ no

SITE PLAN PACKAGE CHECKLIST

6. Impact Reports

- | | | |
|---|------------------------------|-----------------------------|
| A. Off-Site Traffic Mitigation (Traffic issues and proposed mitigation) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| B. Environmental (area impacted and mitigation required) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| C. Utility (Required vs. Available and mitigation proposed) | <input type="checkbox"/> yes | <input type="checkbox"/> no |

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| 7. State Curb Cut Permit Application | <input type="checkbox"/> yes | <input type="checkbox"/> no |
|--------------------------------------|------------------------------|-----------------------------|

IV. Review / Decision

- | | |
|---|--------------------------|
| 1. The committee has 30 days to comment regarding submitted site plan package | <input type="checkbox"/> |
| 2. All submissions and comments shall be coordinated through the planning Dept. | <input type="checkbox"/> |
| 3. Committee meets to discuss final action and/or conditions (applicant required to attend) | <input type="checkbox"/> |
| 4. Once all conditions are set members disapprove or approve & sign mylars | <input type="checkbox"/> |

V. Construction

- | | | |
|--|------------------------------|-----------------------------|
| 1. Pre - Construction meeting held with committee | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Project schedule submitted to committee for review (7 copies) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. Inspections coordinated | | |
| A. Building Inspector for building permit and occupancy | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| B. Conservation for order of conditions | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| C. Police and fire for occupancy issues. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| D. Planning for any conditions on the site. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| E. Engineering | | |
| i. Street Opening Permits | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| ii. Utility connection inspections to City system | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| iii. Use of independent inspector on residential developments | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. As-Built Plans (see As-Built plan checklist) | | |
| Plan submitted to planning for distribution | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| F. Committee members review / comment | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| G. Mylar and digital file copy submitted to Engineering | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5. Certificate of occupancy issued. | <input type="checkbox"/> yes | <input type="checkbox"/> no |

SITE PLAN PACKAGE CHECKLIST

VI. Waiver Section

1. If you answered no or did not check off one of the boxes listed above, waivers may be required. In the event you seek a waiver from any of the Marlborough Site Plan Review and Approval Ordinance, you must identify same with this submission. Each waiver sought shall be listed, and shall be accompanied by an analysis and/or appropriate calculations demonstrating the need for the waiver. The Site Plan Committee may require strict compliance with all of its rules and regulations.
2. Waivers sought (use separate line for each. Attach additional sheets if necessary.)

<u>Waiver Sought</u>	<u>Applicable Section</u>	<u>Justification Attached</u>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>

VII. Certification

I hereby certify that I have read and am familiar with the current Marlborough Site Plan Review and Approval Ordinance and that the information provided herein is true and accurate to the best of my knowledge.

Signature

Date

Printed Name

Title

Company

Street

City, State, Zip