

# SITE PLAN APPROVAL

## Purpose

The purpose of site plan review is to ensure that new development meets the requirements of the Zoning Bylaw and is designed in a manner which reasonably protects the visual, environmental, and aesthetic qualities of the neighborhood and the Town.



## Projects Requiring Site Plans

The following projects require Site Plan Approval:

1. All non-residential structures which are to be constructed or enlarged.
2. All projects subject to Special Permits.
3. All projects that have previously received Site Plan Approval.

## Reviewing Authority

The Planning Board reviews and approves all projects that require Site Plan Approval. Maximum review period for site plan approval is 60 days. A public hearing is required for all new construction and major modifications to a previously approved site plan. Projects which are over 30,000 gross square feet of new construction are subject to the procedural framework of a Special Permit under MGL Chapter 40A.

## Review Process

When received, site plans are transmitted to various departments and Boards for a 30 day inter-departmental review and comment period. Site plan approvals require a public hearing. A decision must be issued within 60 days of the date of submission.

## Filing Fees

All fees are to be paid by check payable to the Town of Danvers. The check shall be attached to a complete application and delivered to the Planning Department. Expenses for notification of abutters, advertising of legal notices and recording of plans is the applicant's responsibility.

Site Plan Approval	<p>Based upon Gross Floor Area (GFA) of new construction                      No additional GSF=\$500                      &lt; 1,500 GSF = \$500 plus \$.10 x GSF                      Between 1,501-3,000=\$1000 plus \$.10 x GSF                      Between 3,001-4,500=\$1,500 plus \$.10 x GSF                      Between 4,501-7,500=\$2,000 plus \$.10 x GSF                      Between 7,501-10,000=\$2,500 plus \$.15 x GSF                      Between 10,001-20,000=\$3,000 plus \$.15 x GSF                      Between 20,001-30,000=\$3,500 plus \$.15 x GSF                      &gt; 30,001 = \$5,000 plus \$.20 x GSF</p> <p>Example: 5,000 sq. ft. structure (new construction)                      Fee: \$2,000 plus .10 x 5,000 = \$2,500</p> <p>\$100 per dwelling unit for residential, min. \$500</p>
Major Modification	\$250 plus \$.10 x additional GSF
Minor Modification	\$100 plus .10 additional GSF

# Site Plan Modifications

## **Modification to Previously Approved Site Plans**

All modifications to a previously approved site plan require review and approval. Modifications fall into three categories: Major, Minor and Administrative. All modifications are applicable only to those projects with existing approved site plans. Major and Minor Modifications shall be processed in accordance with Sections 4.3.2, 4.3.5, 4.3.6, and 4.3.7. A meeting with the Planning Division staff prior to filing is recommended.

## **Major Modifications**

Major Modifications are subject to all provisions of Sections 4.8, 4.9, and 4.10.

- Increase to total sq. ft. of structures
- Increase in number of parking spaces
- Decrease in landscaping more than 15%
- Relocation/shifting of structures, parking spaces, or other site amenities more than five (5) feet
- Over 750 sq. ft. increase of impervious surface (other than parking or buildings)

## **Minor Modification**

- Reduction in Landscaping equal to or less than 15%
- Reduction in number of parking spaces
- Increase of impervious surface (other than parking or buildings) less than 750 sq. ft.
- Relocation/shifting of structures, parking spaces, or other site amenities more than one (1) foot and less than five (5) feet
- Requests by applicant to revise condition(s) of previous decision
- Other modifications not listed herein in Section 4.3.8 (b)

## **Administrative Review**

The following situations warrant no remedy by the Planning Board; however, changes must be filed with the Building Inspector, the Town Engineer, and the Planning Department prior to commencing as specified.

- Changes to infrastructure (underground utilities: water, sewer, electric, drainage) and utility provisions/apparatus with written approval by the Engineering Division or the agency responsible for the utility, with exception to traffic mitigation (to be considered a minor modification).
- Increase in landscaping, with written approval by the Planning Department. (with exception to landscaping approved for buffering or to meet buffering requirements of this by-law)
- Façade and/or elevation changes to existing structures that do not result in an increase to the building footprint or alteration to the vehicular or pedestrian circulation in or around the structure
- Shifting of structures, parking spaces or other site amenities less than one (1) foot in distance
- Moving of handicapped Parking pursuant to 521 CMR as most recently amended

## SITE PLAN APPROVAL

Application and filing fee is filed with the Planning Department for determination of completeness and forwarded to the Planning Board.

Within 10 days of receipt, copies of the application are transmitted for inter-departmental review and comments. Comments must be received within 30 days of transmittal or deemed to have no objections.

Upon closing of the 30 day review period, the Planning Board shall hold a public hearing and review the site plan.

Within 60 days of opening the public hearing, the Planning Board shall issue a decision.

Within 30 days of issuing decision, an appeal may be filed with the Town Clerk to appeal the decision of the Planning Board or Building Inspector to the Zoning Board of Appeals.

Upon issuance of site plan approval or granting of appeal, applicant may apply to Inspector of Buildings for a Building Permit.