



Office of Planning & Economic Development
70 Tapley Street Springfield, MA 01104
Tel.: (413) 787-6020
Fax: (413) 787-6524
www.springfieldcityhall.com/planning

Application Packet

Planning Board Site Plan Review (Tier 2)

Preliminary Application Form	Section 1
List of Submittal Requirements	Section 2
Planning Board Findings	Section 3
Relevant Details from Chapter 12 of the Zoning Ordinance	Section 4

Information about this review process

Number of copies to submit:

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Duration of Site Plan Approval

2 years unless extended per 12.3.39

Meeting with the Neighborhood Council?

Recommended

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Who will Review the application:

The Office of Planning and Economic Development staff will review the application and make a recommendation to the Planning Board.

Who will make the decision about the application?

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<p>Street/Parcel Number:</p>	
<p>Zoning of the Property:</p>	
<p>Current Use of Property:</p>	
<p>Proposed Use: <i>You may attach additional pages if needed to explain the proposal.</i></p>	<p>_____ _____ _____ _____</p>
<p>Property Owner Information <i>Name, mailing address, email address and telephone number (include name of person who will be signing the formal application)</i></p>	<p>Name: _____ Street Address: _____ City _____ State ____ Zip code _____ Email _____ Telephone/Mobile _____</p>
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SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

(See Section 4 of this application for further details)

- Site plan must be prepared by a qualified professional (including but not limited to a licensed architect, professional engineer, or landscape architect)
- All information listed in Section 12.2.10 in connection with Administrative Site Plan Review and all information listed in Section 12.3.40.

SECTION 3: PLANNING BOARD FINDINGS

1. In order to grant approval of a site plan, the Planning Board shall find that the application complies with the review criteria in Section 12.3.50.
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3. Prior to granting approval of the Site Plan Review application, the Planning Board shall make written findings that the proposed development is in conformance with this Ordinance, and if applicable, that with conditions imposed, the review criteria in Section 12.3.50 will be satisfied.
4. Such findings shall pertain to the entire proposed development, including any Site Plan or design modifications requested by the Planning Board as a condition of its approval, and any off-site improvements proposed by the applicant or required by the Planning Board as condition of its approval.
5. If any application for Planning Board Site Plan Review is denied, such denial shall be accompanied by written findings of the Planning Board setting forth the reason for denial.

SECTION 4. SUMMARY DETAILS FROM SECTION 12.3 OF THE ZONING ORDINANCE*

(*Please see Zoning Ordinance for complete details and process)

Planning Board Site Plan Review Process and Timeframe

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3. The Office of Planning and Economic Development shall evaluate an application for completeness **within seven (7) days of its receipt** and shall transmit copies of the Site Plan application to the Planning Board and to such other boards, agencies, committees, and officials as the Office of Planning and Economic Development deems appropriate. **These boards, agencies, committees, and officials shall report their written findings and recommendations to the Planning Board within thirty (30) days.** Failure to respond within thirty (30) days shall be deemed to constitute no objection to the application.
4. The **Planning Board shall conduct a public hearing within forty-five (45) days** of receiving an application deemed complete by the Office of Planning and Economic Development following the procedures and notification requirements for Special Permit public hearings contained in Section 12.4.30 Special Permit Procedures, including but not limited to notice to abutters and by newspaper publication.
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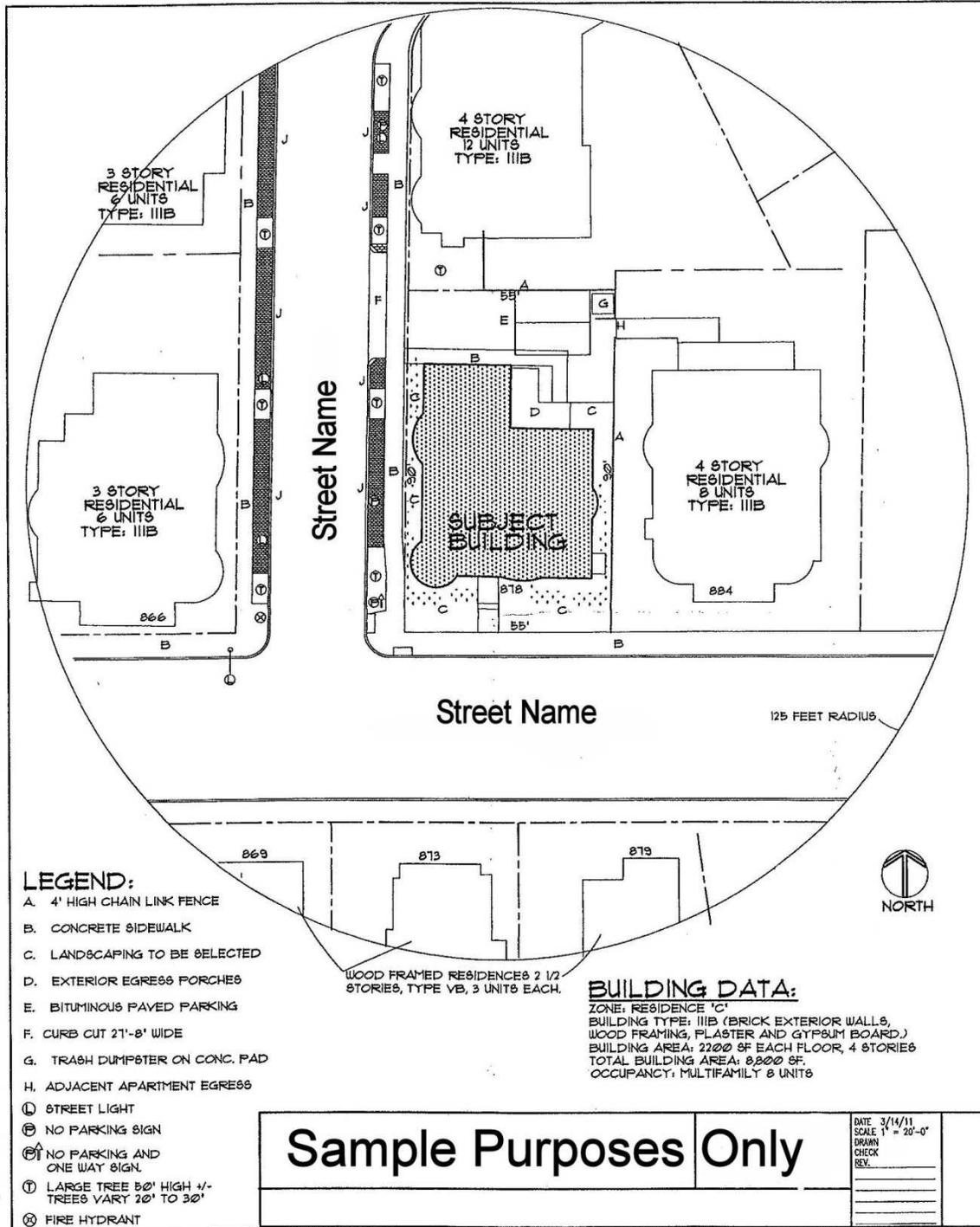
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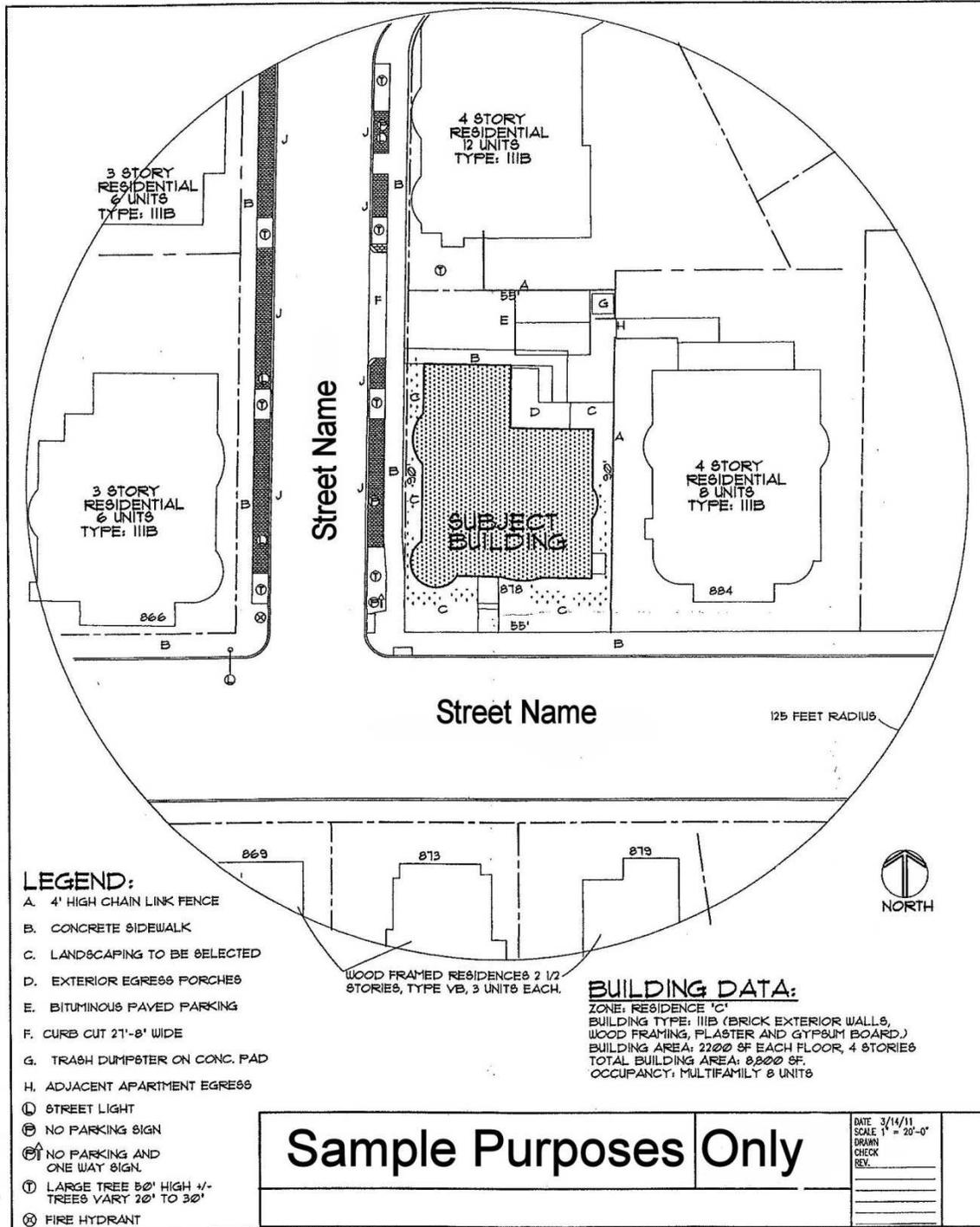
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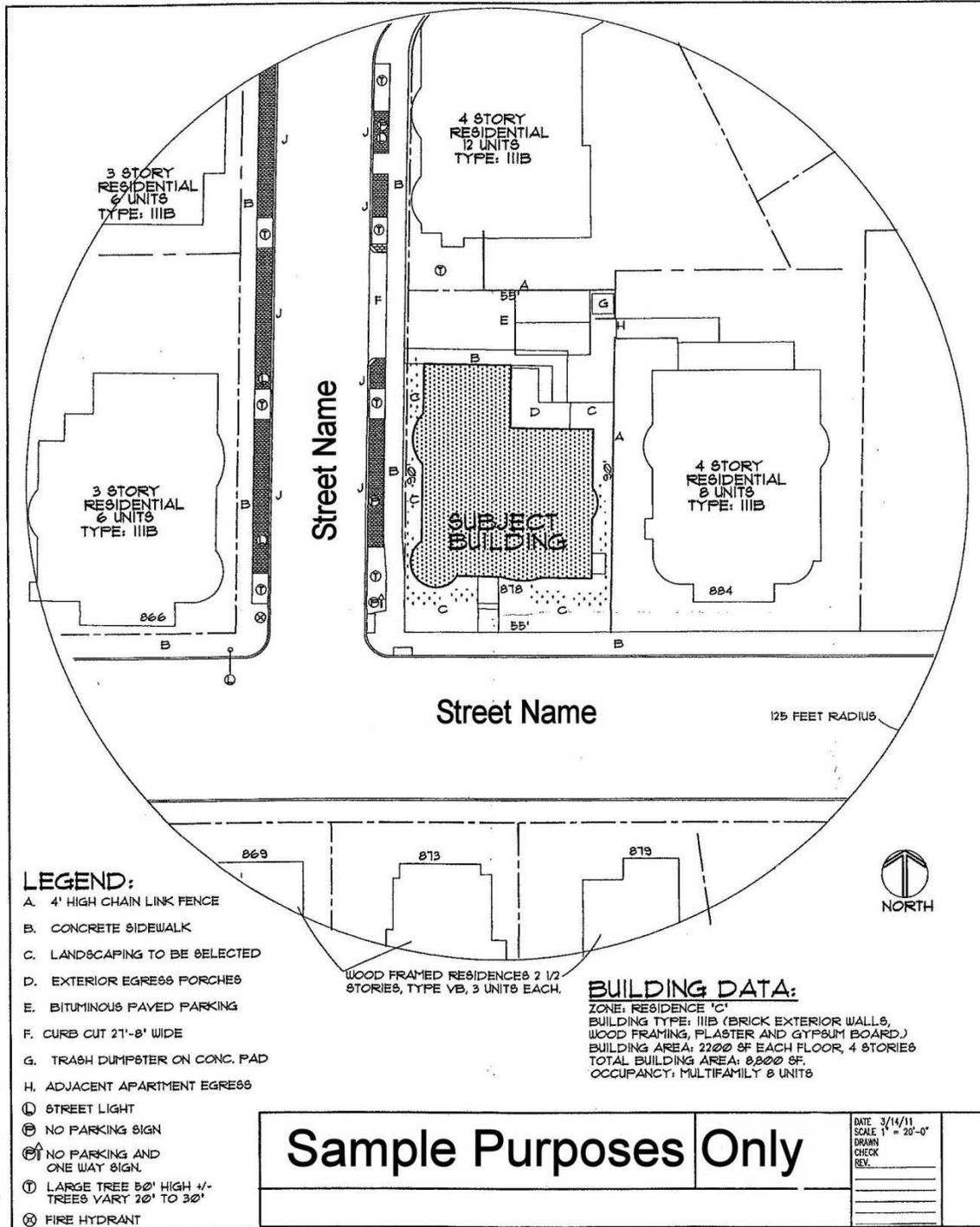
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(*Please see Zoning Ordinance for complete details and process)

