

Town of Westborough Site Plan Review Rules and Regulations



Adopted 1-10-17

CONTENTS

1.00 Site Plan Approval.....	3
1.01 Relationship to Special Permit Process.....	3
1.02 Relationship to the Building Permit.....	3
1.03 Application.....	4
A. Official Application Form	4
B. Application Process	4
1.04 Site Plan Review Responsibility.....	4
1.05 Limited Site Plan Review	4
A. Applicability	4
B. Site Plan Submittal.....	5
C. Building Commissioner Determination of Eligibility for Limited Site Plan Approval	5
D. Building Commissioner Review and Decision	6
1.06 Full Site Plan Review.....	6
A. Applicability	6
B. Submittal and Review Procedure	7
C. Approval Procedure.....	8
D. Contents of Application	8
1.07 General Site Development Standards and Guidelines.....	11
A. Site Development Standards and Guidelines	11
1.08 Drainage Standards.....	12
A. Drainage Systems.....	12
B. Stormwater Management.....	13
C. Detention Basins.....	13
D. Infiltration Pits/Stormwater Recharge Systems	13
E. Drainage System Component Specifications.....	14
F. Site Design	14
1.09 Receipt of Application.....	15
1.10 Disposition of Application.....	15
A. Withdrawal of Application	15
B. Appeals	15

Checklist of Required Information for Site Plan Approval and Properties Subject to Landscaping,
Screening and Buffers REquirements..... 16

TOWN OF WESTBOROUGH SITE PLAN REVIEW REGULATIONS

Adopted January 10, 2017

1.00 SITE PLAN APPROVAL

The Westborough Building Commissioner determines when a project qualifies for site plan review under authority from Article 1 of the Town of Westborough Zoning Bylaws. This bylaw allows the Board of Selectmen to adopt rules and regulations to implement the provisions of the bylaw, including but not limited to specifying the content and number of required plans, application procedures, filing and review fees, design criteria, development standards, and other general requirements consistent with the bylaw. Please refer to the Westborough Zoning Bylaw section 1240 to determine if Site Plan Approval is required for a proposed use.

1.01 RELATIONSHIP TO SPECIAL PERMIT PROCESS

When a project requires Site Plan Review and a Special Permit and the Special Permit is under the jurisdiction of the Planning Board or Board of Appeals, the Special Permit shall be obtained prior to application for a Site Plan Review is made.

1.02 RELATIONSHIP TO THE BUILDING PERMIT

The Building Commissioner shall not issue a building permit unless and until a Site Plan Review submittal has been reviewed and approved for all applicable development. In the instance of a Full Site Plan Review, no building permit shall be issued until a letter with Site Plan conditions, if any, has been forwarded to the Building Commissioner by the Board of Selectmen. In addition:

- A. No occupancy permit shall be issued for any activity or use within the scope of this section unless a Site Plan has been approved and constructed in accordance with the approved Site Plan.
- B. No activity within the scope of this section shall be carried out without an approved Site Plan. Any work done in deviation from an approved Site Plan shall be a violation of this Bylaw unless such deviation is approved in writing by the Board of Selectmen as a minor and insignificant field change.
- C. Approval of a Site Plan under this section shall not substitute for the requirement of obtaining a Special Permit or other forms of relief as required by the Zoning Bylaw.

1.03 APPLICATION

A. OFFICIAL APPLICATION FORM

Application for Site Plan Approval shall be made on an official form, which shall be furnished by the Building Department upon request.

