



## TOWN OF CONCORD PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742  
TEL. (978) 318-3290 FAX (978) 318-3291

### Site Plan Review Application Checklist

(2 pages)

- ◆ Applicants must submit the following:
  - Seventeen (17) copies of the completed application & supporting material
  - Ten (10) full-size copies of the site plan showing all requested information
  - Nine (9) copies of an 11" x 17" reduction of the site plan
  - Fourteen (14) copies of elevations and floor plans of any proposed structures, **5 full & 9 (11"x17")**
  - Four (4) copies of stormwater management reports, if applicable
  - Eighteen (18) copies of all supportive materials
  - One (1) copy of the Abutters List Request form stamped by the Assessor's Office
  
- ◆ Unless waived by the Planning Board, **ALL** plans must be prepared by a MA. Registered Professional Engineer and/or Reg. Landscape Architect and Reg. Land Surveyor for property line determinations.
  
- ◆ The Plan must contain at least the following information:
  - Title information and Project name and address
  - Developer and/or designer's name & contact information, including email address
  - Date of plan and all revisions
  - Scale, North arrow, and other reference points
  - Locus plan at 1,000' scale showing property in relation to the Town, including zoning districts
  - Locus map at one inch equals four hundred feet (1" = 400')
  - Names of abutters and relation of site to abutting properties
  - Existing and proposed topography at two (2) foot intervals
  - Existing and proposed roadways, driveways, loading and parking areas, walkways and sidewalks
  - Existing and proposed curbing type, location and details
  - Existing and proposed easements and right of ways
  - Existing and proposed street and site lighting and details
  - Existing and proposed drainage measures and drainage computations, stamped and signed by a P.E.
  - Provisions for water and electric services and sewage disposal, including location of connections to street service where applicable
  - Setbacks, buffer areas, areas not to be disturbed by construction, and no cut/no build areas
  - Method and location of refuse storage and disposal
  - Location of fire hydrants and/or fire alarm boxes, as required

- Location of all structures on site, including outside dimensions of ground floor of buildings
- Location, type, size and age of any underground storage tanks
- ◆ In addition, the site plan should show the following landscaping details, preferably on a separate sheet:
  - Location and spacing of existing and proposed plant material
  - Numbers, sizes and types of plant materials
  - Notation of plants to be removed
  - Proposed treatment of all ground surfaces (paving, gravel, grading, turf, etc.)
- ◆ For new construction, a description of erosion and sedimentation control measures, including location and specifications of temporary and permanent measures and a schedule of operations indicating the starting and completion dates for each phase of construction shall accompany the plan.