



CITY OF FITCHBURG

PLANNING BOARD

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PHONE

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FAX

Site Plan Review Application

The following application is made to the Fitchburg Planning Board in accordance with the provisions of Section 181.93 of the Fitchburg Zoning Ordinance, "Site Plan Review"

Site location:

_____ (Assessors Map ___ Block ___ Lot(s) ___)
(street address)

Applicant: _____	Property Owner: (if different) _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Telephone: _____	Telephone: _____

Project Name: _____ **Zoning District:** _____

Proposed use: _____

Gross floor area proposed: _____

City water? Yes / No

City sewer? Yes / No

Major Site Plan _____ **Minor Site Plan** _____

[Construction of >2,000 sq. ft. gross floor area
OR construction of >10 parking spaces]

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner(s): _____ **Date:** _____
(if different that applicant)

Property owner's certification: I / we hereby certify that the applicant(s) cited above have been authorized by me / us to file this application with the Planning Board on property that I/we own.

Application fee: _____ (see Special Permit & Site Plan Regulations)

Special Permit Application + Site Plan Checklist

Special Permit Application: Any applicant (person, corporation, partnership, etc.) who desires to obtain a Review from the Planning Board shall file with the Board all of these items:

- Application Form***
- Letter of Zoning Determination from the Building Commissioner
- Application Fee and signed checklist (see back)
- Tax Compliance Certificate, obtained at City Treasurer's office
- Eight (8) copies of the site plan, meeting "Site Plan Requirements" below***
- Supplementary Materials *(for specially-regulated developments only, see 181.6)****
- Narrative describing conformance with Special Permit criteria *(Section 181.932) (Optional but strongly recommended for Special Permit applications)****

*****Must be Submitted 14 days prior to next Planning Board Meeting**

Site Plan Requirements: Site plans accompanying Special Permit and Site Plan Review applications shall be prepared by a Massachusetts Registered Professional Land Surveyor or Professional Engineer, or other professional as approved by the Planning Board. Plans must include:

- Name of property owner
- Name and stamp of the surveyor, engineer, etc. who prepared the plan
- A locus plan, at the scale of one inch (1") equals one hundred feet (100'), or other scale deemed acceptable by the Board, showing the entire project in relation to its adjoining areas
- Location of all existing and proposed buildings, structures, signs, parking and loading areas
- Waterways, floodplain, wetland areas and wetland buffer zones
- Outdoor lighting and landscaping areas, areas for snow storage after plowing
- Existing and proposed topography and drainage plan, at two-foot intervals and plans for handling stormwater drainage. Unless deemed unnecessary by the Community Development Department, the site plan shall be accompanied by drainage calculations by a registered professional engineer. Storm drainage design must conform to City of Fitchburg Subdivision Regulations
- Plans in 11 x 17 form for distribution to Board members

Application Procedure and Timeline

It is the responsibility of the applicant to ensure a completed application is submitted. An application shall not be deemed complete until all copies of the required information and the application fee have been failed, or a waiver of the applicable requirements is requested in writing. Community Development staff will review application materials for completeness prior to forwarding a copy of the Application with the City Clerk’s Office.

Application Form + Site Plan, Supplementary Materials, and Narrative (optional) must be submitted within fifteen (15) days of next Planning Board meeting. **Full applications, including this completed checklist, must be submitted less than eight (8) business days prior to the next Planning Board meeting.**

Failure to follow the above timeline will result in application being placed on the following month’s agenda.

Fees

Special Permit application fees are listed below. **No review will occur, nor public hearing scheduled, without the receipt of the appropriate filing fee.** Checks shall be made payable to the “City of Fitchburg”. Note: application fees are non-refundable.

Special Permits	
Special Permit (other than PUD/Flexible Dev)	\$300
Planned Unit Development (PUD) or Flexible Development	\$25 per dwelling unit (plus \$75 publication fee)
Modification or Amendment to Special Permit	\$100

Site Plan Review	
Nonresidential Use	\$300
Multifamily Residential Use	\$100 per dwelling unit
Flexible Development	\$25
Minor Site Plan	\$25
Modification/Revision of an approved Site Plans	\$25

This application checklist is completed, to the best of my knowledge and abilities, in accordance with the requirements listed in the Special Permit and/or Site Plan Review Checklist.

Signed: _____ Date: _____