



Planning Board, P.O. Box 575, Gilbertville, MA 01031
Phone: (413) 477-6197

Application for Site Plan Approval

Revised 10/01/2023

Fee = \$200.00

Project Name _____

Applicant: Name _____

Mailing Address _____ Residential Address _____

City, State, Zip Code _____

Contact information (phone) _____ (e-mail) _____

Owner of Land: Name _____

Mailing Address _____ Residential Address _____

City, State, Zip Code _____

Contact information (phone) _____ (e-mail) _____

Identification of Land: Worcester Registry of Deed, Book & Page _____

Assessor's Map & Lot _____ Zoning District _____

Watershed Protection District: Yes No

3. Proposed Use: _____

(Refer to Hardwick Zoning Bylaw Section 3.0 'Use Regulations')

Gross Sq. Ft. of Proposed Buildings & Structures: _____

Applicant's signature _____

Owner's signature _____

Date _____

Town Clerk's Stamp

Site Plan Requirements

Information and Procedures

The Hardwick Zoning Bylaw provides for specific uses which are allowed in certain districts only upon the issuance of a Site Plan Review per the Use Regulations listed in the Hardwick Zoning Bylaw, section 5.0. The Zoning Bylaw and a Site Plan Approval application is available on-line at www.hardwick-ma.gov or at the Municipal Office Building, 307 Main Street. The applicant must submit a completed application with supporting documents to the Town Clerk as outlined below. Upon receipt of a complete application, the Town Clerk will time and date-stamp the application and notify the Planning Board. A hearing date will be set at the earliest convenience, within 45 days from receipt of complete application. The Planning Board will notify the applicant, owner and abutters of the Public Hearing and as well as advertise the public hearing notice in a local newspaper for two weeks prior to the Public Hearing. The Board Meets regularly on the second and fourth Tuesday of the month.

1. Pre-application Conference

The purpose of the pre-application conference is to inform the Planning Board as to the preliminary nature of the proposed project. As such, no formal filings are required for the pre-application conference. However, the Applicant should prepare sufficient preliminary architectural and/or engineering drawings to inform the Board of the scale of the proposed project.

2. Plan Filing Requirements

The normal filing requirements are listed a) through b) below. The Planning Board may determine at the pre-application conference that some of the following requirements are not necessary to reach a decision on the merits of the application. The applicant shall submit only the following plans/items as required by the Planning Board. Plans shall be prepared, as applicable, by a registered architect, landscape architect and professional engineer licensed in the Commonwealth of Massachusetts.

a) A locus map identifying the site of the proposed development at the scale of 1"=40' or other reasonable scale to identify the site in context with surrounding roadways;

b) A plan showing location and dimensions of all existing and proposed buildings on the lot(s) subject to this application at a scale not to exceed 1"=40', clearly showing the relationship between proposed development and existing structures, parking areas, roads, driveways, sidewalks, open space, and utilities, including water, sewer, electric power, telephone, gas, and cable television within one hundred feet (100') of the premises;

c) Profiles/elevations of all existing and proposed buildings on the lot as viewed from front, side and rear yards following completion of the proposed project;

d) Existing and proposed landscaping, including the size and type of plant material. A Landscape Plan shall show existing trees and shrubs and all proposed landscape features and improvements, including planting areas with size and type of stock of each shrub or tree;

e) The location, heights, size and design of all proposed signage and lighting fixtures;

f) The location of existing and proposed storm water management system and calculations used to design the storm water system;

g) Unless waived by the Planning Board, existing and proposed topography at two (2) foot contour intervals, including natural features, water courses, wetlands, wetland buffer zones, riverfront areas, and the 100-year flood plain.

3. Decision

When a special permit is not required, the Planning Board shall file its written decision with the Town Clerk and applicant with forty-five (45) days of the close of the public hearing. This time limit may be extended by written agreement between the applicant and the Planning Board. Failure of the Planning Board to take final action within said forty-five (45) days, or extended time, shall be deemed approval of the application. Approval of a site plan shall require three affirmative votes of the Board. The Planning Board's final action shall consist of either:

a) Approval of the site plan based on a determination that the proposed project will constitute a suitable development and will not result in substantial detriment to the neighborhood or the Town.

b) Disapproval of the site plan with an explanation of the reasons for such disapproval and the elements of the proposal the Planning Board finds are not capable of revision or are so deficient in important elements and intrusive on the interests of the public that they warrant disapproval.

c) Approval of the site plan subject to such reasonable conditions, modifications, and restrictions as the Planning Board may deem necessary to insure that the proposed project will constitute a suitable development and will not result in substantial detriment to the neighborhood or town.