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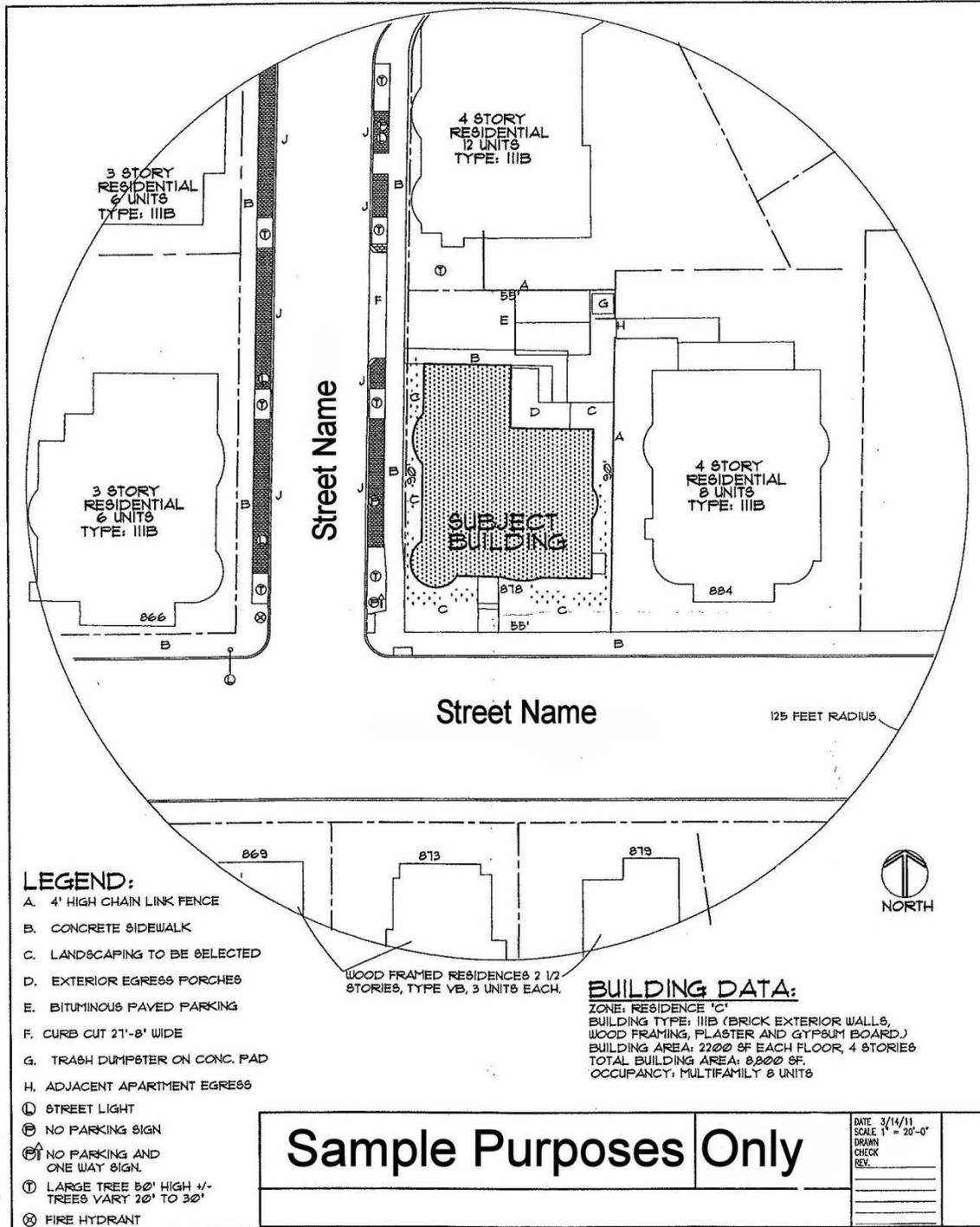
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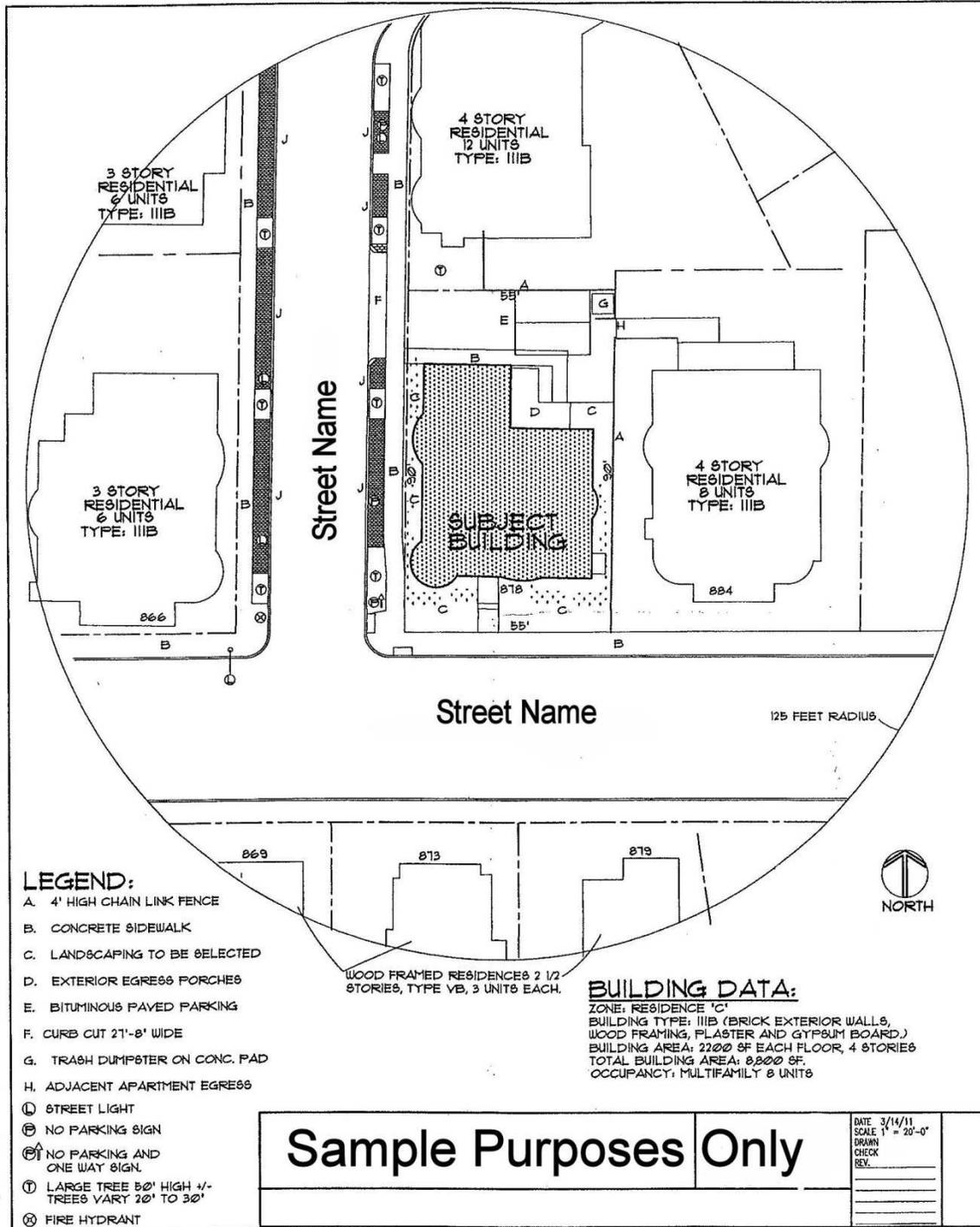
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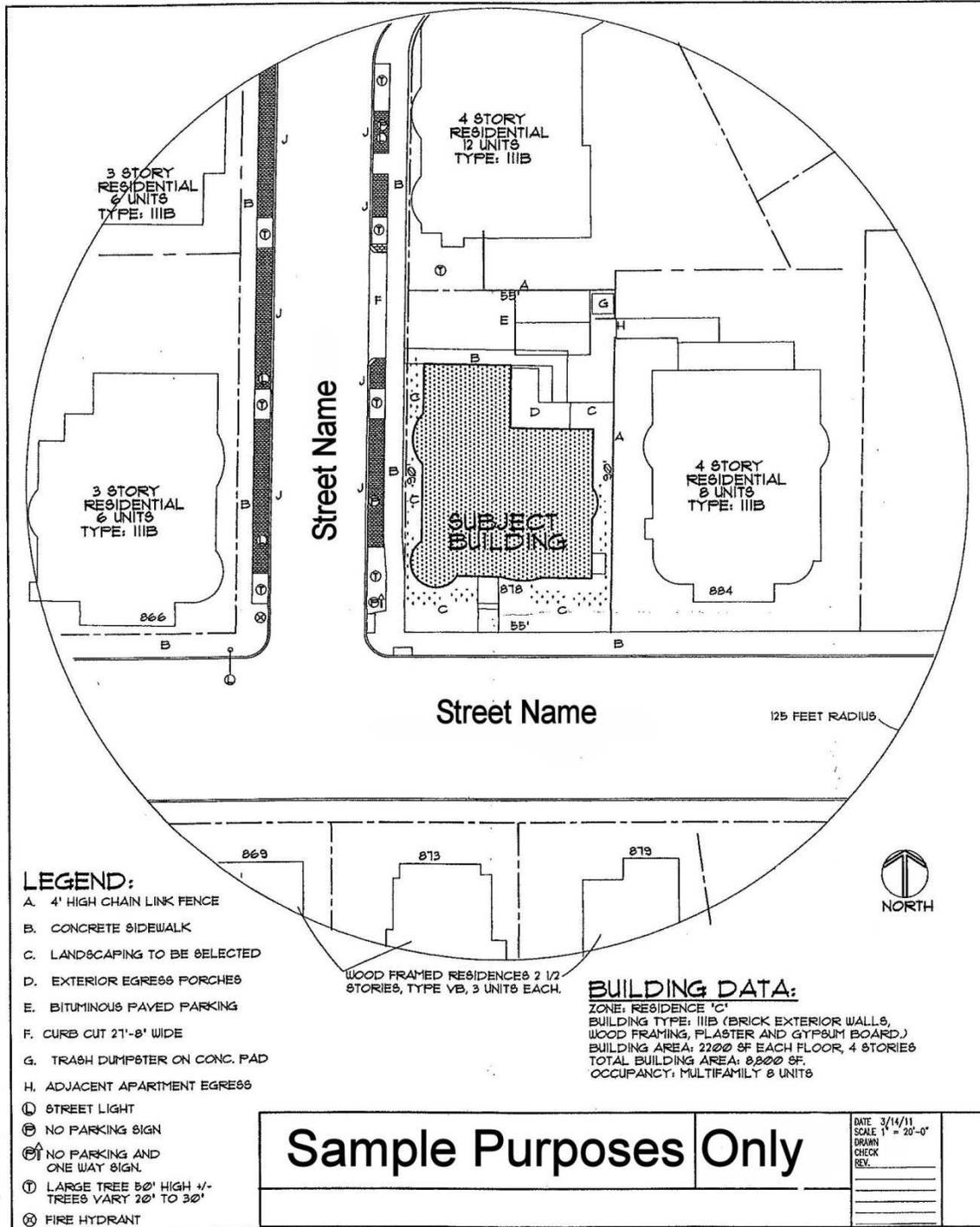
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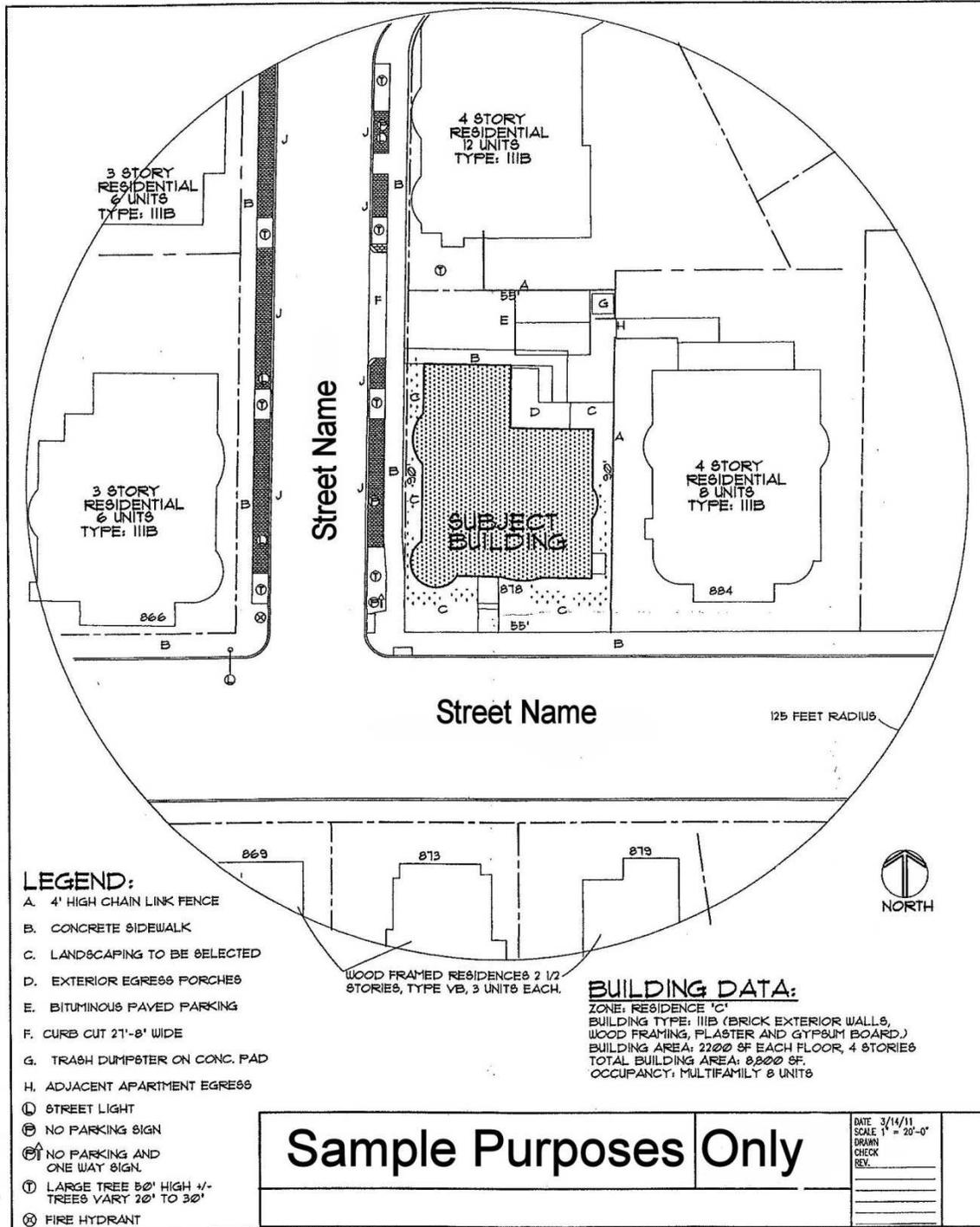
Planning Board Site Plan Review Submittal Requirements