B. APPLICATION PROCESS

The procedures for submitting a site plan review application are outlined in Article I of the Town of Westborough Zoning Bylaws. The following is a summary of the procedure: At least sixty-five (65) days prior to the application for a building permit, the petitioner shall file a site plan application for the proposed development with the Building Commissioner. Such application shall consist of nine (9) sets of plan(s) prepared, as appropriate, by an architect, landscape architect, professional engineer or land surveyor. The Building Commissioner shall transmit a copy to the Board of Selectmen, Planning Board, Wastewater Treatment Plant Board, DPW Manager, Fire Department, Conservation Commission and Board of Health. The Board of Selectmen shall hold a public hearing within sixty-five (65) days of the Building Commissioner accepting a completed application which meets all of the criteria required by the Zoning Bylaws, including the payment of any fees established by the Board of Selectmen, and shall take action within thirty (30) days of the hearing.

1.04 SITE PLAN REVIEW RESPONSIBILITY

The Board of Selectmen shall be designated as the body responsible to review and approve site plans. Further, the Board of Selectmen may request assistance of outside consultants under MGL Ch. 44, § 53G during its deliberations consistent with peer review procedures and guidelines established by the Commonwealth.

1.05 LIMITED SITE PLAN REVIEW

A. APPLICABILITY

Applications for Limited Site Plan Review shall be deemed appropriate for review if either of the following two conditions is satisfied and the proposed use is allowed by right:

- (1) The proposed building, addition or area of disturbance on the property has a gross area of not more than two thousand five hundred (2,500) square feet or less; or

- (2) The proposed addition or new building would result in the creation of not more than six (6) parking spaces or an increase of less than ten percent (10%) in the current parking capacity, whichever is greater.

Irrespective of the two criteria above, an application shall not be eligible for Limited Site Plan Review if the property and/or buildings in question have been approved for a Limited Site Plan Review for on-site development or improvements within the previous ten (10) years from the date of decision approving limited site plan review.

B. SITE PLAN SUBMITTAL

Any person desiring approval for a limited site plan review under this section shall submit a time stamped project description to the Building Commissioner for a determination as to whether the development plan qualifies for a Limited Site Plan Review. It shall be the responsibility of the applicant to prepare a project description that accurately conveys the nature, scale, conceptual design or layout, and the general physical, operational relationship of the proposed project to the surrounding area, and any additional information the applicant may deem pertinent. As part of the project description submission the applicant may request waivers from site plan submission criteria listed in Section 1.06(B) that the applicant believes is not germane to the proposed development.

C. BUILDING COMMISSIONER DETERMINATION OF ELIGIBILITY FOR LIMITED SITE PLAN APPROVAL

- (1) Within ten (10) days of receipt of the project description, the Building Commissioner shall make a decision regarding the applicability of limited or full site plan review, and a decision on any requested waivers from site plan conditions or submission materials.
- (2) At any time during the ten (10) day period the Building Commissioner may request additional information from the applicant, and to facilitate the acquisition of said materials the Building Commissioner may grant a onetime extension of up to ten (10) days.
- (3) The Building Commissioner may consult with the Town Planner and Town Engineer or any other applicable town officials or departments.
- (4) The Building Commissioner shall put in writing the reasons that waivers may be granted and said waiver decision shall be made part of the site plan application. The decision to grant waivers shall be subject to but not limited to the following: existing man made site conditions, existing natural conditions, the limited scale of the proposal, limited lot size, and pre-existing and germane site data.

- (5) If a decision regarding the applicability of limited site plan review is not made within ten (10) days, the application shall be deemed subject to a Limited Site Plan Review, and the twenty one (21) day limited site plan review period shall commence. Applications that qualify for Limited Site Plan Review shall not require an endorsement of the Planning Board.

D. BUILDING COMMISSIONER REVIEW AND DECISION

- (1) If the application is determined to be consistent with the Limited Site Plan Review eligibility criteria, the Building Commissioner shall notify the applicant, and upon written notification, the twenty-one (21) day Limited Site Plan Review period shall commence, see Subsection 1.07 for site development standards.
- (2) Within twenty one (21) days of the decision regarding the approval of a Limited Site Plan Review process the Building Commissioner shall approve the application as submitted or approve with conditions. The Building Commissioner may consult with other town departments, as he or she deems necessary. However, lack of comments from other Town Departments shall not cause the review period to be extended.
- (3) If during the twenty one (21) day review period for Limited Site Plan Review, the Building Commissioner finds that a particular proposal, regardless of size or parking expansion characteristics may create significant public safety problem, the Building Commissioner may require a Full Site Plan Review. In said instance, the Building Commissioner shall put his or her reasons in writing, and said document shall be made part of the site plan submission materials for Full Site Plan Review.

