

**CITY OF EVERETT
SITE PLAN REVIEW
APPLICATION**

Applicant: _____ Date of Submittal: _____
 Address: _____ Proposed Date of Hearing: _____
 Telephone: _____ Date of Approval: _____
 Owner (if not same): _____ Date of Completion of Appeal Period: _____
 Address: _____

Location of Property: _____

I. Projection Description:

- a. Zoning district: _____
 b. Square footage of parcel: _____
 c. Square footage of structure(s): _____
 d. Square footage of footprint: _____
 e. No. of dwelling units (if applicable): _____

II. Additional Information:

Information required includes this application and the following additional information. File one copy of all information with City Clerk and eleven (11) copies with the Planning Board (all copies must be stamped by City Clerk).

- a. A Site Plan at a scale of 1" = 40' , (or as established by Planning Board) including all requirements as set forth in Section 6.02 of the Everett Subdivision Regulations and the following:
1. Location and dimensions of all buildings and other construction;
 2. Location and dimensions of all parking area, loading areas, walkways, and driveways;
 3. Location and dimensions of all internal roadways and accessways to adjacent public roadways;
 4. Location and type of external lighting;
 5. Location, type, dimensions and qualities of landscaping and screening;
 6. Location and dimensions of utilities, gas, telephone, electrical communications, water, drainage, sewer and other waste disposal;
 7. Location of snow removal areas;
 8. Location of all existing natural features including ponds, brooks, streams, wetlands, and marshes;

9. Existing and proposed topography of the site, with two foot contours;
10. Conceptual drawings and elevations of buildings to be erected including elevations showing architectural styles.

b. A brief narrative, as requested by the Planning Board addressing these site plan requirements and other appropriate concerns in the following categories:

1. Building
2. Parking and loading
3. Traffic flow, circulation and traffic impact
4. External lighting
5. Landscaping and screening
6. Utilities
7. Snow removal
8. Natural features and their protection and enhancement
9. Topography and its maintenance
10. Compatibility of architecture with surrounding area

c. An Environmental Impact Statement.

III. Procedure:

The Planning Board shall, within 7 days after the filing of this application, transmit one copy of said application, plans and all other submitted information to the Inspector of Buildings, City Engineer, Board of Health, Conservation Commission and Director of Community Development who may, at their discretion, investigate the application and report in writing their recommendation to the Planning Board. The Planning Board shall not take final action on such application until it has received a report thereon from the Inspector of Buildings, City Engineer, Board of Health and Conservation Commission or until thirty-five (35) days have elapsed after distribution of such application without a submission of a report. The Planning Board shall hold a Public Hearing on said application as soon as possible after receiving the above reports, in accordance with Chapter 40A of the Massachusetts General Laws. The Planning Board shall notify the applicant in writing of its decision on the site plan. The decision shall document the proposed development or use and the grounds for granting or refusing the site plan. The Planning Board may, as a condition of approval, require that the applicant give effective notice to prospective purchasers, by signs or by recording the Board's decision at the Registry of Deeds, of the conditions associated with said premises and the steps undertaken by the petitioner or his successor in title to alleviate the effects of same.

Signature of Applicant

Fee Paid: _____

Date

**SITE PLAN REVIEW
REQUIREMENTS**

<u>Requirements</u>	<u>Compliance</u>
1. Twelve copies of plan	_____
2. Environmental Impact Statement	_____
3. Location and dimension of all buildings and other construction	_____
4. Location and dimensions of all parking areas, loading areas, walkways and driveways	_____
5. Location and dimensions of internal roadways and accessways to adjacent public roadways	_____
6. Location and type of external lighting	_____
7. Location, type, dimensions and quantities of landscaping and screening	_____
8. Location and dimensions of:	
a. Utilities	_____
b. Gas	_____
c. Telephone	_____
d. Electrical	_____
e. Communications	_____
f. Water	_____
g. Drainage	_____
h. Sewer	_____
i. Other waste disposal	_____
9. Location of snow storage areas	_____
10. Location of all existing natural features, including ponds, brooks, streams, and wetlands	_____
11. Topography of the site (2' contours)	_____
12. Conceptual drawing of building to be erected, including elevations showing architectural styles	_____