1. Application materials shall be prepared by qualified professionals, including a Registered Professional Engineer, a Registered Architect, a Registered Land Surveyor, and/or a Registered Landscape Architect.
2. All information listed in Section 12.2.10 in connection with Administrative Site Plan Review
3. Such additional information as reasonably deemed necessary by the Office of Planning & Economic Development:
 - A. Zoning Districts, overlay districts, topography, wetlands, watercourses, soils, existing vegetation, roads, structures, driveways and other relevant site conditions.
 - B. Proposed driveways, parking areas, sidewalks, landscaping, utilities, lighting, drainage, vehicular circulation, refuse disposal storage areas, signs and building plans and elevations.
 - C. If the land will be developed in more than one (1) phase, the Planning Board may require the applicant to present a master plan for an entire property showing intended future development and plan for phasing.

Planning Board Site Plan Review Conditions of Approval

In granting approval of an application, the Planning Board may impose reasonable conditions, limitations and safeguards which shall be in writing and shall be part of such approval. Such conditions shall be limited to those necessary to ensure compliance with the review criteria in Section 12.3.50, to ensure access to the site and to minimize off-site impacts on traffic and water quality both during and after construction.

SAMPLE SITE PLAN FOR A TIER 2 PLANNING BOARD SITE PLAN REVIEW





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Relevant Details from Chapter 12 of the Zoning Ordinance	Section 4

Information about this review process

Number of copies to submit:

Submit one (1) full copy of application package.

Duration of Site Plan Approval

2 years unless extended per 12.3.39

Meeting with the Neighborhood Council?

Recommended

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Who will Review the application:

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Who will make the decision about the application?

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NOTE: While site plan approval can be obtained, no Building Permits will be issued until all tax liabilities, if any, have been addressed.

PAYMENT OF FEES: Payment of all costs including advertising and abutter notifications must be paid in full to the **Office of Planning & Economic Development** prior to the public hearing and vote. All fees are **NON REFUNDABLE** whatever the disposition of the matter, including withdraws.

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Petitioner/Owner Information	
<p>Full Address of the Property:</p> <p><i>Street name, number, and zip code</i></p>	<p>Street _____</p> <p>City _____ State ____ Zip code _____</p>
<p>Street/Parcel Number:</p>	
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SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

(See Section 4 of this application for further details)

- Site plan must be prepared by a qualified professional (including but not limited to a licensed architect, professional engineer, or landscape architect)
- All information listed in Section 12.2.10 in connection with Administrative Site Plan Review and all information listed in Section 12.3.40.

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1. In order to grant approval of a site plan, the Planning Board shall find that the application complies with the review criteria in Section 12.3.50.
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SECTION 4. SUMMARY DETAILS FROM SECTION 12.3 OF THE ZONING ORDINANCE*