1.06 FULL SITE PLAN REVIEW

A. APPLICABILITY

- (1) Any proposed development that meets the general applicability requirements under Section 1.00 and does not meet the requirements for Limited Site Plan Review shall require Full Site Plan Review.
- (2) All projects requiring a Special Permit shall also require Full Site Plan Review regardless of size.
- (3) Any proposal referred by the Building Commissioner pursuant to Section 1.05(D)(3).

B. SUBMITTAL AND REVIEW PROCEDURE

- (1) The applicant shall submit nine (9) copies of said plan with application for approval thereof, including a Town of Westborough Site Plan Application and fee directly to the Building Commissioner. Upon receipt of the application and associated material the Building Commissioner shall time stamp the completed request for Site Plan Review Application. Requests deemed incomplete shall be time stamped and returned to the applicant stating the deficiencies needed to complete the application. The deadlines for final action set forth hereunder shall be automatically extended and not begin to run until all required materials have been determined by the Building Commissioner to have been submitted. If all of the required materials have not been submitted within 20 days of receipt of the initial materials, the Board of Selectmen may deny the application. The Building Commissioner within five (5) days of receipt of a complete application, shall be responsible for distributing one copy to each of the following; the Conservation Commission, Engineering Department, Town Planner, Board of Selectmen/Town Manager, Board of Health, Police Chief, Fire Chief, and the Public Works and Wastewater Treatment Plant Board. All town departments listed above shall have thirty five (35) days to submit comments to the Building Commissioner, failure of any local department to respond within the thirty five (35) day period shall not preclude the Board of Selectmen from proceeding with the Site Plan Review schedule.
- (2) The Board of Selectmen shall hold a public hearing with the applicant no later than thirty-five (35) days after submission of the proposed Site Plan to the Board of Selectmen. The notification requirements for the public hearing shall conform to the requirements listed under MGL Ch. 40A.
- (3) The Board of Selectmen shall hold as many meetings as necessary within a sixty five (65) day review period to review the proposal. However, no later than 65 days from the date of the submission of a complete application, the Board of Selectmen shall provide its site plan decision in writing to the Building Commissioner, except that at the request of the applicant the Board of Selectmen may grant an extensions of the review period. At the conclusion of the sixty five (65) day review period or an extended review period, the Board of Selectmen shall approve the application as submitted or approve with conditions. A majority vote of the Board of Selectmen shall be required to approve all site plans and site plan review conditions.
- (4) If no action is taken within sixty-five (65) days or during the extended review period, the application shall be deemed approved as submitted.
- (5) When reviewing the project, the Board of Selectmen may waive any submission requirement, development or drainage standard, or design

guideline it judges to be unnecessary or inapplicable to the review of the project provided the Board determines that the project will not have a significant impact on the site, its relationship with abutting properties, traffic impacts to public ways, public infrastructure or services, or environmental or historic resources. Said waiver requests shall be made by the Applicant in writing with stated reasons for requesting the waiver(s). The Board of Selectmen shall grant such waivers in writing.

C. APPROVAL PROCEDURE

- (1) One copy of the approved Site Plan shall be provided each to the applicant, and to the Town Engineer and the Building Commissioner. Further, one copy, in an electronic media format acceptable to the Town, shall also be provided to the Town Engineer.
- (2) An As-Built Plan and a letter of certification shall be submitted to Building Commissioner, prior to the granting of an occupancy permit, by a Registered Professional Engineer, Registered Architect, Registered Landscape Architect or Registered Land Surveyor, or combination thereof, as appropriate. Said certificate shall indicate that all work has been done substantially in compliance with the approved Site Plan, or any modifications to the site plan as approved by the Board of Selectmen.

