



## TOWN OF CONCORD PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742  
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MARCIA A. RASMUSSEN, PLANNING DIRECTOR

### Site Plan Review Application Checklist

◆ Applicants must submit the following:

- Seventeen (17) copies of the completed application
- Seven (7) full-size copies of the site plan showing all requested information
- Eleven (11) copies of an 11" x 17" reduction of the site plan
- Eighteen (18) copies of elevations and floor plans of any proposed structures 7 full-size/11 (11"x17")
- Three (3) copies of storm water management reports, if applicable
- Seventeen (17) copies of all supportive materials

◆ 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.