

**SITE PLAN REVIEW
APPLICATION PACKET
PLANNING BOARD OF
THE TOWN OF COHASSET, MASSACHUSETTS**

Attached:

- Site Plan Review Procedures
- Form-10 Application
- Planning Board Litigation Policy Statement
- Site Plan Review Checklist
- Fee & Deposit Schedule

Adopted: June 23, 2004

Amended: May 22, 2013

Amended: January 08, 2014



TOWN OF COHASSET

Planning Board

41 Highland Avenue
Cohasset, MA 02025
Tel: (781)-383-3517 FAX: (781) 383-1561

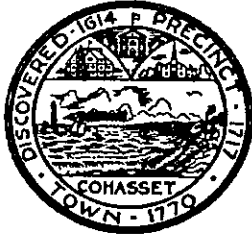
SITE PLAN REVIEW PROCEDURES

Submit to the Planning Board the following:

- 18 copies** of the Application – Form 10 signed by **both** the Applicant and Property Owner
- 18 sets** of the site Plan, Floors Plans, Elevations (NOTE: **6 sets at 11”x 17”**; **12 sets full size - no larger than 2’ x 3’**)
- An Abutters List - **certified** by the Assessor’s Office
- Two** sets of Abutter mailing labels from the Assessor’s Office
- The appropriate application fee, legal fee and engineering fee (see attached fee schedule).
- The **original, signed** Planning Board Litigation Policy Statement signed by **both** the Applicant and the Property Owner.

NOTE: A submission shall not be deemed complete and shall not be accepted until the applicant has submitted all of the above items.

1. After **all of the above** items are found to be complete, the Planning Board Staff will then contact the Town Clerk to date-stamp the entire submittal, “As Received.”
2. The Planning Board Staff will then do the following:
 - Assign a Site Plan Review Case Number
 - 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
3. The Applicant will then do the following:
 - Mail a copy of the site plan, floor plans and elevations to the engineer designated by the Plan Board for review on behalf of the Board.



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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 12 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: _____
Phone: _____ Cell: _____ Email: _____
2. Name of Applicant: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
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:

7. Total Residential Gross Floor Area _____ square feet

Signature of Owner

Signature of Applicant



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COHASSET PLANNING BOARD STATEMENT OF LITIGATION POLICY

It is the opinion of the Cohasset Planning Board (the "Board") that the person or persons (collectively "Applicant") who sought a decision, ruling or other approval from the Board ("Approval") should bear any and all costs associated with or arising out of any legal action or proceeding, threatened or actual against or involving the Board challenging said Approval (each a "Legal Action" and all such costs "Legal Fees").

The litigation policy of the Board is therefore to minimize its Legal Fees.

In furtherance of its litigation policy, the Board reserves for itself the right to seek to minimize its Legal Fees by all legal means, which means may include availing itself of one or more of the following remedies:

- (a) Requesting the Applicant to hold harmless and indemnify the Board for Legal Fees prior to commencing any defense of a Legal Action;
- (b) Settling all Legal Actions as quickly and in as cost effective a manner as possible, without regard to the interests of the Applicant, which may include rescinding any Approval previously granted; and
- (c) Seeking to recover Legal Fees directly from the Applicant which may include joining the Applicant to the Legal Action or commencing separate legal proceedings against the Applicant seeking restitution.

BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THEY HAVE READ THE BOARD'S STATEMENT OF LITIGATION POLICY AND THAT THEY CAN REQUEST A COPY TO RETAIN FOR THEIR RECORDS

Date: _____ **
Signature(s) of Applicant(s) or Representatives, if any

Date: _____ **
Signature(s) of Owner(s)

**** APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LAND OWNER.**



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SITE PLAN REVIEW CHECKLIST

The following checklist 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. Space for Site Plan Review Case Number
- 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

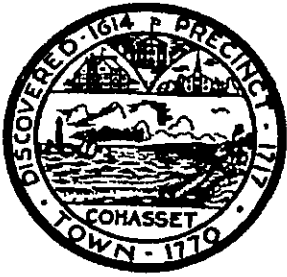
- 1. Drainage
- 2. Size of spaces and angle of parking
- 3. Pavement
- 4. Aisle width
- 5. Curbing
- 6. Car stops (type)
- 7. Lighting
- 8. Required number of spaces

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.



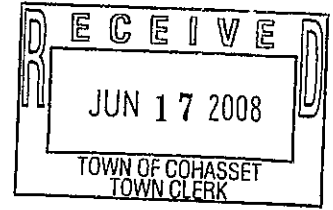
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FEE & DEPOSIT SCHEDULE

Form A - (Subdivision Approval Not Required – ANR)

\$100 Application Fee Per Plan

\$100 Fee for each new building lot shown

Town Engineering & Legal costs, if required, are the responsibility of the Applicant.

Subdivisions, Clusters & SMROD

\$1000 Application Fee

\$ 250 Per Lot Fee

\$5000 Engineering Cost Deposit

\$1500 Legal Cost Deposit

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required amount when the balance goes below half the initial amount.* Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant's written request.

Site Plan Review

\$1000 Application Fee (5,000 sq.ft. or less)

\$2000 Application Fee (5,000 – 10,000 sq.ft.)

\$1000 Add for each addition 10,000 sq.ft. or part thereof

Large Home Review

\$ 400 Application Fee (3500-5000 sq. ft.)

\$1000 Application Fee (over 5000 sq.ft.)

Engineering Costs Deposit:

\$ 1000 1,000 sq.ft. or less

\$ 5000 1,000 - 5,000 sq.ft.

\$ 7500 5,000 - 20,000 sq.ft.

\$10,000 20,000 sq.ft. or more

Legal Cost Deposit:

\$ 500 1,000 sq.ft. or less

\$1000 1,000 - 5,000 sq.ft.

\$1500 5,000 - 20,000 sq.ft.

\$2000 20,000 sq.ft. or more

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required amount when the balance goes below half the initial amount.* Once an Occupancy Permit is issued, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant's written request.

Common Driveway

\$ 200 Application Fee

\$ 50 Per Residence served Fee

\$1500 Engineering Cost Deposit

\$1000 Legal Cost Deposit

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required amount when the balance goes below half the initial amount.* Once the common driveway is complete and approved, any remaining balances of deposits will be returned to the applicant upon approval of the Applicant's written request.

*** Public Hearing Legal Advertisements – All Filings ***

Costs associated with legal advertisement for public hearings are the responsibility of the Applicant. Newspaper Advertising Departments will send invoices for legal advertisements directly to the Applicant.