

# SITE PLAN REVIEW COMMITTEE 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.

## II. Scoping Meetings

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Attend General Concept meeting with committee.                        | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Traffic report study area meeting with City Planner and City Engineer | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. Provide any environmental impacts regarding the site to Conservation  | <input type="checkbox"/> yes | <input type="checkbox"/> 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?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Application Fee submitted?   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. Site Plan (see site plan review checklist)                           |                              |                             |
| A. Cover Sheet  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| B. Existing Conditions Plan   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| C. Construction/ Layout Plan  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| D. Utility/ Grading Plan  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| E. Landscape Plan   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| F. Erosion Control Plan   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| G. Detail Sheets  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. Drainage Review (see Drainage report checklist)                      | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5. Traffic Review (see Traffic Impact and Access report checklist)      | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 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 |

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- C. Utility (Required vs. Available and mitigation proposed)  yes  no
7. State Curb Cut Permit Application  yes  no
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### IV. Review / Decision

1. The committee has 30 days to comment regarding submitted site plan package
2. All submissions and comments shall be coordinated through the Building Dept.
3. Committee meets to discuss final action and/or conditions (applicant required to attend)
4. Once all conditions are set members disapprove or approve & sign paper copy
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### V. Construction

1. Pre - Construction meeting held with committee  yes  no
2. Project schedule submitted to committee for review (7 copies)  yes  no
3. Inspections coordinated
- A. Building Commissioner for building permit and occupancy & any conditions on the site  yes  no
- B. Conservation for order of conditions  yes  no
- C. Police and fire for occupancy issues.  yes  no
- D. Engineering
- i. Street Opening Permits  yes  no
- ii. Utility connection and installation inspections to City system  yes  no
- iii. Use of independent inspector on residential developments  yes  no
4. As-Built Plans (see As-Built plan checklist)
- Draft plan submitted to engineering for review and distribution as necessary  yes  no
- E. Committee members review / comment  yes  no
- F. Final version of as-built printed on Mylar and digital AutoCAD file copy submitted to Engineering  yes  no
5. Certificate of occupancy issued.  yes  no
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### VI. Waiver Section

**SITE PLAN REVIEW COMMITTEE PACKAGE CHECKLIST**

- 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"/>      |

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**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