D. CONTENTS OF APPLICATION

The completed application form, original plan and nine (9) copies shall be submitted to the Building Department. At least one copy of the plan shall be produced in size 11" X 17". Additionally, all application submittals shall be provided in PDF format on a CD Rom.

The applicant shall furnish the following information at the time of application. Failure to provide any of the following items shall be cause for disapproval of an application.

- (1) Name and address of applicant and owner of record as listed on the Town's tax rolls. If the applicant is not the owner of record, the latter shall also sign the application;
- (2) Date, north arrow, and scale shall be shown on plan;
- (3) A written description of the proposed use or uses;
- (4) A table or chart indicating the proposed number or amount and types of uses, lot area, lot width, setbacks, building height, lot coverage, floor area, parking spaces, percentage of lot coverage and

percentage of impervious surface, landscaping, and open spaces as they are required.

- (5) A site plan drawn at a scale of 1" = 40', unless another scale is previously requested by the applicant and found suitable by the Board. All plans shall be prepared, signed and sealed by a Massachusetts licensed engineer, architect or landscape architect, whichever is appropriate.
- (6) The plan shall be stamped by the registered land surveyor who performed the instrument boundary survey and who shall certify the accuracy of the locations of the building(s), setbacks and all other required dimensions, elevations, and measurements and shall be signed under the penalties of perjury.
- (7) Lot numbers, dimensions of lot in feet, size of lot in square feet, and width of abutting streets and ways shall be shown on the plan.
- (8) The location of existing or proposed building(s) on the lot shall be shown with the total square footage and dimensions of all buildings and building elevations and floor plans, and perspective renderings.
- (9) The plan shall show the location of existing wetlands, water bodies, wells, one-hundred year floodplain elevation, and other natural features; streams, wetlands, vistas, slope areas, geological features, unique vegetation, historic features, and other features that may be important to the site. All jurisdictional wetland resource areas shall be delineated in accordance with 310 CMR 10.00 and the Town of Westborough Wetland Bylaw Regulations dated February 9, 2010 with revisions through May 8, 2012 and approved by the Conservation Commission.
- (10) A landscape plan that complies with the requirements of Chapter 25 Site Plan Approval as may from time to time be amended must be submitted.
- (11) Existing and proposed topographical lines at two-foot contour intervals on the tract and within 50' thereof are required to be shown.
- (12) The location and description of the proposed open space or recreation areas shall be provided.
- (13) Existing and proposed street network, parking areas and spaces, drainage, and utility systems shall be prepared by a professional engineer licensed in Massachusetts.

- (14) The applicant shall submit information regarding all measures proposed to prevent pollution of surface water or groundwater, soil erosion, increased runoff, and flooding.
- (15) When the property is located in a Water Supply Protection District, please provide projections of down gradient concentrations of nitrogen, phosphorus, and other relevant chemicals to be disposed of on-site, at property boundaries; and at other locations deemed pertinent by the Board, prepared by a Hydro-geologist or Registered Professional Engineer possessing experience and education in Water Supply Protection and Hydrology.
- (16) Any additional information which the Board may require. The Board may engage a Massachusetts Professional Engineer experienced in groundwater evaluation, hydrogeology or hazardous and toxic materials to review the application for completeness and correctness and shall require the applicant to pay for the cost of the review.
- (17) A locus plan at 1" = 100', 200' or 400' scale (as may be appropriate for the location and project) showing the location, names and present widths of the Secondary Streets bounding, approaching or within reasonable proximity of the site, and including the tracts of land, ownership and topography taken from assessor's plans or field survey if available, or properties there-in.
- (18) The application shall also furnish a narrative summary of the vital statistics of the project. Such statistics shall include total gross and net square footage, number of parking spaces, and estimated amounts of water consumption and sewer discharge.
- (19) The applicant shall furnish a current Certified Abutter's List form the Assessor's Office and a Certificate of Taxes Paid from the Collector/Treasurer.
- (20) The location of fire hydrants, size and location of water mains to include fire protection mains, fire department Siamese sprinkler connection (to be within 100 feet of a fire hydrant), and post indicator valves. Identify street width (24 foot minimum) and curb cuts (28 foot minimum). The turning radii shall comply with the template shown at the end of this document.
- (21) Identify traffic circulation patterns and "No Parking Fire Lane" signage and stripping. Identify proposed building side access (3 minimum). Identify the net height of any drive-through. Any dead end road greater than 150 feet in length shall require an area for emergency

