

# SUBMITTING THE PLANS FOR PLANNING BOARD APPROVAL

For Site Plan and/or Special Permit approval from the Planning Board (PB) a project must: First submit all permits and plans to the TOWN CLERK

Demonstrate compliance with the Zoning By-laws (ZBL) including Zoning Regulations, Design Review, if applicable.

- Demonstrate compliance with PB rules and regulations (including Landscape Regulations).
  - Indicate Conservation Commission approval, if applicable.
- Comply with other conditions of approval that may be proposed by the PB.

The PB will not move forward without a complete application, corresponding plans and required materials for **both** the Site Plan and any Special Permits.

- All materials must closely follow the requirements/procedures listed in the documents below. To properly get started with preparing an application package, you should be familiar with the following documents and know exactly what will be required for the review/approval process:
- **Zoning By-laws:**
- Chapter 145- details *genera*/procedures for Site Plan, Special Permit and Design Review.
- Additional regulations of the ZBL will apply: it is essential to thoroughly understand the requirements, such as site dimensional standards, parking standards, signage or other things that may require reviewing in your submittal.
- **Planning Board Regulations:**
- Provides detailed procedures for Site Plan, Special Permit and Design Review. Gives you a step by step for preparing a Site Plan and what requirements must be included.
- This document literally can be used as a checklist for Site Plan preparation.
- **Planning Board Tree On Scenic Road Act:**
- Outlines the PB's required Scenic Road Act that may apply to all applications for Site Plan and Special Permit Design Review.

## HELPFUL TIPS FOR A SUCCESSFUL PROJECT REVIEW

- Having your designer, engineer and landscape architect available to discuss their aspect of the project and how their design complies with the requirements of both the ZBL and the PB Regulations is crucial and may be required by the PB. In the end, this always helps move things along more efficiently.
- If you are subject to Design Standards (175-16 of the PB Rules and Regulations) it is strongly recommended to have your architect present at PB hearings until the PB is comfortable that Design Standards have been met.
- Other approvals from other agencies or from the Town may apply as the project progresses.
- In most cases where there is potential water or wetland impact, the application process should begin with **Conservation Commission** (CC). It may be more cost effective to meet with the CC prior to the Planning Board to specifically understand what limitations may be imposed on the project based on, among other things, the:
  - Wetlands Protection Act – 100' Buffer Zone jurisdiction
  - Riverfront Protection Act – 200' Buffer Zone jurisdiction
- If you are subject to affordable housing requirements (Inclusionary Zoning, density bonus or other requirement), prior to filing your application, working with the Townsend Housing Authority on the affordable housing portion of the Development Agreement may speed up the process.

### Town Clerk's Stamp

**Note:** No application shall not be deemed to have been submitted to the Planning Board until the application form, fees, site plan, all required documentation have been first delivered to the Town Clerk.

