

**CHECKLIST**  
Northborough Planning Board  
Submission of Site Plan Review  
Updated 5/30/2023

**Plan Name:** \_\_\_\_\_

Property Address: \_\_\_\_\_ Assessor's Map \_\_\_\_\_, Lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
(If the applicant is not the owner, a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest shall be submitted)

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Engineering Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**Submission Checklist:**

- \_\_\_\_\_ 1) Application Fee of \$ \_\_\_\_\_ made payable to the Town of Northborough.
- \_\_\_\_\_ 2) Application Form
- \_\_\_\_\_ 3) Application Narrative
- \_\_\_\_\_ 4) One original Site Plan (at a scale of 1" = 40') showing:
  - \_\_\_\_\_ a. Existing and proposed boundaries of the site.
  - \_\_\_\_\_ b. Site area and zoning classification.
  - \_\_\_\_\_ c. Ownership of abutting land.
  - \_\_\_\_\_ d. A north arrow and locus map at a scale of 1" = 100' showing the entire project, the location and use of any building thereon within 300 feet of the project boundary, & utilities within 200 feet of the subject property along the frontage street.
  - \_\_\_\_\_ e. Location of the site in relation to the Groundwater Protection Overlay District.
  - \_\_\_\_\_ f. Location of the site in relation to the Floodplain District.
  - \_\_\_\_\_ g. Existing and proposed topography contour lines at 2 foot intervals. The contours shall extend at least 50' beyond the site boundaries. The plan shall include a benchmark consistent with the Town's vertical datum (NGVD 88).
  - \_\_\_\_\_ h. Location of all wetlands or water bodies on the site and within 100' of the perimeter of the development activity.
  - \_\_\_\_\_ i. The nature, location and size of all significant existing natural land features, including trees, shrubs, or brush masses, specimen trees and all other trees over 10" in diameter at breast height, grassed areas and soil features.
  - \_\_\_\_\_ j. Cross-sections of proposed curbs and pavements, and vision triangles measured in feet from any proposed curb cut along the street where access is proposed.
  - \_\_\_\_\_ k. Proposed surface treatments of paved areas and the location and design of drainage systems, with drainage calculations prepared by a registered civil engineer.
  - \_\_\_\_\_ l. Comprehensive parking and traffic circulation plan showing location and dimensions of parking spaces, dividers, bumper stops, required buffer areas and planting beds, the location and dimensions of pedestrian walkways, and provisions for ADA-compliant parking and circulation, and for EV charging stations.
  - \_\_\_\_\_ m. Location, height, elevation, interior and exterior dimensions and uses of all existing and proposed buildings or structures; location, number and area of floors; number and type of dwelling units or proposed leaseable areas; location of emergency exits, retaining walls, existing and proposed signs.
  - \_\_\_\_\_ n. Table summarizing all zoning requirements that apply to the project and demonstrates how the project complies with each.
  - \_\_\_\_\_ o. Provisions for waste disposal, dust, erosion control, and proposed fire hydrant locations.
  - \_\_\_\_\_ p. Existing and proposed on-site and abutting utilities (water, sewer, gas, drainage, electrical, cable, telephone).
  - \_\_\_\_\_ q. Plans and documents illustrating the proposed system of wastewater collection, treatment, and disposal, along with documentation regarding the proposed treatment technology.
  - \_\_\_\_\_ r. Proposed stormwater management system, designed in accordance with the MA DEP Stormwater Management Standards as further defined by the MA Stormwater Handbook. The stormwater management plan shall include an Operation & Maintenance Plan for post-construction.
  - \_\_\_\_\_ s. Lighting plan and photometric plan showing existing and proposed lighting, including intensity, pole height, design, and direction.
  - \_\_\_\_\_ t. Landscape plan showing existing and proposed landscape features, including trees, signs, fences, walls, plantings and walks, and the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls, steps, and paths.
  - \_\_\_\_\_ u. Location, dimensions, construction materials, and lighting of all signage and location and screening of refuse containers.
  - \_\_\_\_\_ v. Location of all existing and proposed on-site snow storage areas.
  - \_\_\_\_\_ w. Provisions for open space, where required, and method for dedicating such open space including covenants and restrictions.

- \_\_\_\_\_ 5) Development impact analysis including:
  - \_\_\_\_\_ a. Traffic Impact Assessment
  - \_\_\_\_\_ b. Environmental Impact Assessment
  - \_\_\_\_\_ c. Fiscal Impact Analysis
  - \_\_\_\_\_ d. Community Impact Analysis
- \_\_\_\_\_ 6) List of previously issued or denied special permits, variances, or easements with dates of decisions.
- \_\_\_\_\_ 7) Copy of latest recorded deed.
- \_\_\_\_\_ 8) Waiver request letter.
- \_\_\_\_\_ 9) List of abutters certified by the Northborough Assessor's Office.

Note: The Planning Board may waive any of the above listed requirements if it believes that said requirement is not necessary based on the size and scope of the project. The applicant may petition the Planning Board prior to making a formal application to request notification as to which sections (s) of the site plan review by-law requirements are necessary. The Planning Board will then notify the applicant within thirty (30) days as to which sections relate to the proposed project based on the size and scope of the project.

The Northborough Planning Department has accepted the submission of the above Site Plan. This document certifies that, as currently submitted, the Site Plan meets the minimum submission guidelines as set forth by the Town of Northborough. This document certifies that the Site Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Site Plan.

Planning Director/Planning Board Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_