

## SITE PLAN REVIEW CHECKLIST

\*\*\*\*\*TO BE FILLED IN BY THE PLANNING BOARD\*\*\*\*\*

(For the information of the Property Owner)

### APPLICATION PROCEDURAL REQUIREMENTS

APPLICATION SUBMISSION ITEMS		YES	NO
1. Application Form (this form)	Sec. 5. A		
2. Notification List, including:	Sec. 5. A		
a. All abutters			
b. Applicant			
c. Person(s) whose seal appears on the plat (e.g. engineer, architect, land surveyor, soil scientist)			
d. All holders of conservation, preservation, or agricultural preservation restrictions			
3. Check to cover filing, mailing, advertising fees	Sec. 5. A		
4. Letter of authorization by property owner, if applicable.	Sec. 5. A		

PLAT SUBMISSION ITEMS		YES	NO
1. Five (5) paper copies of the Plat sized in accordance with Site Plan Review standards, but at a scale no more than 40 feet = 1 inch.	Sec. 8. B		
2. Block for Planning Board endorsement.	Sec. 8. B. 1		
3. Name of owner and project.	Sec. 8. B. 1		
4. Name, seal and signature of person(s) who prepared the plat (when applicable).	Sec. 8. B. 1		
5. North arrow, scale, date of plan, legend.	Sec. 8. B. 1		
6. The statement to the effect of: "The Site Plan Review Regulations of the Town of Mason are part of this plat and approval of this plat is contingent on completion of all requirements of said regulations, excepting only any variances or modifications made in writing by the Mason Planning Board and attached hereto."	Sec. 8. B. 2		
7. A Locus Plan at 1" = 400'.	Sec. 8. B. 3		
8. Perimeter survey with line bearings and distances, statement of the precision (1:5,000).	Sec. 8. B. 4		
9. Location and amount of frontage.	Sec. 8. B. 4		
10. Location of building setback lines.	Sec. 8. B. 4		
11. Lot area in acres and square feet.	Sec. 8. B. 4		
12. Boundaries of any area in Current Use.	Sec. 8. B. 4		
13. Topography at two-foot intervals, except where terrain is in excess of 5% slope, in which case five-foot intervals are permissible.	Sec. 8. B. 4		
14. Location of all watercourses (including intermittent drainageways), waterbodies and wetlands, existing drainage including all culverts, the location of any adjacent wetlands, and the 100-year flood elevation line (if applicable).	Sec. 8. B. 4		
15. Types and locations of major vegetation classes (fields, woods, etc.)	Sec. 8. B. 4		
16. Soil Mapping as per Section 9.	Sec. 8. B. 4		
17. Septic setback lines derived from the soil mapping.	Sec. 8. B. 4		
18. Location of all existing water supply and waste disposal facilities.	Sec. 8. B. 4		
19. Location of all existing off-site water supply and waste disposal facilities if within 100 feet of the site boundary.	Sec. 8. B. 4		

**CHECKLIST CONTINUED:**

<b>PLAT SUBMISSION ITEMS (Continued)</b>		<b>YES</b>	<b>NO</b>
20. All public roads to 200 feet beyond the property: name, right-of-way and travel width, travel surface, all entrances onto, and culvert crossings.	Sec. 8. B. 4		
21. Names and addresses of all abutters.	Sec. 8. B. 4		
22. The use of abutting properties and approximate location of structures and access points thereto within 200 feet of the parcel's boundaries.	Sec. 8. B. 4		
23. All significant natural and man-made features.	Sec. 8. B. 4		
24. All existing easements.	Sec. 8. B. 4		

<b>PROPOSED CHANGES:</b>		<b>YES</b>	<b>NO</b>
1. Proposed changes in grades.	Sec. 8. B. 5		
2. Proposed changes in drainage.	Sec. 8. B. 5		
3. Circulation Plan showing direction of travel.	Sec. 8. B. 6		
4. Stormwater Drainage Plan.	Sec. 8. B. 7		
5. Design and location of all proposed water supply and waste disposal facilities.	Sec. 8. B. 9		
6. Landscape Plan.	Sec. 8. B. 10		
7. Snow Removal and Storage Plans.	Sec. 8. B. 11		
8. Provision for the control of erosion and sedimentation.	Sec. 8. B. 12		
9. Provisions for fire safety, prevention and control.	Sec. 8. B. 13		
10. Location of any utilities, any easements attached thereto.	Sec. 8. B. 14		
11. Building elevation views and floor plans.	Sec. 8. C.		
12. Tabulation of the total lot area, proposed impervious coverage, remaining open space.	Sec. 8. E.		
13. Statement indicating that subject parcel is a lot of record.	Sec. 8. F.		

<b>GENERAL STANDARDS AND OTHER REQUIREMENTS</b>		<b>YES</b>	<b>NO</b>
1. Compliance with all other Mason regulations.	Sec. 7. A.		
2. Provide for safe and attractive development of the site.	Sec. 7. B.		
3. Adherence to principles of good design.	Sec. 7. C.		
4. Provide for open spaces and green spaces.	Sec. 7. D.		
5. The land can be developed without danger to health.	Sec. 7. E.		
6. Traffic will not create hazards.	Sec. 7. F.		
7. Storm water drainage will not adversely affect neighboring properties.	Sec. 7. G.		
8. Provision for water supply, wastewater and solid waste disposal.	Sec. 7. H.		
9. Screening from adjacent uses.	Sec. 7. I.		
10. Outdoor lighting will not cause glare on adjacent properties or passing vehicles.	Sec. 7. J.		
11. Signage in accordance with Article IV, Section O of the Planning Ordinance.	Sec. 7. K.		
12. Certification from the Fire Chief.	Sec. 7. P.1		
13. Certification from the Road Agent.	Sec. 7. P.2		
14. Certification from the Selectmen regarding bonding and insurance.	Sec. 7. P.3		
15. Any state or federal approvals.	Sec. 7. P.4		
16. Information on number of employees, number of shifts.	Sec. 8. D.1		
17. Information on hazardous materials.	Sec. 8. D.2		
18. Information on any processes that may generate noise or other emissions.	Sec. 8. D.3		