



TOWN OF COHASSET

Planning Board

41 Highland Avenue

Cohasset, MA 02025

Tel: (781)-383-3517 FAX: (781) 383-1561

SITE PLAN REVIEW PROCEDURES

1. Submit to the Planning Board secretary, **eighteen** copies/sets of the following:
 - Application – Form 10
 - Site Plans, Floor Plans, Elevations (NOTE: **6 sets** at 11” x 17”; **12 sets** full size – no larger than 2’ x 3’)
2. Submit to the Planning Board secretary:
 - an Abutter’s list – *certified* by the Assessors’ Office
 - **two sets of Abutter’s mailing labels** from the Assessors’ Office.
3. Submit to the Planning Board secretary the appropriate application fee, legal fee and engineering fee (see attached fee schedule).

NOTE: If items 1, 2 and 3 are found to be incomplete, the following cannot be done:

4. After items 1, 2 and 3 are found to be complete, the Planning Board secretary will then contact the Town Clerk to date-stamp the entire submittal, “As Received.”
5. The Planning Board secretary will then do the following:
 - Set a date and time for the public hearing
 - Post the meeting in the Town Clerk’s Office
 - Reserve the appropriate room for the public hearing
 - Distribute the plans to the appropriate boards
 - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date
 - Notify the abutters, by mail, of the public hearing
6. The Applicant will then do the following:
 - Mail copy of the site plan, floor plans and elevations to John Modzelewski, P.E., Civil Designs Inc., 496A Commercial St., Boston, MA 02109 for review on behalf of the Board.

Attached: Form-10 Application
Site Plan Approval Checklist



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FORM 10 – APPLICATION FOR APPROVAL OF A SITE PLAN

DATE:

To the Planning Board:

The undersigned herewith submits the accompanying preliminary site plan of property located in the Town of Cohasset for site plan approval under the requirements of Section 5B of the Zoning Bylaws of the Town of Cohasset and the Site Plan Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner: _____

Address: _____

2. Name of Applicant: _____

Address: _____

3. Zoning Classification _____

4. Assessor's Map: _____ Plot(s): _____

5. Deed of Property recorded in Norfolk County Registry of Deeds in Book _____, (page) _____

6. Location of description of property sufficient for identification:

Total Residential Gross Floor Area _____ square feet

7. Telephone Number: _____

Cell Phone Number: _____ FAX: _____

Signature of Owner/Applicant



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SITE PLAN REVIEW CHECK LIST

The following check list is a guide for the applicant to give sufficient information on the site plan submitted with the application, for both preliminary or definitive plans.

GENERAL

A. Title Block

- 1. Name of Project – (Specific Name)
- 2. Name and address of Owner and/or Agent (if different)
- 3. Date of plan and/or revisions
- 4. Site Plan case number – space
- 5. Land Surveyor, Engineer and/or Architect, address, stamp and signature
- 6. Scale (between 1" = 20' and 1" = 60') Plans no larger than 2' x 3'
- 7. Zoning Summary in the following format:

	REQUIRED	EXISTING	PROPOSED
Area			
Frontage			
Lot Width			
Front Yard			
Side Yard			
Rear Yard			
Height			
Coverage Bldg.			

B. Parcel of Property

- 1. Property Lines
- 2. Dimensions of property lines to scale
- 3. Area of property in square feet
- 4. Existing structures shown
- 5. Zone line and zones
- 6. Elevations, existing and proposed, Bench Mark set
- 7. Abutters (and property lines)
- 8. Easements (type and location)

C. Location

- 1. Vicinity (Map) on plan 1" = 200'
- 2. Locus (Map) on plan scale 1" = 1000' (either or both)
- 3. North arrow on plan

D. Streets

- 1. Abutting parcel frontage
- 2. Pavement width – street width
- 3. Curbing Line
- 4. Right-of-way lines
- 5. Intersections within 50' of property limits
- 6. Existing utilities and sizes – Water, Sewer, Drain, Gas and Electric

E. Building(s) Shown on Survey Plan

- 1. Proposed
- 2. Existing
- 3. Area in square feet of each building
- 4. Entrances and exits to building
- 5. Loading areas and platforms
- 6. Elevations, building materials – exterior details

F. Utilities (show existing and proposed)

- 1. Sewerage facilities ***NOTE: All sewerage facilities subject to Board of Health Approval***
 - a. On-site - location and size
 - b. Town system, size and type of pipe (profiles)
 - c. S.M.H. (rim & invert elevations)
- 2. Water
 - a. Location of service
 - b. Size and type of pipe
 - c. Gate valves
 - d. Hydrants
- 3. Drains
 - a. Location of catch basins
 - b. Size and type of drain pipe
 - c. Headwall details
 - d. Natural water courses and water bodies
 - e. Culverts (invert elevations) and size
- 4. Electric (detail drawing – underground)
 - a. Power
 - b. Telephone
 - c. Street lighting
 - d. Fire alarm
 - e. E.M.H., transformers, pads, etc.

5. Gas

- a. Location

6. Waste Disposal

- a. Storage area
- b. Collection area

G. Driveways

- 1. Curb cut
- 2. Width of drive
- 3. Curbing – type and distance
- 4. Radii

H. Parking Areas

- 1. Drainage
- 2. Size of spaces and angle of parking
- 3. Pavement
- 4. Aisle width
- 5. Curbing
- 6. Car stops (type)
- 7. Lighting
- 8. Required number of spaces

I. Landscaping

- 1. Greenbelt – width and area
- 2. Interior landscaping – 2% of lot size
- 3. Fences
- 4. Walks
- 5. Walls
- 6. Planting areas
- 7. Trees
- 8. Ledge

OTHER

- 1. Drainage/grading plans in sufficient detail to determine that the work will not be harmful or injurious to existing uses in the area, if deemed necessary by the Board.
- 2. If deemed necessary by the Board, drainage/grading plans in sufficient detail to determine that the work will not be harmful/injurious to existing uses in the area.