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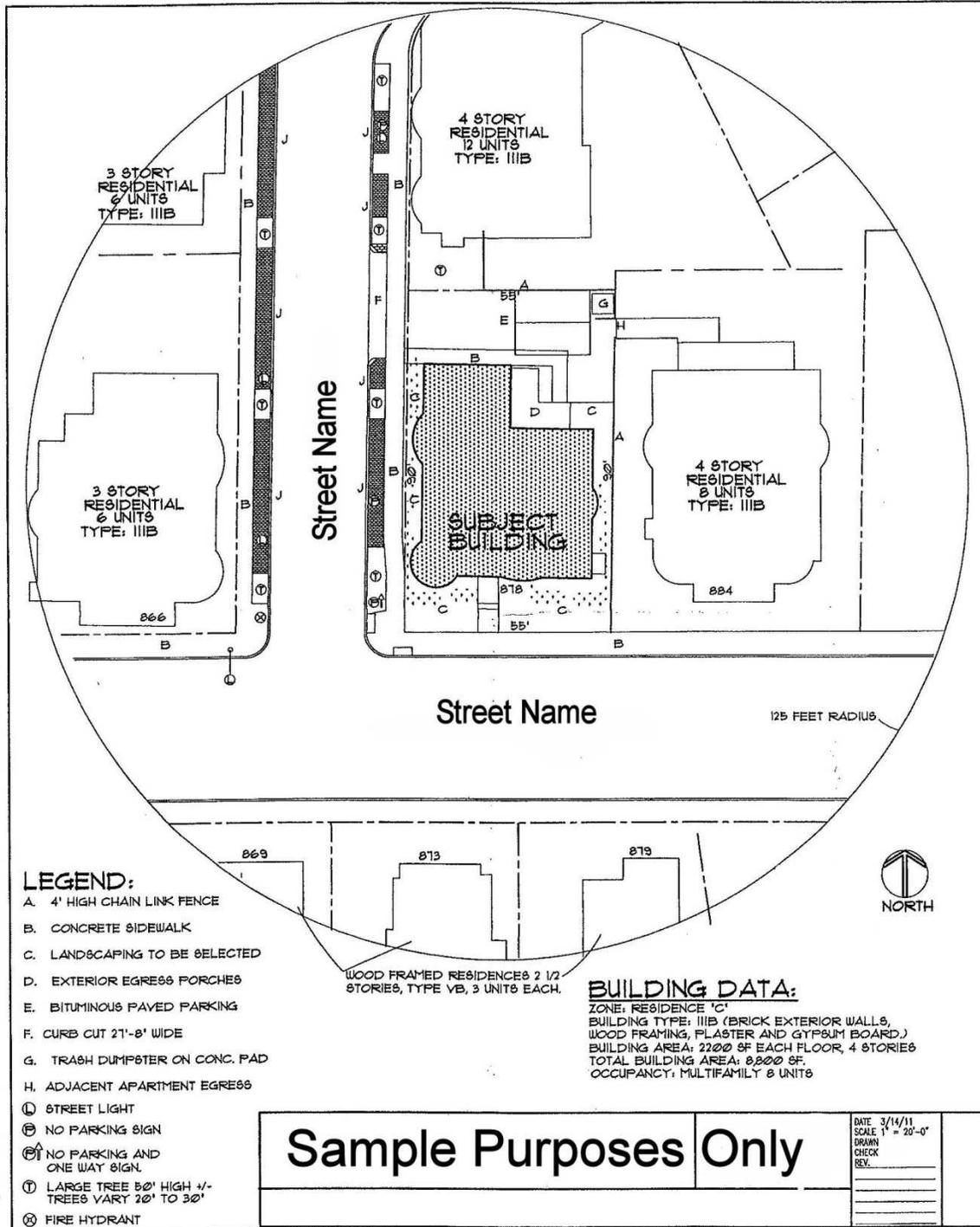
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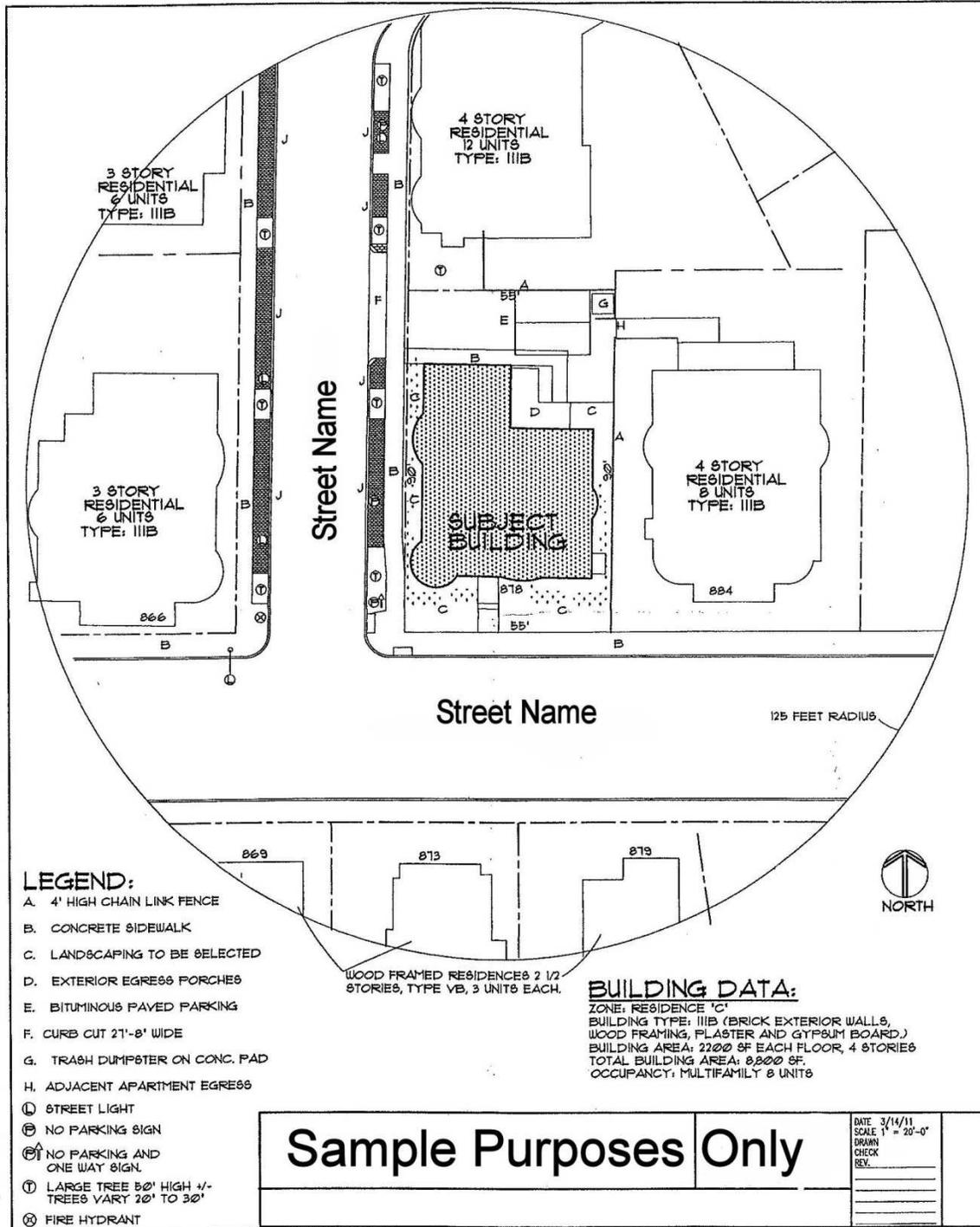
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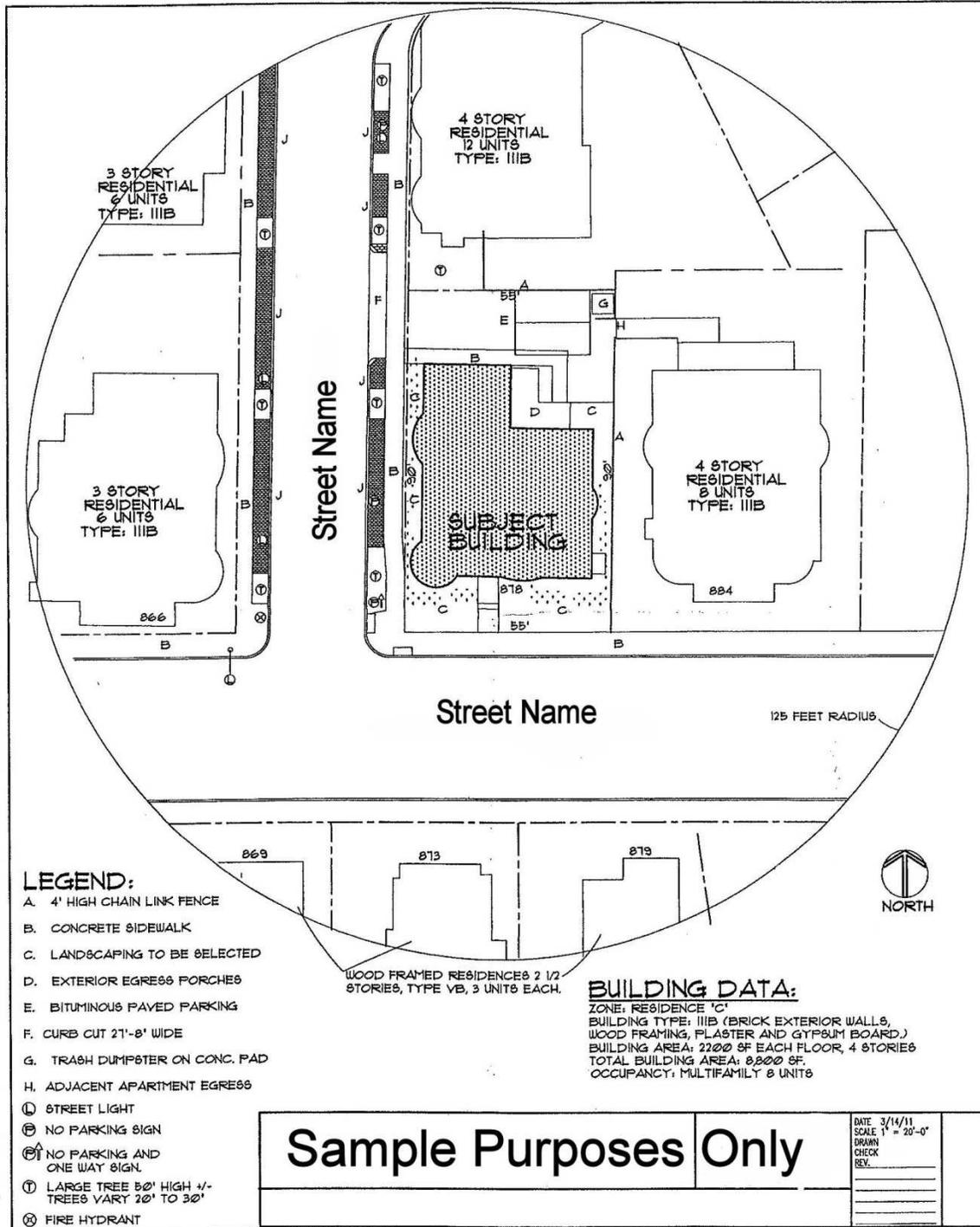
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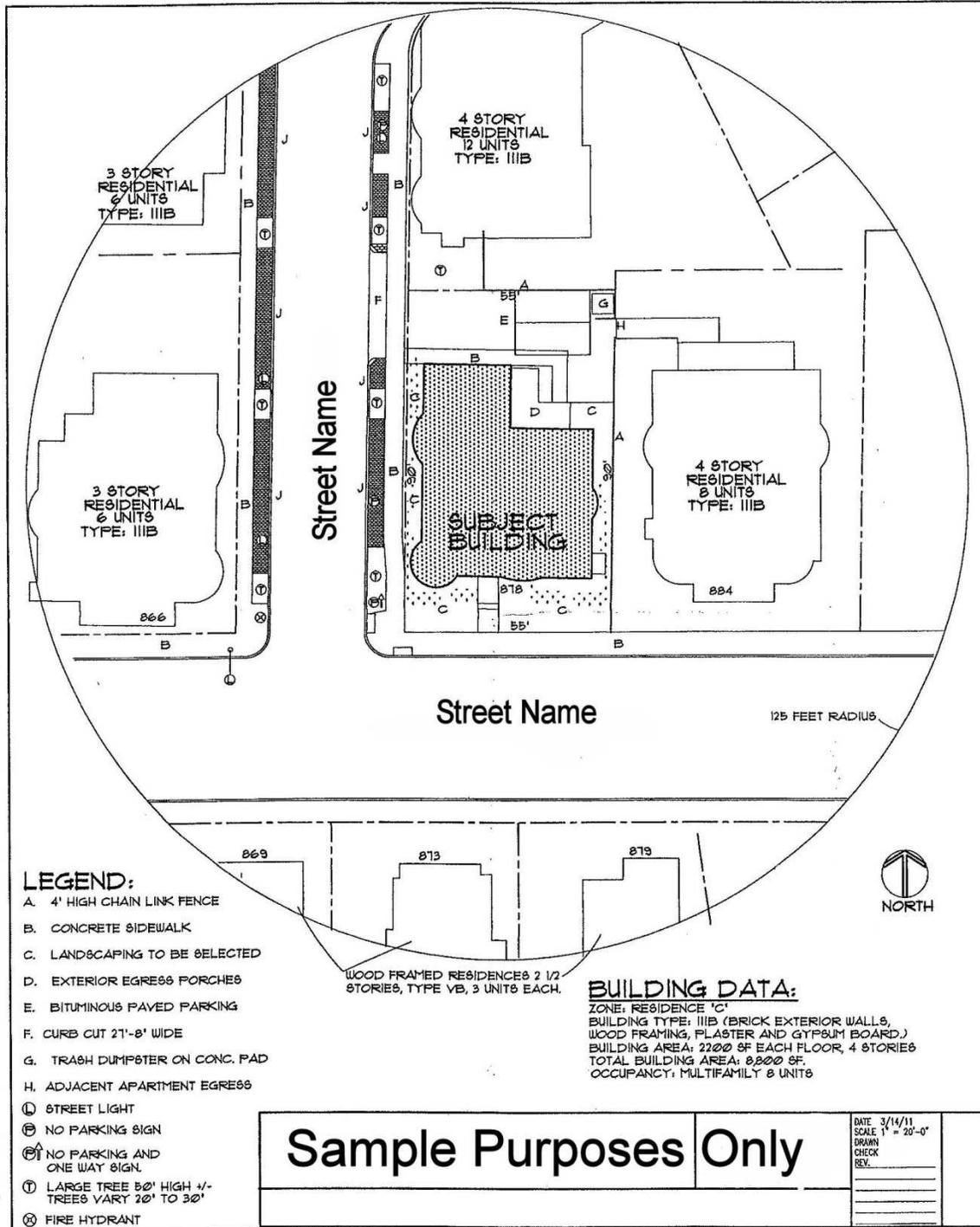