13. Narrative addressing the following:
 - a. Buildings
 - b. Parking and loading
 - c. Traffic flow and circulation
 - d. External lighting
 - e. Landscaping and screening
 - f. Utilities
 - g. Snow removal
 - h. Natural area protection & enhancement
 - i. Compatibility of the architecture of proposed development with existing architecture of surrounding area
14. Project name, boundary, north point, date, scale
15. Name and address of owner and engineer
16. Certified statement of encumbrances
17. Names of abutters
18. Lines of existing and proposed streets
19. Location, direction and length of streets
20. Location of monuments
21. Location of bounding streets
22. Locus (inset)
23. Indication of purpose of easements
24. Boundaries of wetlands
25. Street profiles
26. Layout and design for storm drainage, water and sewer (P.E.)
27. Existing and proposed grades
28. Statement of conformance with Master Plan

29. Wetlands protection (con com)

30. Sign advertising public hearing

31. Performance guarantee



CITY OF EVERETT
BOARD OF ALDERMEN
November 23, 1998

468/1998

Offered by Alderman Gilbert Dell Isola, as President

Ordinance

Be it

Ordained: BY THE CITY COUNCIL OF THE CITY OF EVERETT, as follows:

That Appendix A- Zoning, "Section 19 Site plan review" of the Revised Ordinances of the City of Everett, 1996, is hereby amended by striking out existing Section 19, in its entirety, and inserting new "Section 19 Site Plan Review".

February 8, 1999	Enrolled in Board of Aldermen
February 16, 1999	Enrolled in Common Council
March 1, 1999	Ordained in Common Council
March 8, 1999	Ordained in Board of Aldermen
March 12, 1999	Approved: /s/ David Ragucci Mayor

A true copy
Attest:

City Clerk

EVERETT CITY COUNCIL
99 MAR 30 PM 11:36

Everett Site Plan Review Ordinance

Sec. 19 Site Plan Review.

- (a) Purposes. For the purposes of protecting and promoting the health, safety, convenience and general welfare of the inhabitants of the city, promoting acceptable site planning practices and standards within the City of Everett and ensuring compliance with good zoning practices, notwithstanding any other provision of this ordinance to the contrary, no structure or premises exceeding five thousand (5,000) square feet in nonresidential gross building area or containing four (4) or more residential dwelling units shall be constructed, reconstructed, enlarged, altered or used, except in accordance with a site plan submitted to and approved by the planning board in accordance with the request of this section.
- (b) Any application for approval of a site plan review under this section shall be accompanied by twelve (12) copies of a site plan, which shall be at a scale to be established by the planning board and, according to the size of the development, shall include twelve (12) copies of all information required for a definitive plan. The plan shall contain the following information:
- (1) Location and dimensions of all buildings and other construction;
 - (2) Location and dimensions of all parking areas, loading areas, walkways and driveways;
 - (3) Location and dimensions of internal roadways and accessways to adjacent public roadways;
 - (4) Location and type of external lighting;
 - (5) Location, type, dimensions and quantities of landscaping and screening;
 - (6) Location and dimensions of utilities, gas, telephone, electrical, communications, water, drainage, sewer and other waste disposal;
 - (7) Location of snow storage areas;
 - (8) Location of all existing natural features, including ponds, brooks, streams and wetlands;
 - (9) Topography of the site, with two-foot contours;

- (10) Conceptual drawing of buildings to be erected, including elevations, showing architectural styles.

Such site plan shall also be accompanied by a brief narrative, as requested by the planning board, addressing these site plan requirements and other appropriate concerns in the following defined categories:

- (11) Buildings;
- (12) Parking and loading;
- (13) Traffic flow and circulation;
- (14) External lighting;
- (15) Landscaping and screening;
- (16) Utilities;
- (17) Snow removal;
- (18) Natural area protection and enhancement;
- (19) Compatibility of the architecture of the proposed development with existing architecture of the surrounding area.