4. Review Criteria

In reviewing each application, the Planning Board shall determine that the site plan is designed to assure the following, if applicable:

a) Adequate parking and safety of internal circulation and egress.

b) Traffic safety and ease of access at the street entrance and exits of driveways, taking account of grades, sight distances and distances between such driveway entrances, exits and the nearest existing street intersection.

c) Adequate access to each structure on the site for Fire and Service vehicles and equipment.

d) The location, height, size, and design of all proposed signage and lighting fixtures.

e) Applications approved under this review process shall be constructed according to the final approved plan as submitted to the Planning Board. Any modification(s) after Planning Board approval, shall require of such modification by the Planning Board. This applies only when the application is for Site Plan Approval only and not to be included when Special Permit is required. The Planning Board may approve such modification during any regularly scheduled meeting of the Planning Board.

5. Site Plan Standards

These standards shall be incorporated into the design of the Project, if applicable:

a) Access

New curb cuts on existing public ways shall be minimized. To the extent feasible, access to businesses shall be provided through one of the following methods:

1) through common driveway serving adjacent lots or premises;

2) through an existing side or rear street thus avoiding the principal thoroughfare,

3) through a cul-de-sac or loop road shared by adjacent lots or premises

b) Parking

- 1) Parking areas shall be located to the side and rear of the structure. No parking area shall be within the front yard setback, except upon a finding of the Planning Board that no reasonable alternative exists, and the parking can be designed in a manner consistent with the traditional character of a village center.
- 2) To the extent possible, parking areas shall be shared with adjacent businesses.

c) Landscaping and Appearance

Applicants shall incorporate appropriate landscaping and design elements into new and expanded development within the district. Landscape design plans should ordinarily be prepared by a landscape architect if it believes the plan meets the design guidelines noted below and is in concert with the intent of the district.

1) A landscaped strip of at least the width of the side and rear setback may be required to buffer adjoining uses of different character. This buffer strip shall be planted with a combination of grass, appropriate height shrubs and trees; retention of naturally occurring vegetation is encouraged where appropriate. Driveways may cross lot lines to connect adjacent parking areas and facilitate internal vehicular and pedestrian circulation.

2) The Planning Board may require sidewalks along any portion of the lot with road frontage. A landscaped planting strip, continuous except for approved driveways, shall be established along the front lot line to visually separate buildings from the street. One tree shall be provided for each fifty (50) feet of frontage. Trees shall be placed at least three feet from the edge of the pavement, and at least two feet from the sidewalk. When fully-grown, proposed trees shall have root systems that will not cause damage to adjacent sidewalks.

3) While landscaped islands are encouraged in small parking areas, large parking areas (greater than 25 parking spaces) shall have a minimum of 5% of the area of the lot in landscaped islands a minimum of six feet in width. In all parking areas, a minimum of one shade tree shall be planted for every five parking spaces required. Trees within parking areas shall be planted in landscaped plots of at least 60 square feet of area.

4) Drainage systems shall be designed using Low Impact Development (LID) principles and techniques as set forth in the Planning Board's Subdivision Rules and Regulations. The Planning Board may authorize a conventional drainage system only where the applicant demonstrates that a LID design is infeasible or would have detrimental impacts on the neighborhood.

5) Exposed storage areas, machinery, garbage dumpsters, service areas, truck loading areas, utility buildings and structures shall be screened from the view of abutting properties and streets using plantings, fences, and other methods.

6) To ensure that landscaped areas are maintained, the Planning Board shall include a condition of any site plan approval or special permit that the landscaping is maintained in a healthy condition and dead or diseased trees and shrubs are promptly replanted.

7) Ground floor space shall generally be reserved for pedestrian-oriented retail sales and services, with offices and housing above.

8) To the extent practicable, all wiring shall be placed underground to minimize the visual exposure of overhead wires and utility poles

5. Required Fees

Site Plan Application Fee: \$200 Assessor's Fee: \$10
(If part of a Special Permit Application, there are no Site Plan fees applied)

Project review fee: Actual Cost of the Review by Outside Consultants

6. Review Fee for Outside Consultants

Refer to Section 12.12 of the Hardwick Zoning Bylaw