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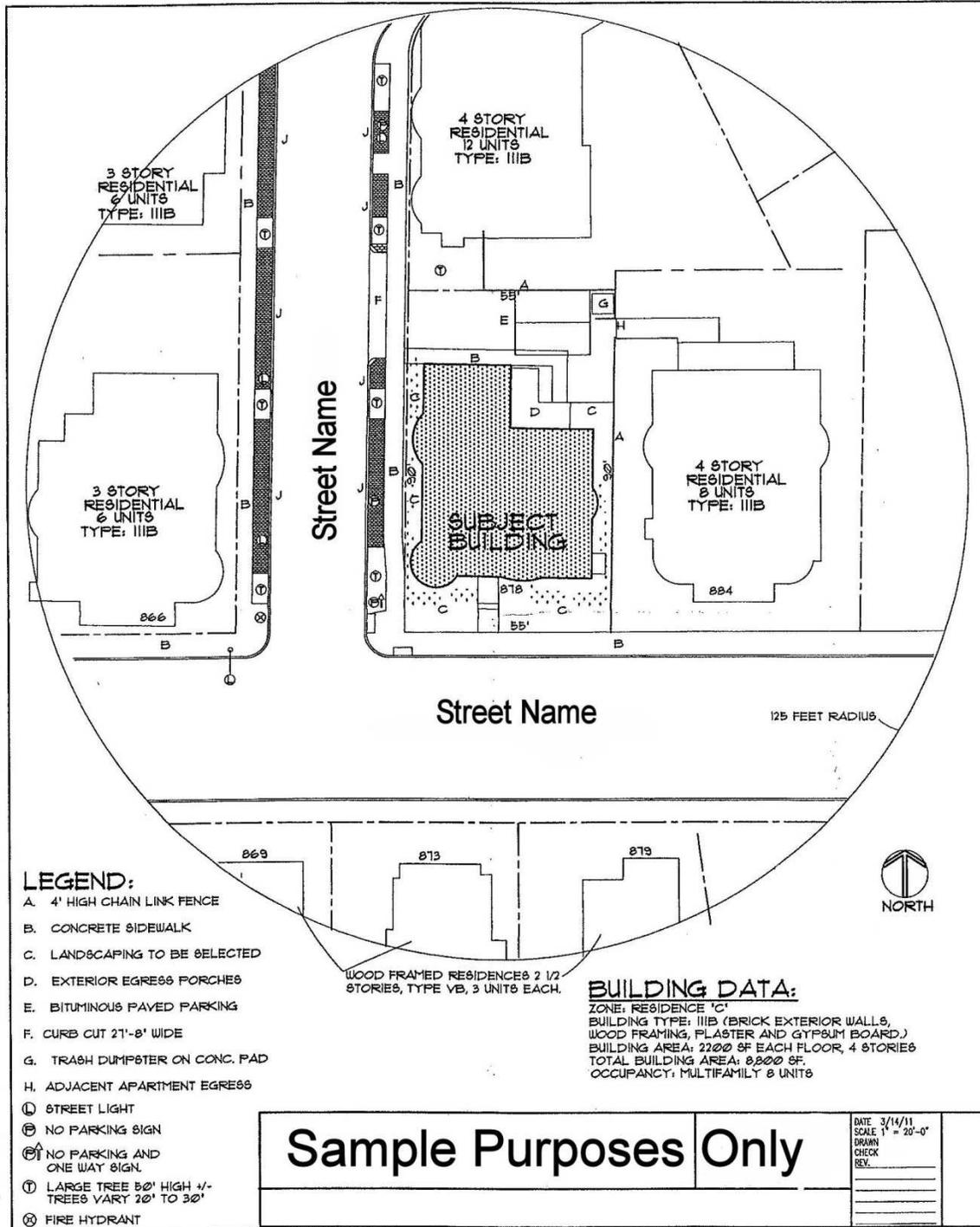
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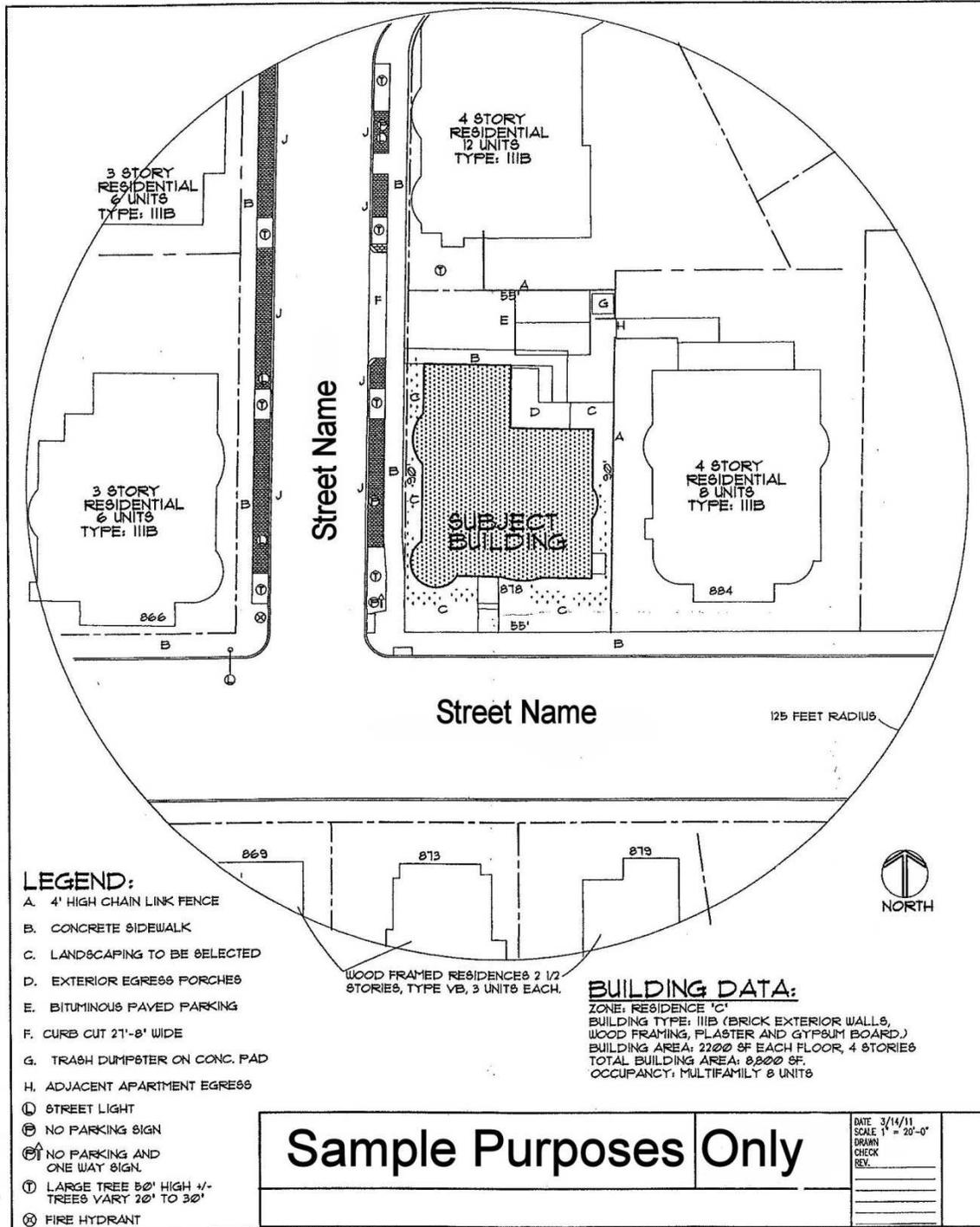
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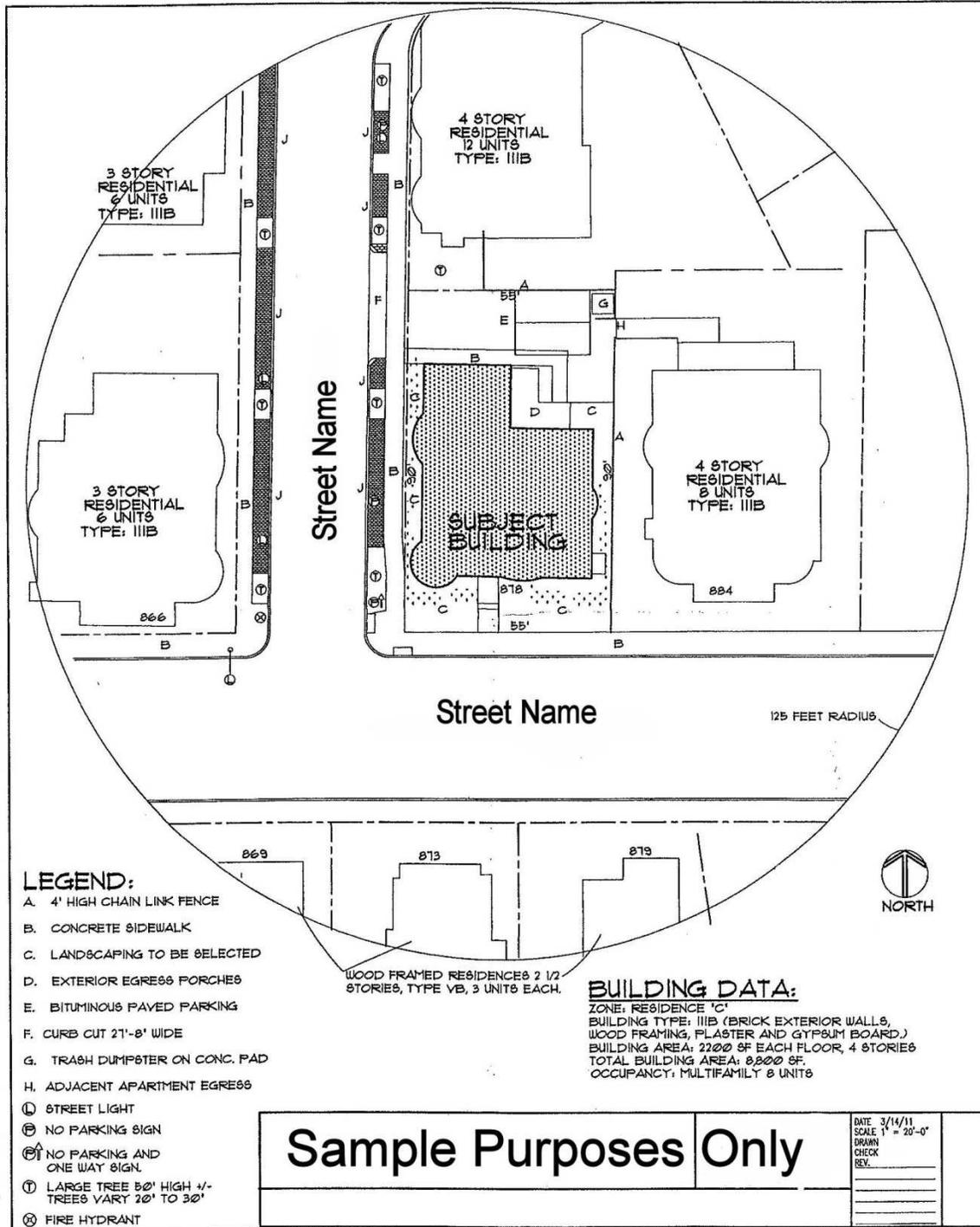
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1. Application materials shall be prepared by qualified professionals, including a Registered Professional Engineer, a Registered Architect, a Registered Land Surveyor, and/or a Registered Landscape Architect.
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SAMPLE SITE PLAN FOR A TIER 2 PLANNING BOARD SITE PLAN REVIEW





