

What must a site plan include on it?

Every site plan shall include if applicable:

1. The locations and boundaries of the lot, adjacent streets or ways, with names and the location and owner's names of all abutting properties with north point, Zoning District(s), graphic scale, date of plan, name of applicant, designer and surveyor, and a locus map;
2. Existing and proposed vegetation and topography, including contours, the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features;
3. Existing and proposed structures, including dimensions; existing structures in black and proposed structures in another color;
4. The location and dimensions of parking and loading areas; driveways, walk ways, access and egress points and distance to the nearest driveways and intersections;
5. The location and description of all proposed septic systems, water supply, storm drainage systems, utilities, lighting, and refuse and other waste disposal methods, exterior storage, and easements;
6. Proposed landscape features including the location and a description of screening, fencing and plantings;
7. Locations, dimensions, height and characteristics of proposed signs;
8. The location and description of proposed open space of recreation areas;
9. A snow removal plan
10. The interior layout of the structure;

The applicant shall also submit the following information:

1. Measures to prevent pollution of surface and groundwater, increased runoff, changes in groundwater levels, and flooding;
2. Design features which will integrate the proposed development into the existing landscape, maintain neighborhood character, enhance aesthetic asset and screen objectionable features from neighbors and roadways;
3. Control measures to prevent erosion and sedimentation during and after construction and the sequence of grading and construction activities, location of temporary measures, and final stabilization of the site;
4. 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.

OTHER HELPFUL INFORMATION

- Be prepared to present information that shows your proposal to be in harmony with the intent and purpose of the Zoning Ordinance and that complies with the site plan regulations set forth in section 200-8.4 of the Greenfield Zoning Ordinance
- No meeting date shall be set forth until such time as the applicant has submitted all required information in the appropriate form and the required quantity of copies
- Any information that an applicant receives from any Town officials, departments or Boards is advisory in nature and does not in any way indicate the direction that the decision might take at the actual hearing.
- Every application shall be filed with both the Town Clerk and the Department of Planning and Community Development
- It shall be the responsibility of the applicant to furnish all supporting documentation with the application
- The applicant shall pay the reasonable fees for the employment of outside consultants who, in the discretion of the site plan reviewing authority, are necessary to provide guidance on a specific project
- An applicant may appear in his/her behalf, or be represented by an agent or attorney. In the absence of any appearance without due cause on behalf of an applicant, the Board may decide on the matter using the information otherwise received.
- If a site plan review is accompanying a special permit application, Section 200-8.3 of the zoning ordinance must also be complied with.
- No building permit shall be issued for any building or structure for which site plan approval is required unless approval has been granted by the reviewing authority in compliance.



SITE PLAN INFORMATION

Instructions for applicants submitting
site plans to the Town of Greenfield's
Building Department, Zoning Board of
Appeals, or Planning Board

TOWN OF GREENFIELD
PLANNING AND COMMUNITY
DEVELOPMENT
14 COURT SQUARE
GREENFIELD, MA 01301
PHONE: 413.772.1548
FAX: 413.772.1309

TOWN OF GREENFIELD
BUILDING DEPARTMENT
253 MAIN STREET
PHONE: 413.772.1404
FAX: 413.772.2238

SITE PLAN REVIEW



What is site plan review?

Site plan review establishes criteria for the layout, scale, appearance, safety, and environmental impacts for a project in an attempt to “fit” projects into the community. The Supreme Judicial Court has defined its understanding of site plan review as regulating a use, not prohibiting it. In other words, a proposed site plan can only be denied if the submitted site plan fails to furnish all of the adequate information required by the by-law or if a proposed site plan may be too intrusive on the needs of the public. The site plan reviewing authority does have the right to impose reasonable conditions in connection with a site plan approval. For more information about site plan review, see Section 200-8.4 of the Greenfield Zoning Ordinance.

What projects need site plan review?

Any creation, expansion, substantial alteration, or change in use of the following uses shall require site plan review and approval:

1. All uses requiring a special permit
2. Any business, commercial, industrial, or institutional use (except home occupations not requiring a special permit)
3. Any residential use of two (2) or more units including subdivisions
4. Any site containing more than one (1) principal use

Who reviews the site plan?

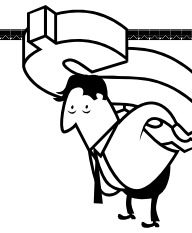
- (a) All uses of less than five thousand (5,000) square feet of floor area or ten (10) or less parking spaces shall be reviewed and approved by the Inspector of Buildings.
- (b) Site plans required as part of a special permit application shall be reviewed and approved by the appropriate Special Permit Granting Authority. Consult the Principle Planner/Permits Manager in the Department of Planning and Community Development to determine if it will be the Planning Board or Zoning Board of Appeals.
- (c) All other uses requiring site plan review shall be reviewed and approved by the Planning Board.



Helpful Information

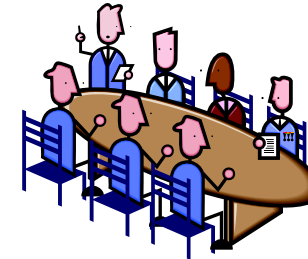
The following documents contain relevant information to site plan review; all documents can be found on the Department of Planning and Development’s website:

- ZBA Rules and Regulations
- ZBA site plan application
- ZBA Site Plan Rules and Regulations
- Site Plan Submission Checklist
- Fee Schedule
- Guide to Starting a New Business



What fees will you have to pay to apply for site plan review?

- If the Zoning Board of Appeals (ZBA) or the Planning Board is the site plan reviewer, there is a \$ 100.00 application fee to the Town of Greenfield
- If the Building Inspector is the site plan reviewer, there is no application fee.
- If approved through the ZBA or Planning Board, \$75.00 to the Franklin County Registry of Deeds to have the permit recorded.



What happens at the public meeting?

You will be given the opportunity to describe your proposal to the Board and you should be prepared to answer any questions the Board

asks you regarding the project. During the meeting there will be a public input portion in which anybody present at the meeting is given the opportunity to state their opinion on the project. The Board may make a decision right away, or they may wait depending on the project and the number of other items on the Agenda. The Board must issue a decision within forty-five days of receipt of the application.

Need help on your application?

For questions regarding the application process itself, please speak to the Principal Planner/Permits Manager in the Department of Planning and Community Development. The Inspector of Buildings is the Zoning Enforcer for the Town and so questions regarding zoning or site plans should be referred to the Inspector of Buildings. You can also find helpful documents on the Department of Planning and Development’s website: http://www.townofgreenfield.org/1planoffic/pdfs_planoffice.php