

NON-RESIDENTIAL/MULTI-FAMILY SITE PLAN REVIEW CHECKLIST

Please read carefully. Regardless of project size or scope, the following are required unless explicitly waived. Incomplete applications may delay Board review.

Feel free to reach out to the Planning and Land Use Department curtinj@lincolntown.org or 781-259-2610 if you have any questions or if you would like staff to review prior to final submission.

1. Site Plan signed and stamped by certified land surveyor

- a. Property boundaries and easements
- b. Existing and proposed grades
- c. All wetlands and floodplains
- d. True North
- e. Visual Scale
- f. Foot print of all existing and proposed structures with dimensioned setbacks measured from roof overhangs incl.
 - i. Accessory structures: barns, garages, sheds, chicken coops
- g. Location of driveway and any turn around incl. dimension and material
- h. Locations of proposed path lighting, if any
- i. Drainage structures (please note that all stormwater must be retained onsite) incl.
 - i. Crowning of driveway
 - ii. drywells
 - iii. other surface or subsurface drainage infrastructure
- j. Any proposed decks
- k. Location of any existing/proposed generator
- l. Location of any existing/proposed fencing incl. materials and height
- m. Location of existing/proposed septic system
- n. 10-foot no-disturb buffer zone line around property
- o. Limit of work line

2. Stormwater

- a. Stormwater Management Report by licensed engineer
- b. Plan showing drainage infrastructure (if not included on Site Plan)

3. Zoning Table

- a. Setbacks of all structures
- b. Height Dimension
- c. Story Calculation
- d. Calculated Gross Floor Area

4. Elevations

- a. All four sides of all proposed buildings labeled north, south, east, and west incl. any proposed cupolas
- b. Height of buildings dimensioned, incl. cupolas from lowest exposed point or average natural grade if approved; must provide calculation of average natural grade if requesting

- c. If changes are being made to an existing structure, show existing elevations with proposed elevations overlaid in red
- d. Lighting locations shown
- e. All locations of windows, doors, skylights, and other exterior features.

5. Landscape Plan

- a. 10-foot buffer line
- b. All existing trees to be removed which measure over 12" in diameter
- c. All proposed hardscape including patios, stone walls, and pools
 - i. Patios dimensioned, material indicated
 - ii. Height and material of stone walls
 - iii. Pool locations dimensioned to lot lines
- d. All proposed landscape for screening the street or neighbors with tree specifications including type and height
- e. Landscape Lighting

6. Lighting Information

- a. Catalog cut sheets of all lighting fixtures including specification sheets. Note: All lighting fixtures must conform to Lighting Guidelines: fully shielded fixtures with max 3000K color temperature
- b. Table including fixture type, number of each type of fixtures, lumens, color temperature, and location description (eg. shown on west elevation, above mudroom door etc.). Lighting for structures shall be shown on elevations. Landscape lighting shall be shown on landscape plan.

7. Generator Information

- a. Catalog cut sheet of proposed generator including specification sheet with decibel levels stated. Note: Any sound muffling equipment that is available for a particular unit must be used.

8. Other Documentation

- a. Narrative
- b. Application Cover Form
- c. Multi-Family Residential Site Plan Review Form
- d. Certified Abutters List
- e. Legal Ad Authorization Form
- f. Approvals from other Boards having jurisdiction over the project incl.
 - i. ZBA
 - ii. Conservation Commission
 - iii. Historical Commission
 - iv. Board of Health – Title V approval necessary

9. Site Plan Review Fee = \$100.00 per 1,000 square feet of added gross floor area.

ALL DOCUMENTS MUST ALSO BE SUBMITTED VIA PDF