vehicles to turn around (Hammerhead, wye, or cul-de-sac). Cul-de-sac shall be a minimum of 120 foot inside curb diameter.

- (22) List the presence of any hazardous materials with proposed locations. Identify the locations of current and proposed underground or aboveground storage tanks.
- (23) All subsurface soil boring/test pits shall be located on the submitted plans. All associated soil data shall be submitted within the drainage report. All open test pits need to be witnessed by the DPW and Conservation Departments.
- (24) The location, dimensions, height, lighting, and other characteristics of all proposed signs.
- (25) Existing and proposed exterior lighting, including locations, lighting source, and fixture types.
- (26) The location and description of proposed public access areas, including parks, conservation areas, gardens, bikeways, pathways or sidewalk areas.
- (27) For applications requesting drive-through facilities, the type of business, the number and location of required stacking spaces, the location of an escape or bypass lane, and the vehicular and pedestrian traffic flow in and around the drive-through shall be defined.

1.07 GENERAL SITE DEVELOPMENT STANDARDS AND GUIDELINES

A. SITE DEVELOPMENT STANDARDS AND GUIDELINES

Applicants for both Limited and Full Site Plan Review must make every reasonable effort to achieve consistency with the following site development standards and guidelines:

- (1) Conserve and protect natural features that are of some lasting benefit to the site, its surrounding area and the town at large.
- (2) Protect slopes in excess of fifteen (15%) percent against erosion, runoff, and unstable soil, trees and rocks. Appropriate measures shall be taken to stabilize the land surface from unnecessary disruption. Stabilization measures shall be the responsibility of the property owner.

- (3) Buildings, structures, fences, lighting, and fixtures on each site shall be placed so as to not interfere with traffic circulation, safety, appropriate use and enjoyment of adjacent properties.
- (4) All roadway and driveway design shall take into consideration safe sight distances at intersections and along all traveled ways, in accordance with appropriate AASHTO requirements. As much as possible, clear sight distances shall take into account topography, density of dwelling units or intensity of use, and horizontal and vertical alignment.
- (5) Provide adequate illumination of parking lots and other areas for vehicular and pedestrian circulation. In a residential district, no freestanding illumination devices shall be installed to a height exceeding fifteen (15) feet. All illumination shall be directed and/or shielded so as not to shine beyond the perimeter of the site or interfere with traffic.
- (6) All areas designed for vehicular use shall be paved in accordance with the roadway and parking lot design standards the Town of Westborough.
- (7) All utility service transmission systems, including but not limited to water, sewer, natural gas, electrical and telephone lines, shall, whenever practical, be placed underground.
- (8) All surface water runoff from structures and impervious surfaces shall be managed in accordance with Subsection 1.08 Drainage Standards

1.08 DRAINAGE STANDARDS

A. DRAINAGE SYSTEMS

The drainage system within the site shall be laid out to the satisfaction of the Board, which will require provision of such facilities and arrangement thereof as, in its opinion, are necessary to:

- (1) Permit unimpeded flow of all natural water-courses.
- (2) Insure adequate drainage of all low points.
- (3) Intercept excessive ground water in the subsoil.
- (4) Intercept storm water runoff along all impervious surfaces at intervals reasonably related to the extent and grade of the area drained.

