

Town of Gill

Request for a Site Plan Review

A site plan review **is required for** all commercial, industrial, office, multiple dwelling residential developments, municipal, institutional, utility, fraternal or recreational purposes.

It is **not required for** constructing or enlarging single family or two family dwellings, or buildings accessory to such dwellings; for building used exclusively for agriculture, horticulture or floriculture; for construction or alteration providing for not more than 500 square feet total floor area after construction; or for customary home occupations (see Gill Zoning Bylaws, Section 16).

Please type or print all information and file it with the Town Clerk. A \$300 fee (check or money order payable to the Town of Gill) is required and must accompany this request.

1. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant Status: Owner ____ Contract Purchaser ____ Lessee ____
Other (please explain) ____

2. Property Owner: _____ Phone #: _____

Mailing Address: _____

3. Parcel ID: Street _____ Map# _____ Lot # _____

***This information is on your tax bill or you can call the tax collector.**

4. Existing Use of Structure/Property:

5. Summary of Proposed Work/Project:

6. Lot Size: _____ Frontage: _____ Front Setback: _____

Left Side Setback: _____ Right Side Setback: _____ Rear Setback: _____

Site Plan Documents

Six copies of each of the site plan documents must accompany this request when filed with the Town Clerk.

Site plan requirements:

The site plan must be

- prepared by a registered professional engineer, landscape architect, or architect;
- at a scale of 1 inch equals 20 feet;
- on standard 24" x 36" sheets, with continuation on 8 1/2" x 11" sheets as necessary for narrative.

The site plan must include all data, detail and supporting information as follows (all information must be included in the plan or a notation must be made as to the reason for its omission) (requirements set forth in Appendix A of the Town of Gill Zoning Bylaws):

- Name of project, boundaries, location in town, date, north arrow and scale of the plan;
- Name and address of the owner of record, developer, and seal of the engineer, landscape architect or architect;
- Names and addresses of all owners of record of abutting parcels and those within three hundred (300 feet) of the property line;
- All existing lot lines, easements, rights-of-way, size in acres or square feet of the lot, abutting land uses, and the location and use of structures with three hundred (300) feet of the site;
- The location and use of all existing and proposed buildings and structures within the development. Include dimensions of height and floor area, and show all exterior entrances, and all anticipated future additions and alterations.
- Location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, and waste disposal containers;
- The location, height, intensity, and bulb type (e.g. fluorescent, sodium) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown;
- The location, height, size, material and design of all proposed signage;
- Location of all present and proposed utility systems including:
 - sewage or septic systems
 - water supply system
 - telephone, cable and electrical systems
 - storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes and drainage swales;

- For large or environmentally sensitive developments, the Planning Board may request soil logs, percolation tests and storm run-off calculations;
- Plans to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties as applicable;
- Existing and proposed topography at a two foot contour interval. All elevations shall refer to the nearest United States Coastal and Geodesic Bench Mark. If any portion of the parcel is within the 100 year flood plain, the area will be shown, and base flood elevations given;
- Indicate areas within the proposed site, and within 50 feet of the proposed site, where ground removal or filling is required and its approximate volume in cubic yards;
- A landscape plan showing all existing natural land features, trees, forest coverage and water sources, and all proposed changes to these features, including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas;
- Zoning district boundaries within 500 feet of the site's perimeter shall be drawn and identified on the plan;
- Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within one hundred feet of the site;
- For large developments or for those in areas with heavy traffic, the Planning Board may require a detailed traffic study which would include:
 - the projected number of motor vehicle trips to enter or leave from the site estimated for daily and peak hour traffic levels;
 - the projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site;
 - the impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels as well as road capacity levels will be given.
- For new construction or alterations to any existing building, a table containing the following information must be included:
 - area of building to be used for a particular use such as selling, offices, storage, etc.;
 - maximum number of employees;
 - maximum seating capacity, where applicable;
 - number of parking spaces existing and required for the intended use.
- Elevation plans at a scale of 1/4" equals 1'0" for all exterior facades of proposed structures and/or existing facades plus addition(s) showing design features and indicating the type and color of materials to be used.

Date: _____ Applicant's Signature: _____

Received by Town Clerk:

Date: _____ Time: _____ Town Clerk's Signature: _____