

**PLANNING BOARD RULES AND REGULATIONS**

**SITE PLAN REVIEW**

1. Application:

Each application for Site Plan Review shall be submitted to the Planning Board on Form SPR, accompanied by ten (10) copies of the site plan. A copy of the Form SPR shall be concurrently filed with the Town Clerk.

The Date of receipt by the Town Clerk shall be considered the date on which the application has been filed with the Planning Board.

The information required with the application as specified in Section 3 and the fee required in Section 2 shall be considered a part of the application and no application shall be deemed complete unless said information and fee are included.

The Planning Board shall, within five days, transmit one copy of the plan to the Building Inspector, Board of Health, Conservation Commission, DPW Superintendent, Electric Light Department, Water Department, Fire Department, Tree Warden and Police Department.

2. Fees:

All applications for Site Plan Review shall be accompanied by cash or check payable to the Town of South Hadley in the amount specified in Appendix D (South Hadley Planning Board Fee Schedule). The costs of advertising the public hearing are to be paid by the applicant.

3. Required Site Plan Contents:

All site plans shall be prepared by an architect, landscape architect, civil engineer, or registered land surveyor unless this requirement is waived by the Planning Board because of the unusually simple circumstances. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show:

1. the location and boundaries of the lot, adjacent streets or ways, and the location and owner's names of all adjacent properties.

2. existing and proposed topography including contours, the location of wetlands, streams, waterbodies, drainage swales, areas subject to flooding, and unique natural land features.
3. existing and proposed structure, including dimensions and elevations.
4. the location of parking and loading areas, driveways, walkways, access and egress points.
5. the location and a description of all proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other waste disposal methods.
6. proposed landscaping features including the location and a description of screening, fencing and plantings.
7. the location, dimensions, height and characteristics of proposed signs.
8. the location and a description of proposed open space or recreation areas.
9. A locus plan at a scale of one (1) inch equals four hundred (400) feet showing the exact site location in relation to two (2) or more existing streets.

The Planning Board may waive any information requirements it judges to be unnecessary to the review of a particular plan.