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Information about this review process

Number of copies to submit:

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Duration of Site Plan Approval

2 years unless extended per 12.3.39

Meeting with the Neighborhood Council?

Recommended

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Who will Review the application:

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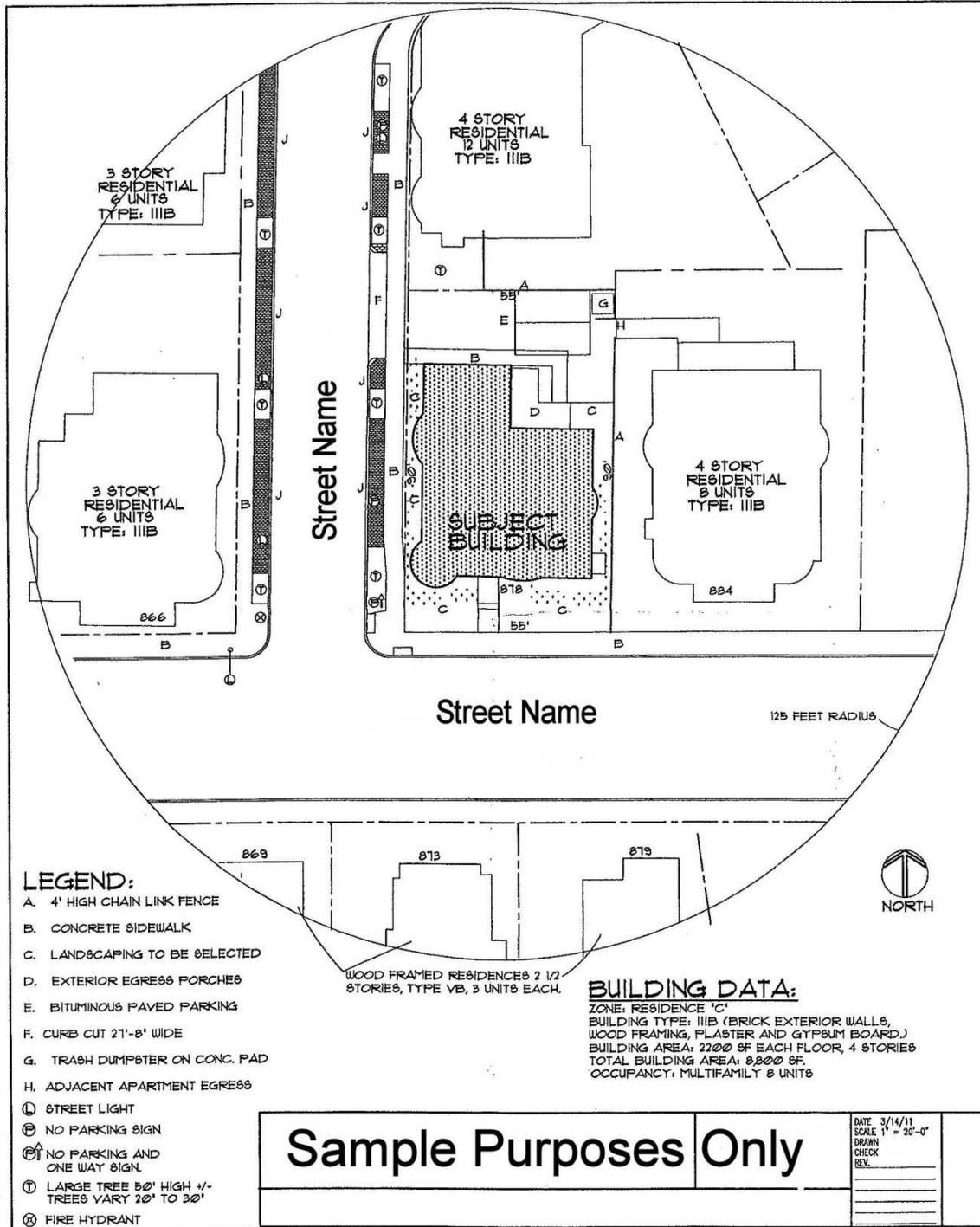
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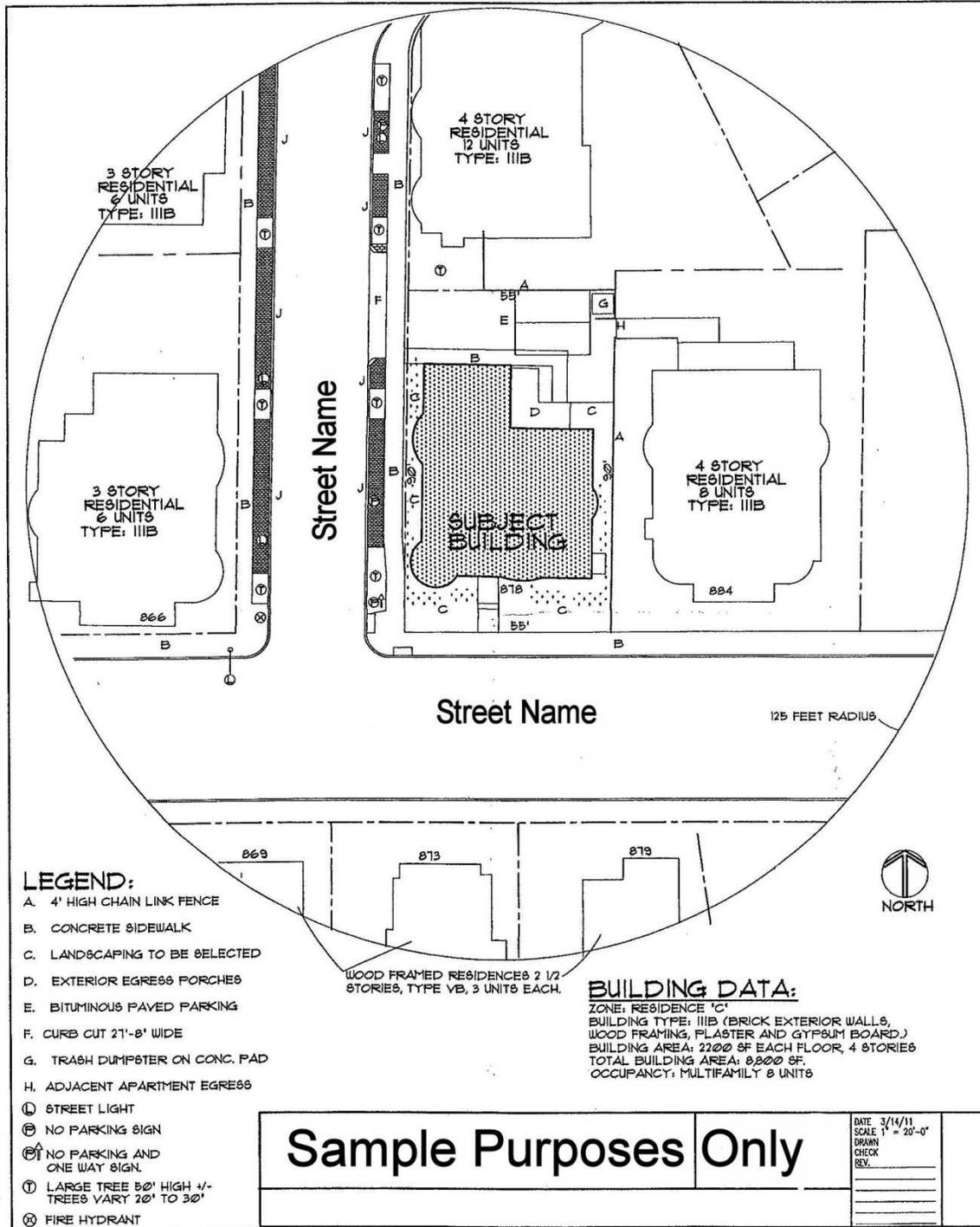
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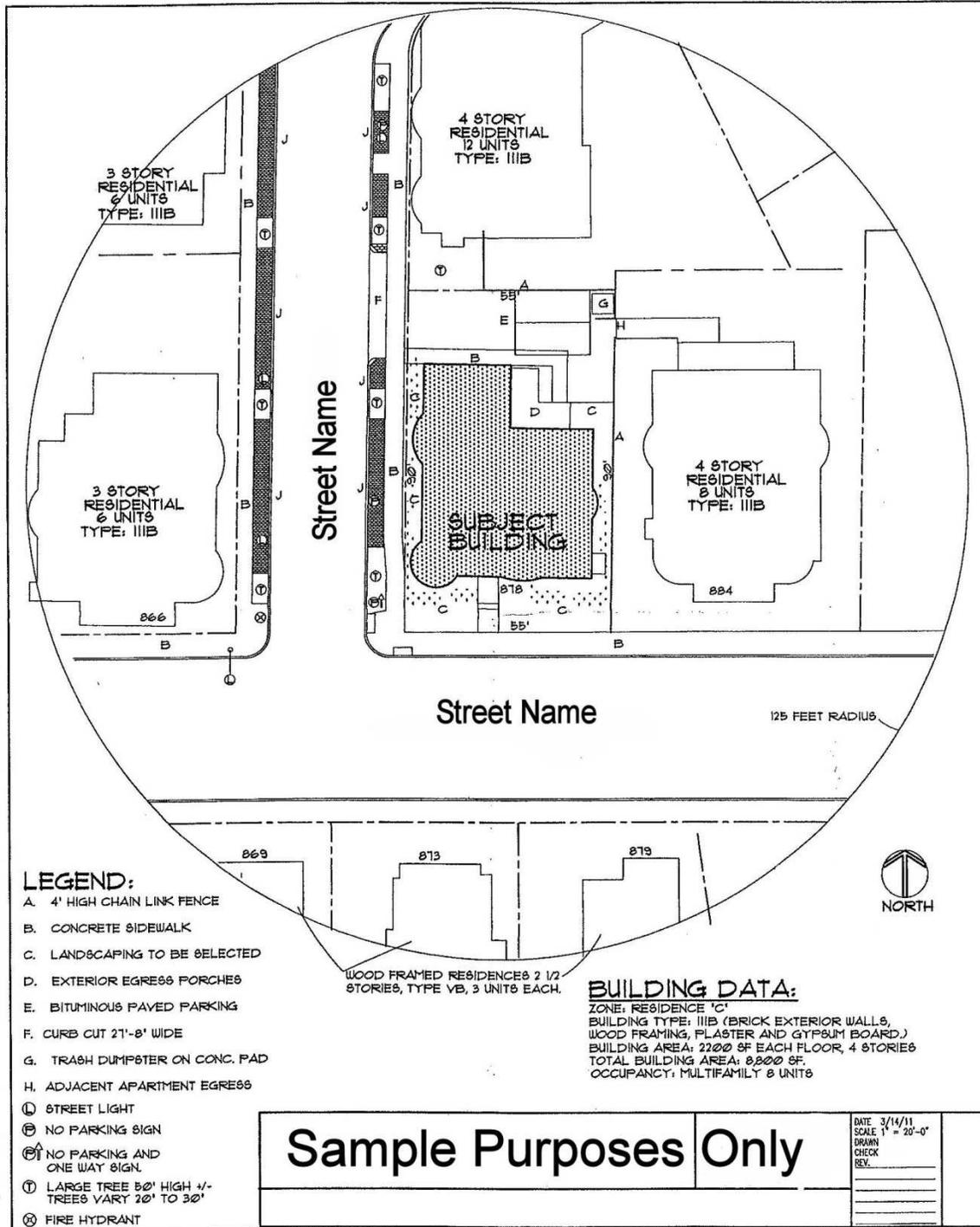
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70 Tapley Street Springfield, MA 01104

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<p>Street/Parcel Number:</p>	
<p>Zoning of the Property:</p>	
<p>Current Use of Property:</p>	
<p>Proposed Use: <i>You may attach additional pages if needed to explain the proposal.</i></p>	<p>_____ _____ _____ _____</p>
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SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

(See Section 4 of this application for further details)

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- All information listed in Section 12.2.10 in connection with Administrative Site Plan Review and all information listed in Section 12.3.40.

