



TOWN OF MANSFIELD, MASSACHUSETTS

Six Park Row, Mansfield, MA 02048

SITE PLAN APPLICATION/CHECKLIST

Site Plan Approval is conducted in accordance with **Section 230-5.3** of the Mansfield Zoning By-Law. **ALL** information required by **Section 230-5.3** (copy attached) and by pages 2 and 3 of this application must be submitted. Applicants should obtain a copy of the complete Zoning By-Law from the Town Clerk's Office.

Fee \$ _____

Address of Site: _____ Zoning District: _____

New Construction: ___ or Addition: ___ and Percentage of Expansion: _____

Owner: _____ Applicant: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Process

1. Original and 11 copies of the complete site plan application, including plans and filing fee, are submitted to the Town Clerk's Office. See Zoning By-Law **Section 230-5.3** (attached) and pages 2 and 3 of this application for submission requirements;
2. Staff-level review, scheduled by the Building Inspector;
3. Planning Board public meeting.

Fees (Based on the size of the lot)

5,000 square feet or less	\$50
5,001 to 10,000 square feet	\$100
10,000 and over	\$385 + 1.7 cents per square foot of lot area

- **ALL information required by Mansfield Zoning By-Law Section 230-5.3, Site Plan Approval (pages 4 through 6, attached), must be submitted.**

- **The site plan must also include:**
 1. The stamp of a professional architect or registered professional engineer, as well as the stamp of a registered land surveyor;
 2. Name of owner and applicant;
 3. Site size and upland/wetland calculations;
 4. Names of record owners of abutting land according to the most recent tax list;
 5. Location of existing buildings, driveways, driveway openings, parking spaces, service and loading areas on adjacent properties within 100 feet of the site;
 6. Location of proposed structures, driveways, driveway openings, loading areas, service areas and all facilities for screening services, lighting, signs, sewage, refuse and drainage.

- **In addition, a certified plot plan prepared by a Registered Professional Engineer, Land Surveyor or Architect must be submitted with the following information (if applicable):**
 1. Occupancy load of the building;
 2. Use of the building or addition;
 3. Dimensions of the building;
 4. Height of the building;
 5. Floor Area Ratio (FAR);
 6. Setback to respective front, rear and side lot lines;
 7. Cross sections of sewer, water and drainage profiles per Town of Mansfield specifications. Show size and type of the domestic pipe at the entry to the building. Locate and show all gate valves. Indicate the amount of coverage over the water lines (five feet minimum);
 8. Existing and proposed location of:
 - a. Electrical pad(s);
 - b. Electrical service;
 - c. Telephone poles;
 - d. Easements;
 - e. Hydrants
 9. Include:
 - a. Grading and topographical information;
 - b. Maximum height of shrubbery at all entrances and exits;
 - c. Compliance with Conservation Commission requirements;
 - d. Boring data and test results
 10. Written approval of curb cuts, either by the Commonwealth of Massachusetts or the Mansfield Department of Public Works, whichever has jurisdiction over the proposed entrance.
 11. Gas trap approval;
 12. Original and revised plan dates.

For the specifications and filing requirements of each department, please contact:

Robert J. Blackman, Inspector of Buildings/Zoning Enforcement Officer
(508) 261-7360

Shaun P. Burke, Director of Planning and Development
(508) 261-7363

Neal Boldrighini, Fire Chief
(508) 261-7318

Ronald Sellon, Police Chief
(508) 261-7300

Lee Azinheira, DPW Director
(508) 261-7366

Richard Alves, Assistant DPW Director/Town Engineer
(508) 261-7375

Joe Sollecito, Director, Mansfield Municipal Electric Department
(508) 261-7362

Katelyn Merrill Gonyer, Conservation and Environmental Planner
(508) 261-7378

Amy Donovan-Palmer, Health Agent
(508) 261-7366

Raymond Walker, Plumbing and Gas Inspector
(508) 261-7360

Arthur Pedini, Electrical Inspector
(508) 261-7360

Anthony Strycharz, Mechanical Inspector
(508) 261-7360

§ 230-5.3. Site plan approval.

