

**CHECKLIST**  
Millbury Planning Board  
Submission of Site Plan Review

**Plan Name:** \_\_\_\_\_

Property Address: \_\_\_\_\_ Assessor's Map \_\_\_\_\_, Lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
(If the applicant is not the owner, a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest shall be submitted)

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Engineering Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**Submission Checklist:**

- \_\_\_\_\_ 1) Submission Fee of \$ \_\_\_\_\_ and Technical Review Fee of \$ \_\_\_\_\_ made payable to the Town of Millbury
- \_\_\_\_\_ 2) One original Site Plan (at a scale of 1" = 20'), ten (10) full size copies, and seven (7) 11" x 17" copies thereof showing:
  - \_\_\_\_\_ a. Names, addresses and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan. If the applicant is not the owner, submit a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest.
  - \_\_\_\_\_ b. Identification of the plan by name of the project, property address, assessor's map and lot number, the date, datum NAD83 and NAVD 88, north arrow, names of abutters and scale.
  - \_\_\_\_\_ c. Natural features including watercourses, water bodies, wetlands, soil properties, and any other environmental features of the landscape that are important to the site design process.
  - \_\_\_\_\_ d. Location of all existing and proposed easements, rights-of-way and other encumbrances.
  - \_\_\_\_\_ e. All floodplain information, including the contours of the one-hundred (100) year flood elevation based upon the most recent Flood Insurance Rate Map for Millbury, or as calculated by a professional land surveyor for unmapped areas.
  - \_\_\_\_\_ f. Location, width, curbing, and paving of all existing and proposed streets, rights-of-way, easements, alleys, driveways, sidewalks, and other public ways.
  - \_\_\_\_\_ g. Location of all pavement markings.
  - \_\_\_\_\_ h. Location of all existing and proposed on-site snow storage areas.
  - \_\_\_\_\_ i. Location and name of all streets and indicate whether the street is a public or private way.
  - \_\_\_\_\_ j. Lot lines with dimensions.
  - \_\_\_\_\_ k. Zoning district lines.
  - \_\_\_\_\_ l. Five (5) signature lines for the Planning Board approval.
  - \_\_\_\_\_ m. Existing and proposed topography contour lines at one (1) foot intervals.
  - \_\_\_\_\_ n. Information on the location, size, type and number of existing and proposed landscaping features.
  - \_\_\_\_\_ o. Information on the location, size and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical, cable, etc.)
  - \_\_\_\_\_ p. The location, type and intensity of lighting, the location and dimensions of all signage and any site amenities, the location screening of refuse containers.
  - \_\_\_\_\_ q. The location, dimensions of all existing and proposed buildings and uses on-site and on abutting properties.
  - \_\_\_\_\_ r. Elevation and façade treatment plans of all proposed buildings.
  - \_\_\_\_\_ s. Information on the location, size, and type of parking, loading, storage and service areas.
  - \_\_\_\_\_ t. Zoning and other applicable setback distances, and zoning parking calculations
  - \_\_\_\_\_ u. At least three property boundary marker locations, remotely separated, indicated with Mass Grid Plane Coordinates
- \_\_\_\_\_ 3) A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.
- \_\_\_\_\_ 4) An isometric line drawing (projection) at the same scale as the site plan, showing the entire project and its relation to existing areas, building and roads for a distance of one hundred feet from the project boundaries.
- \_\_\_\_\_ 5) A locus plan at a scale of one inch equals 100 feet (1" = 100') showing the entire project and its relation to existing areas, buildings and roads for a distance of one hundred (100) feet from the project boundary or such other distances as may be approved or required by the Planning Board.
- \_\_\_\_\_ 6) Building elevation plans at a scale of one-quarter inch equals one foot (1/4" = 1') or one-half inch equals one foot (1/2" = 1') showing all elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.
- \_\_\_\_\_ 7) Development impact statements which shall describe potential impacts on the proposed development, compare them to the impacts of uses which are or can be made of the site without a requirement of site plan review, identify all significant positive or adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts. The development impact statement shall include:
  - \_\_\_\_\_ a. Traffic Impact Assessment
  - \_\_\_\_\_ b. Environmental Impact Assessment

- \_\_\_\_\_ c. Fiscal Impact Statement  
\_\_\_\_\_ d. Historic Impact

Note: The Planning Board may waive any of the above listed requirements if it believes that said requirement is not necessary based on the size and scope of the project. The applicant may petition the Planning Board prior to making a formal application to request notification as to which sections (s) of the site plan review by-law requirements are necessary. The Planning Board will then notify the applicant within thirty (30) days as to which sections relate to the proposed project based on the size and scope of the project.

The Millbury Planning Board has accepted the submission of the above Site Plan. This document certifies that, as currently submitted, the Site Plan meets the minimum submission guidelines as set forth by the Town of Millbury. This document certifies that the Site Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Site Plan.

Town Planner/Planning Board Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_