- (5) Insure that the lots are prepared and graded in such a manner that development of one shall not cause detrimental drainage on another.
- (6) Insure that the rates of runoff from the site after development or redevelopment are managed in accordance with the most recent version of the Massachusetts Stormwater Policy.

B. STORMWATER MANAGEMENT

Use of natural areas to control, mitigate, and/or alter rates of runoff is preferred and, where proposed, shall be implemented and designed in accordance with the most recent version of the Massachusetts Stormwater Policy. Newly constructed drainage areas shall be planted with trees, shrubs, and other vegetation necessary to stabilize any slopes and to facilitate percolation of stormwater. A landscape plan shall be prepared which shows proposed vegetation and existing vegetation to be saved. Newly constructed drainage areas shall be designed to be as maintenance free and aesthetically pleasing as is practicable.

C. DETENTION BASINS

The design and maintenance of detention basins shall meet all applicable standards in the most recent version of the Massachusetts Stormwater Policy as well as the following:

- (1) Unless designing a wet-bottom detention basin or constructed wetland, the bottom elevation of the basin shall be at least two feet above the seasonal high groundwater table and above bedrock.
- (2) The proposed basin shall be located entirely on private property and to the maximum extent possible on one lot.
- (3) The construction of the detention basin shall precede all other construction, excepting that clearing which is necessary for access to the basin site.

D. INFILTRATION PITS/STORMWATER RECHARGE SYSTEMS

The design and maintenance of infiltration pits (stormwater recharge systems) shall meet all applicable standards in the most recent version of the Massachusetts Stormwater Policy following as well as the following:

- (1) An access way with a heavy-duty lockable cover shall be provided for all infiltration pits.

- (2) The proposed infiltration pit shall be located entirely on private property and to the maximum extent possible on one lot.

E. DRAINAGE SYSTEM COMPONENT SPECIFICATIONS.

- (1) Proper connections shall be made with the existing public drainage system if applicable.
- (2) All drainpipes shall be reinforced concrete pipe having a minimum diameter of twelve (12) inches and shall be laid on a slope of not less than one-half of one percent (0.5%).
- (3) No drainage outfall shall discharge below the high water line of a stream, swamp, or body of water.
- (4) A suitable headwall shall be provided at the outfall end of all drains.
- (5) All drain manholes over five (5) feet in depth shall be provided with suitable steps.
- (6) No bell ends are to be laid in manholes or catch basins.
- (7) Suitable grates are to be installed at the discharge or inlet end of all drains eighteen (18) inches in diameter or larger.
- (8) All catch basins are to be constructed with sumps having a minimum depth of four (4) feet.
- (9) The closed storm drain system shall be of adequate capacity to accommodate flows from a ten (10) year storm at a minimum. The calculations used to determine the size of pipes, structures and culverts in the drainage system shall be based on the rational method, and shall be submitted to the board for review and approval.

F. SITE DESIGN

- (1) The location of buildings, parking areas, walkways, outdoor gathering places, landscaping, utilities, loading areas, dumpsters, automobile access, travel lanes, and signs should reflect a thoughtful approach that focuses primarily on providing optimal access and mobility for pedestrians on and between sites.
- (2) Parking areas behind buildings should allow for easy access between lots for automobiles and pedestrians.

- (3) Clear pedestrian pathways should be provided between buildings and across automobile travel lanes in the form of raised or distinct surfaces such as stamped concrete or grid pavers, arcades colonnades or other similar features.
- (4) In complexes with multiple principal buildings, landscaped areas with walkways, courtyards or arcades should be used in conjunction with compact site design to bring buildings closer together and enhance connectivity between them for residents and customers.