A. Purpose. The purpose of site plan approval is: to provide an orderly review procedure where site plans of proposed projects can be approved with reasonable conditions which will maintain the character and integrity of all zoning districts and adjoining zoning districts; to ensure that new, expanded or reconstructed sites are planned and designed to minimize impacts on the environment, abutters, and Town services by proper design and construction of stormwater systems, parking and loading areas, waste removal, sediment and erosion control, lighting, landscaping and buffering, points of access and egress, pedestrian access and signage.

B. Applicability.

(1) In all instances specified in Article **III**, Schedule of Principal Regulations, indicating that site plan approval is required, no building permit shall be issued in any case where a building is to be erected or externally enlarged and no area for parking, loading, or vehicular service (including driveways giving access thereto) shall be established or substantially changed, except in conformity with a site plan bearing an endorsement of approval by the Inspector of Buildings after review thereof by the Planning Board. Site plan approval shall not be required in any case where a building is to be externally changed for the purpose of closing an entrance or creating a new entrance thereto and for other extension(s) to a building, which in total shall not exceed more than 15% of the gross floor area of the building or 10,000 square feet, whichever is less.

(2) Uses which require approval by the Planning Board are identified by the letter "Y" under the column heading "SPA" of Schedule of Principal Use Regulations.^[1]

[1] Editor's Note: The Schedule of Principal Use Regulations is included as an attachment to this chapter.

C. In instances where site plan approval is required, a site plan shall be submitted in accordance with § **230-5.5B** and **C** of this Zoning Bylaw, as well as the following, which shall be required by the applicant for plan review:

- (1) Locus plan;
- (2) Location of structures within 100 feet of property lines;
- (3) Existing and proposed buildings, showing setbacks from property lines;
- (4) Signage;
- (5) Existing and proposed contour elevations in two-foot increments;
- (6) Parking areas, driveways, and facilities for pedestrian movement;
- (7) Drainage system;
- (8) Utilities and lighting, including a photometric plan;
- (9) Landscaping, including trees to be removed and retained;
- (10) Loading and unloading facilities;
- (11) Provisions for refuse removal;
- (12) Drainage calculations and soil tests for the location of the building(s), parking areas and drainage facilities;
- (13) Other information as may be necessary to determine compliance with the provisions of this bylaw;

- (14) Building elevations, floor plans.
- (15) Renderings: sketches, drawings and/or computer-generated imagery of a proposed building(s) in 2-D or 3-D perspective. Each rendering shall contain a front corner perspective depicting building façade and one side, and a rear corner perspective depicting the rear of the building and one other side. Additional building perspectives are encouraged. The rendering(s) shall show lighting, signage, color, material, details and design. The Planning Board shall have the authority to approve modifications of the approved site plan and building design requested by the applicant.

[Added 5-19-2015 ATM by Art. 38]

- D. Review procedure. The Planning Board shall examine the following concerns in reviewing the site plans of the proposed development:
 - (1) Proper drainage of the property;
 - (2) Safe access to the development, minimizing the number and width of curb cuts;
 - (3) Acceptance design and layout of ways, streets, and parking areas;
 - (4) Proper lighting design for parking areas and abutters per Zoning Bylaw § **230-4.3L**;
 - (5) Complies with the Mansfield Master Plan and Open Space and Recreation Plan, as may be applicable;
 - (6) Design features, building elevations;
 - (7) Aesthetic assets; how proposal relates to site features, unique characteristics and neighborhood character, as may be applicable;
 - (8) Landscaping and screening in accordance with § **230-4.3** of the Zoning Bylaw.
- E. The applicant shall submit such material as may be required regarding measures proposed to prevent pollution of surface or groundwater, soil erosion, increased runoff, changes in groundwater level, and flooding.
- F. The applicant shall submit material regarding design features intended to integrate the proposed new development into the existing landscape, to enhance aesthetic assets, and to screen objectionable features from neighbors.
- G. The applicant shall submit such material as may be required regarding the project traffic flow patterns into and upon the site for both vehicles and pedestrians and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours.
- H. Prior to rendering its decision, the Planning Board shall examine the technical quality of the site plans and evaluate the advisability of approval after considering the following matters:
 - (1) Protection and enhancement of existing site features;
 - (2) Protection of adjoining premises against detrimental uses by provision for surface water drainage, sound and sight buffers and preservation of views, light and air;
 - (3) Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway opening in relation to traffic or to adjacent streets and, when necessary, compliance with other regulations for the handicapped, minors and the elderly;
 - (4) Conformance of the arrangement of parking and loading spaces in relation to the proposed uses of the premises to § **230-4.4** of this bylaw;