SECTION 3: PLANNING BOARD FINDINGS

1. In order to grant approval of a site plan, the Planning Board shall find that the application complies with the review criteria in Section 12.3.50.
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SECTION 4. SUMMARY DETAILS FROM SECTION 12.3 OF THE ZONING ORDINANCE*

(*Please see Zoning Ordinance for complete details and process)

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3. The Office of Planning and Economic Development shall evaluate an application for completeness **within seven (7) days of its receipt** and shall transmit copies of the Site Plan application to the Planning Board and to such other boards, agencies, committees, and officials as the Office of Planning and Economic Development deems appropriate. **These boards, agencies, committees, and officials shall report their written findings and recommendations to the Planning Board within thirty (30) days.** Failure to respond within thirty (30) days shall be deemed to constitute no objection to the application.
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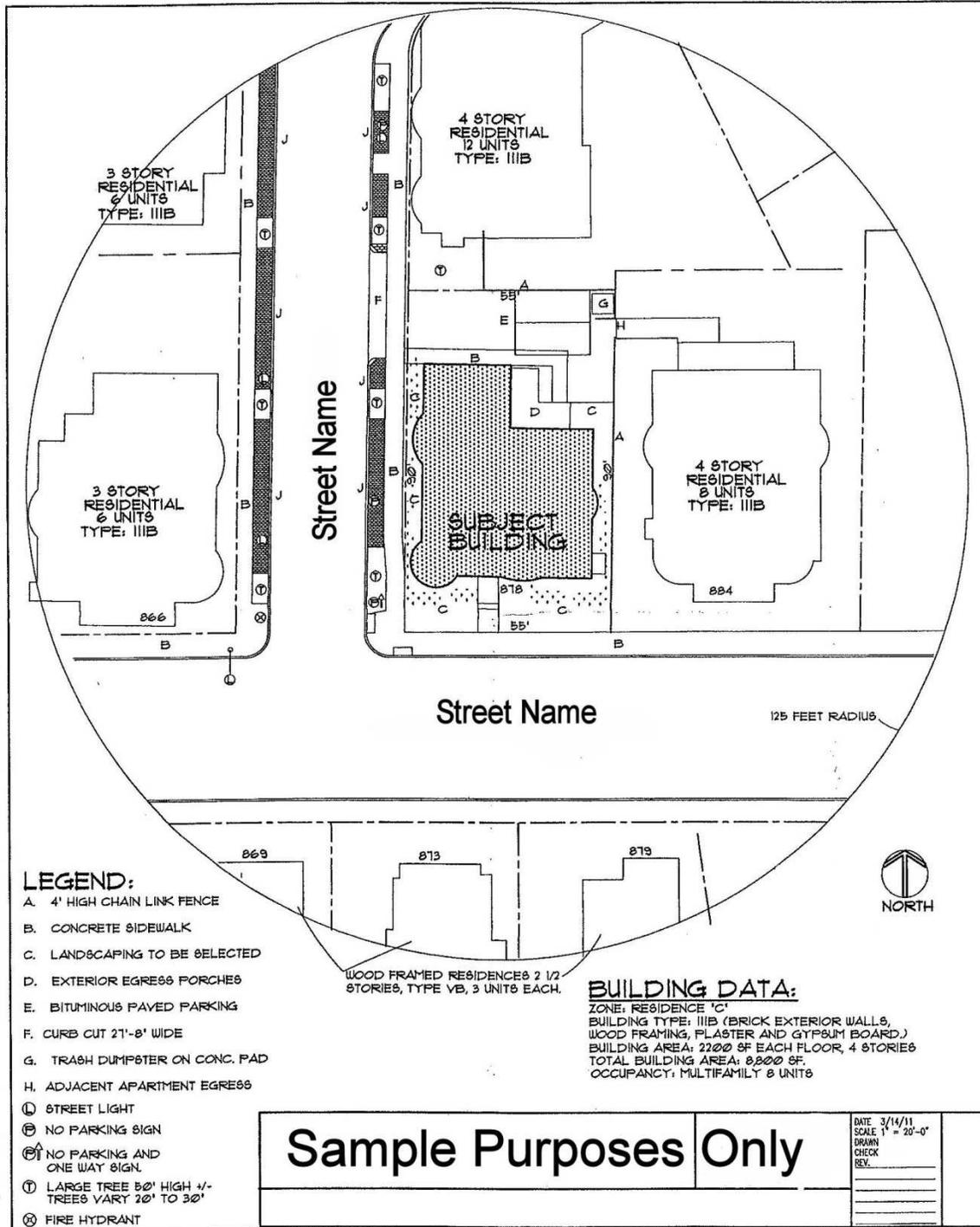
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In granting approval of an application, the Planning Board may impose reasonable conditions, limitations and safeguards which shall be in writing and shall be part of such approval. Such conditions shall be limited to those necessary to ensure compliance with the review criteria in Section 12.3.50, to ensure access to the site and to minimize off-site impacts on traffic and water quality both during and after construction.

SAMPLE SITE PLAN FOR A TIER 2 PLANNING BOARD SITE PLAN REVIEW





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Application Packet

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Submit one (1) full copy of application package.

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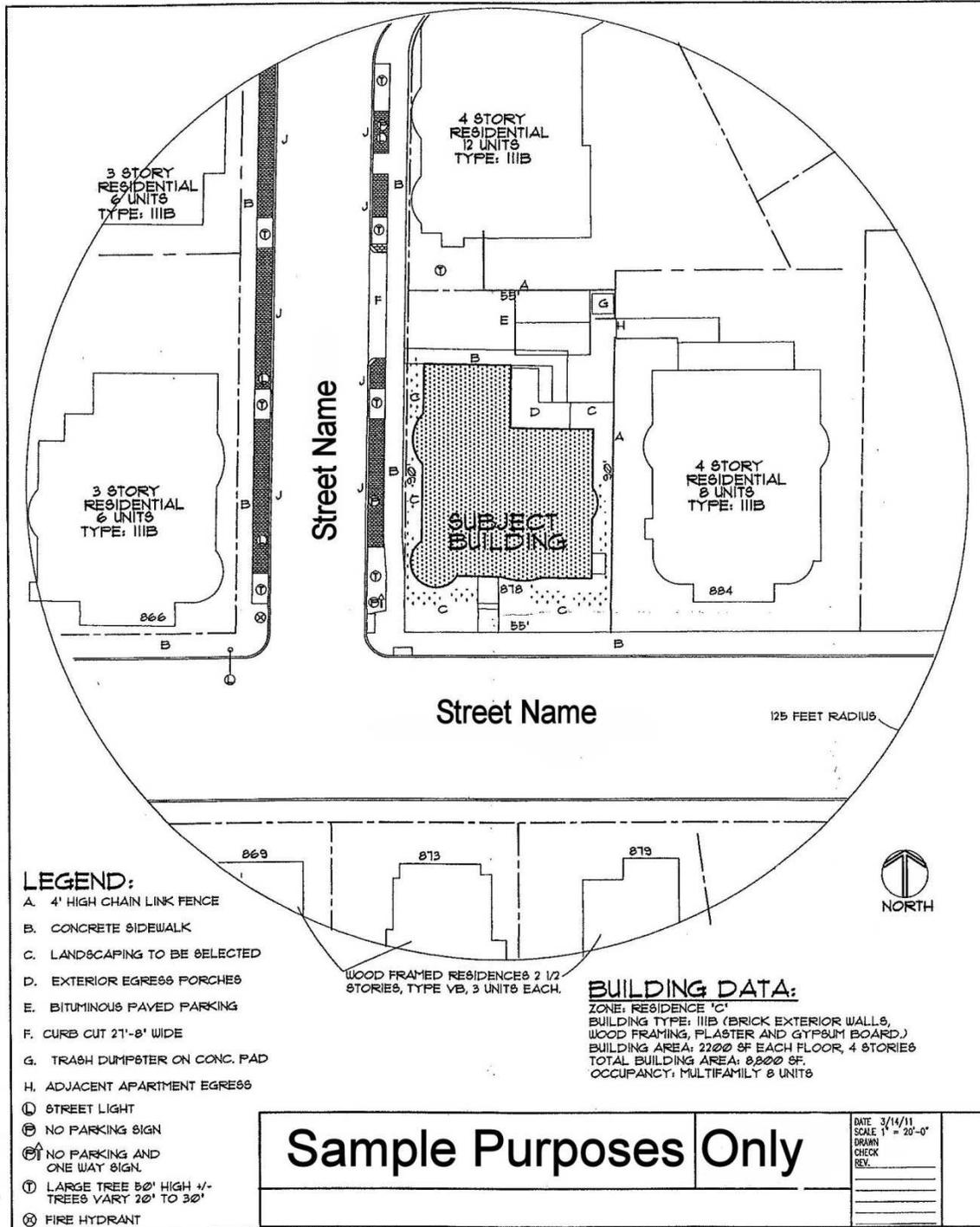
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