1.09 RECEIPT OF APPLICATION

An application shall be deemed received when an application or a request has been received in the format prescribed by the Board of Selectmen and is accompanied by all of the supporting materials or documentation and fees as detailed in these *Rules and Regulations* and in the *Zoning Bylaw of the Town of Westborough*. No application shall be deemed received until it has been checked for completeness and accuracy by Building Department staff. If an application is deemed incomplete it shall be returned to the applicant with a listing of missing information. The applicant shall be given the opportunity to withdraw any incomplete application. The filing fee is non-refundable. In the event the applicant does not choose to withdraw the application, the Board of Selectmen may deny the application for incompleteness.

1.10 DISPOSITION OF APPLICATION

A. WITHDRAWAL OF APPLICATION

An application may be withdrawn without prejudice by an applicant by notice in writing to the Building Commissioner, which notice the applicant shall also deliver to the Town Clerk, at any time prior to the first publication of the notice of the public hearing. After such notice, withdrawal of an application shall be permitted only by affirmative vote of the Board of Selectmen.

B. APPEALS

Any applicant aggrieved by a decision of the Board of Selectmen may appeal such decision as provided in M.G.L Chapter 40A, Section 17 within twenty (20) days after such decision has been filed in the office of the Town Clerk.

TOWN OF WESTBOROUGH

CHECKLIST OF REQUIRED INFORMATION FOR SITE PLAN APPROVAL AND PROPERTIES SUBJECT TO LANDSCAPING, SCREENING AND BUFFERS REQUIREMENTS

APPLICANT: _____

PROJECT NAME: _____

Submittals

(1) Building Department submittals. Any person who desires Site Plan Approval shall submit an original and nine (9) copies of the following to the Building Department, including the Application, Certificate of Taxes Paid, Certified List of Abutters, Fee, and Plans.

- (a) The Site Plan and other Submittals shall show:
- Existing and Proposed Buildings
 - Existing and Proposed Contour Elevations
 - Structures
 - Parking Spaces
 - Driveway Openings
 - Driveway Service Areas
 - Facilities for Sewage
 - Facilities for Refuse and Other Waste Disposal
 - Drainage Structures
 - Wetlands
 - Surface Water
 - Areas Subject to the One Hundred (100) Year Flood
 - Maximum Ground Water Elevation
 - Location of Aquifers
 - Private/ Public Wells & Drinking Water Supplies in relation to the Site

- Landscaping Features
- Signs
- Fire hydrants
- Size and location of water mains to include fire protection mains
- Fire department Siamese sprinkler connection
- Post indicator valves
- Street width (24 foot minimum)
- Curb cuts (28 foot minimum)
- The turning radii
- Net height of any drive-through
- Location and number of stacking spaces for drive-through locations
- Traffic circulation patterns
- "No Parking Fire Lane" signage and stripping
- Proposed building side access (3 minimum)
- Dead end road greater than 150 feet emergency vehicle turn around
- Cul-de-sac minimum of 120 foot inside curb diameter
- List of any hazardous materials with proposed locations
- Location of current and proposed underground or aboveground storage tanks

(b) Site Plan shall show the relation of the above features to adjacent ways and properties and all contiguous land owned by the applicant or by the owner(s) of property.

(c) Supporting materials shall be submitted that address Environmental Impacts:

- Pollution of Surface or Ground Water
- Soil Erosion
- Increased run-off
- Changes in Ground Water Level

Flooding

Other submittals that indicate the measures proposed to deal with and mitigate environmental impacts.

(d) Design Features including landscaping and screening.

(e) The applicant shall submit in writing a traffic study that shall project traffic flow patterns into and upon the site for both vehicles and pedestrians, and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours, and for peak seasons, as well as existing patterns and existing ways for passage of traffic and pedestrians. The Board of Selectmen reserves the right to request additional traffic information that it deems necessary when making development decisions.

