



Town of Reading

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Community Planning and Development Commission

APPLICATION AND REQUIREMENTS

Site Plan Review Section 4.3.3 of the Reading Zoning By-Laws

Applicability: The following types of activities and uses require site plan review by the CPDC:

- a. Construction, exterior alteration or exterior expansion of, or change of use within an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;
- b. Construction or expansion of a parking lot for an institutional, commercial, industrial, or multi-family structure or purpose.

Exemptions: Site plan review shall not be required for the following:

- a. The construction is solely for the maintenance or repair of the existing structure;
- b. The construction, expansion or alteration of a building or structure does not exceed three hundred (300) gross square feet, or such alteration involves only interior renovation of less than one thousand (1,000) gross square feet;
- c. The construction, expansion or alteration only involves the modification of internal electrical, plumbing or mechanical systems.

Procedures: Applicants for site plan approval shall submit fourteen (14) copies of the site plan to the CPDC for review, and within three (3) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within thirty (30) days of receipt of such application.

Property Address _____ Assessor Map _____ Lot _____

Name of Applicant _____

Address of Applicant _____

Email address _____

Phone/Fax numbers _____

Name of Owner (if not applicant) _____

Address _____

Email _____

Phone/fax _____

Name of Engineer _____

Firm _____

Address _____

Email _____

Phone/fax _____

Name of Attorney _____

Firm _____

Address _____

Email _____

Phone/fax _____

Name of Architect _____

Firm _____

Address _____

Email _____

Phone/fax _____

Current Use of the property: _____

Proposed Use of the Property _____

Brief Description of Project _____

Estimated construction cost of the project \$ _____

Proposed Building Size (SF) _____ **Lot size** _____ **# parking spaces provided** _____

List other Permit Requirements (list date of application thereof):

Conservation Commission _____

Zoning Relief _____

Public Works _____

Board of Selectmen _____

Board of Health _____

Historical Commission _____

State Permits: DEP _____

MHD _____

Other _____

21E filing _____

List of all easements, liens, mortgages, restrictions, or other encumbrances: _____

CERTIFICATIONS

The undersigned hereby certifies:

1. That fourteen (14) complete copies of this application and all attachments have each been enclosed in one envelope, have been delivered to the Community Services Department, and have been marked as follows:

One each to:

**Town Engineer
Municipal Light Department
Fire Department
Police Department**

**Building Inspector
Conservation Commission
Health Department**

Two each to:

Town Planner

Five each to:

CPDC

In addition, one (1) full copy is to be delivered by the Applicant to the Board of Health, as a separate but related filing; the Applicant is then to deliver a receipt from the Board of Health to the Town Planner;

2. That he/she has delivered to the Town Planner a certified check for the required Application Fee in the amount of \$_____;

3. That he/she understands and hereby agrees that, in addition to the Application Fee identified in Paragraph 2 above, if the Community Planning and Development Commission, in the course of its review of this application, determines at its sole and absolute discretion that review of all or any part of this proposed project by (an) outside, independent consultant(s) of the Commission's sole choosing is necessary for proper evaluation of this project or its possible effects on any matter of public interest, that he/she shall immediately provide to the Department of Community Development of the Town of Reading (a) certified checks(s) payable to the consultant(s) in an amount equal to the estimated cost of the consultant services, and that he/she further understands and hereby agrees that the Town of Reading shall issue no Certificate of Occupancy for this project until any and all such consultant fees which have been duly imposed subject to Site Plan Review Rules and Regulations have been paid in full;

4. That he/she understands and hereby agrees that no Building Permit shall be issued by the Town of Reading until this Application is approved or approved with modifications and/or conditions, that no Certificate of Occupancy shall be issued until the project has been duly certified as completed in full accordance with approved plans, or has been bonded to the Town by the Applicant to guarantee such completion, and that the subject property shall not be occupied or used until said Certificate of Occupancy is issued, or such bonding provided;

5. That he/she understands and hereby agrees that pursuant to law, notification of this Application and required public hearing(s) must be placed in a local newspaper at the Applicant's expense.

Applicant's signature _____ Date: _____

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This application is authorized for filing with the Town Clerk:

Town Planner, as Clerk to CPDC _____ Date: _____

PLANS SUBMISSION (14 copies plus digital format)

Preparation of Plans: Applicants are invited to submit a pre-application sketch of the proposed project to the CPDC and to schedule a comment period at a regular meeting of the CPDC. Site plans shall be submitted on 24-inch by 36-inch sheets, or larger if necessary for clarity. Plans shall be prepared by a registered professional engineer, registered land surveyor, architect or landscape architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal.

Pre-application sketch (optional) _____

Size/Scale of Drawings _____

Locus Plan (at 1"=400', or larger if necessary to show clarity, showing location of property to surrounding area)

At 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area:

Existing Conditions Plan

- Grading
- Drainage
- Utilities
- Landscaping
- Impervious surfaces
- Structures
- Resource Areas
- Vegetation
- Ownership of direct abutters

Proposed Site Layout Plan

- Lot boundary
- Structures
- Access drives, connections to street(s)
- Parking/Loading areas (include parking compliance calculation)
- Fencing (include detail)
- Walls (include detail)
- Walkways (include detail)
- Outdoor lighting (include specification)
- Trash receptacle

Grading and Drainage Plan

- 2' contour intervals, spot grades as necessary
- stormwater management locations
- resource area delineation
- floodplain area
- limit of work delineation
- erosion control

Utility Plan

- Sewer
- Water
- Hydrants/fire alarm
- Electric

Architectural Plans

- Floor plans
- Elevations
- Color rendering

Landscape Plan

- Limit of Work delineation
- Existing vegetation proposed to saved and/or removed
- Plant List with key to plan
- Screening
- Parking lot
- Street trees
- Snow storage area
- Recreation area
- Open space area
- Resource area delineation
- Detention/Retention areas

Narrative on phasing of construction, estimated commencement and completion of project

Site control/permission to pursue permits

Drainage calculations/Compliance with DEP Stormwater Management Regulations

Narrative on Project Impacts:

Municipal services

Wetlands