The planning board shall review such submitted information in accordance with accepted site planning standards and attempt to promote such standards and make certain that the development, if approved, takes place in a manner which shall in all aspects be an asset to the city. The planning board shall request changes in such plans and information submitted to promote the quality of the development and its impact upon the health, convenience and general welfare of the inhabitants of the city. **The planning board may also request, in their sole discretion, additional studies which may include but are not limited to, traffic, noise, and comprehensive environmental studies.** The planning board shall review and amend all such submitted plans in accordance with the following criteria:

- (20) Adequacy of parking facilities and number of parking spaces proposed for each development;
- (21) Adequacy of loading facilities;
- (22) Adequacy of traffic circulation system;

- (23) Adequacy of access points and routes to and from the land parcel to adjoining streets and ways;
- (24) Adequacy of type and amount of external lighting to be provided on the parcel;
- (25) Adequacy of type, quality and quantity of landscaping to promote an aesthetically pleasing environment and to properly screen the development from adjacent land uses;
- (26) Adequacy of type, quality and quantity of vegetative screening to protect adjacent and nearby land parcels from structures not aesthetically pleasing or wholly compatible with such parcels;
- (27) Adequacy of the methods of disposal of sewage, refuse, and other waste;
- (28) Adequacy of the method of surface drainage across and from the site;
- (29) Adequacy of the method of water distribution to and from the parcel and its structures;
- (30) Adequacy of pedestrian circulation systems to and from parking areas and structures;
- (31) Adequacy of protection or enhancement of natural areas;
- (32) Compatibility of the architecture of structures with the architecture of surrounding or nearby buildings.

(c) The planning board shall, within seven (7) days after receipt of said application transmit one (1) copy of said application and plans to the inspector of buildings, city engineer, board of health, conservation commission and **director of community development**, who may at their discretion investigate the application and report in writing their recommendations to the planning board. The planning board shall not take final action on such plan until it has received a report thereon from the inspector of buildings, city engineer, board of health and conservation commission or until thirty-five (35) days have elapsed after distribution of such application without a submission of a report. Notice of the filing of the application shall be given to the city clerk, fire department, police department, superintendent of streets and school department and further notice shall be given as required by the planning board, and a public hearing shall be held within sixty-five (65) days after filing of an application in accordance with Massachusetts General Laws, Chapter 40A.

(d) Failure of the planning board to take final action upon an application within ninety (90) days following the date of the public hearing shall be deemed to be a grant of the approval applied for.

After a notice and public hearing as set forth above, the planning board, by a two-thirds (2/3) vote, may approve the plan provided that:

- (1) The proposed development shall properly screen itself, its buildings, structures and other construction with vegetative landscaping, earth berms, fencing or other appropriate screening as determined by the planning board.
 - (2) To protect the quality -of the surrounding area and environment, if such surrounding area is residential in nature, is land reserved for conservation use or is land which the board determines to be appropriate for such a requirement, a buffer zone shall exist along the property line within which no construction or destruction of land shall take place. The size of such zone shall be determined by the planning board according to the size of the proposed development, the land uses of the surrounding area, the aesthetic aspects of the proposed development, and all impacts of the proposed development upon such surrounding areas which can be alleviated through such a buffer zone.
 - (3) In specific instances where the planning board deems such to be appropriate, it shall assess the compatibility of the architecture of a proposed development with the architecture of surrounding structures and land uses and may request alterations to the architecture of such proposed development to ensure compatibility.
 - (4) The planning board may, in appropriate cases as it determines, impose further restrictions upon the development or parts thereof as a condition to granting the approval and may waive any defined restrictions.
- (f) In exercising its jurisdiction, the planning board shall conform to all requirements of procedure applicable under the Massachusetts General Laws, Chapter 40A, as amended, and the Everett Zoning Ordinance.
- (g) Any approval granted hereunder shall lapse within two (2) years if substantial construction thereof has not commenced by such date except for good cause.
- (h) Site Plan Review Fee: A fee of \$1500.00 or \$.10/square foot, whichever is greater, will be imposed for site plan review.