- (5) Proper methods of disposal of refuse and other wastes resulting from the uses permitted on the site; applicant must demonstrate availability of adequate water supply and waste disposal systems;
 - (6) Relationship of structures and open spaces to the natural landscape, existing buildings and other community assets in the area and compliance with other requirements of this bylaw;
 - (7) Protection of environmental features, particularly groundwater resources, on the site and in adjacent areas, adequate protection to prevent pollution of surface and groundwater, soil erosion, increased run-off, changes in groundwater recharge or elevation and flooding.
- I. The original and 11 copies of the development application and plans shall be submitted to the Town Clerk, who shall give the applicant a dated receipt. Within three days of the receipt of said application, the Town Clerk shall transmit the original and all copies to the Building Inspector for distribution and review.
- J. The applicant shall submit to the Building Inspector a final as-built of the site plan, stamped by the engineer and land surveyor (as necessary) in both hard copy and digital format (preferably in AutoCAD DWG format, but DXF format will be acceptable). The media shall be a 3.5 inches floppy disk or CD. The plan vertical datum shall reference the North American Vertical Datum of 1988 (NAVD88), and the plan shall contain a minimum of two benchmarks. The horizontal orientation shall reference the North American Datum of 1983 (NAD83). The plan shall show the locations and dimensions of the building foundation(s), and all utilities, including sanitary sewer, storm drain, water and electric. The location of the foundation(s) shall be shown with respect to the lot lines. The locations of all utility connections shall include the elevation, the size and material of the connections, and the distance from the points where the services leave the foundation to the nearest foundation corner. For sewer and drainage, swing ties shall also be provided from at least two foundation corners to any sewer or drain structure, or change in horizontal or vertical line of the services and the distances from the nearest Town manhole to the points of connection to the Town mains. For water service(s), swing ties shall also be provided from at least two foundation corners to any bends, valves, fittings, curb stop and corporation stops. For electric service, swing ties shall also be provided from at least two foundation corners to any underground conduit bends, hand holes or manholes. The engineer or registered land surveyor shall certify that the construction conformed to the approved site plan or approved modifications thereto. Both the above as-built plan and the certification must be received and approved prior to sign off of the certificate of occupancy.
- K. The Building Inspector shall arrange for said site plan to be reviewed by, but not limited to, the following departments; Police, Fire, Engineering, Conservation, Electric, Water, Wastewater, Health, Planning and Public Works. Written comments from the departments shall be forwarded to the Planning Board prior to the Planning Board's review.
- L. If the Planning Board determines that said site plan complies with the purpose and specification of this bylaw, the Board shall approve the site plan with or without conditions. If the Board determines the plan does not comply with the specifications of this bylaw, it

shall be disapproved.

- M. The Planning Board shall take action on said plan within 45 days of the Town Clerk's receipt of the application and site plans that meet the requirements listed herein.
- N. Appeals. The Zoning Board of Appeals as established by Chapter 40A of the General Laws of the Commonwealth shall hear and decide appeals in regards to determinations or decisions made by the Planning Board in the enforcement or administration of this section.