(f) Except for building permits, any other permits or approvals required from Town Agencies are to be included as part of this submittal or an explanation of their absence satisfactory to the Board of Selectmen shall be submitted.

Conservation Commission
(Notice of Intent shall be filed in accordance with the Checklist requirements cited in Appendix B of the Town of Westborough Wetland Bylaw Regulations dated February 9, 2010 with revisions through May 8, 2012).

Design Review Committee

DPW

Fire Department

Water Connection

Sewer Extension

Board of Health

Mass Highway

Special Permits (ZBA, Planning, BOS)

Other

Notes:

(2) Landscaping Plans shall be submitted – these requirements apply to all projects that require Site Plan Approval. The following submittals are required at the time of application:

- Each application shall contain a brief narrative describing the project and the proposed landscaping, screening, and buffers and other design elements.
- Plans for projects with over 1,000 square feet of landscaping area shall be prepared by a certified landscape architect, horticulturist, or arborist and shall be submitted with each Site Plan Application, unless waived by the Board of Selectmen. Plans for smaller projects may be prepared by a person familiar with the proposed species of plants, their planting requirements and maintenance requirements. Such plans shall create a total pattern for the site, integrating the various elements of each site's design and creating a pleasant site character. The landscaping plan shall be designed to achieve architectural and environmental enhancement in the following areas:
 - a. Buffering of parking, screening of storage areas, and unsightly objects such as public utilities and substations.
 - b. Creating buffer zones between residential, commercial, and industrial areas.
 - c. Erosion control and storm water management.
 - d. Noise barriers.
 - e. Streetscape enhancement, blending or improving existing and abutting landscape.
 - f. Improving the relationship of site to structure through the use of shade, screening, accent, and foundation plantings.
 - g. Landscaping plans shall include botanical and common names of plant materials, symbols, size, quantity, and spacing of materials.
 - h. The name, address, phone number and certification of the person or firm who prepared the plan.
- The plan shall include the details for the erosion control measures to be utilized during construction.
- The plan shall include the plant protection detail as well as the location, type and caliper of any existing mature trees and plantings to remain, to be relocated or to be removed. If mature trees are removed due to

grading or other reasons, replacement specimen size trees may be required.

(3) Drive-Through Facility – for Applicants requesting Site Plan Approval of properties with drive-through facilities the following submittals are required at the time of application:

- Restaurant and fast food uses - the plans shall include the details for a minimum of twelve (12) total stacking spaces within the site to include a minimum of eight (8) stacking spaces before the order board and a minimum of four (4) stacking spaces between the order board and the transaction window.
- All other uses – the plans shall include the details for a minimum of five (5) total stacking spaces within the site before the order board.
- Single drive-through Window Proposals – the plans shall include the details for no less than five (5) total stacking spaces within the site before the order board for restaurant and fast food uses, and three (3) stacking spaces for all other uses.
- Drive-through queue analysis – notwithstanding the aforementioned minimum stacking space requirements each applicant shall conduct and include a drive-through queue analysis to determine the need for additional stacking spaces during peak times of operation. The Board of Selectmen reserves the right to request additional stacking spaces that it deems necessary when making development decisions.
- Stacking Space – each stacking space detailed in the plan shall be a minimum of twenty (20) feet in length and twelve (12) feet in width.
- Escape Route / Bypass lane – the plan shall include details of an escape route or bypass lane for vehicles needing to exit from the stacking spaces prior to ordering for emergency purposes.

Stacking lanes shall be designed to prevent circulation congestion both on-site and on adjacent roadways serving the site. The design and operation of the drive-through facilities shall:

- a. Separate drive-through traffic from site circulation aisles by means of physical and/or visual features.
- b. Not impede or impair access into or out of parking spaces.
- c. Not impede or impair vehicle or pedestrian traffic movement within the site or adjacent roadways serving the site.

- d. Minimize conflicts between pedestrian and vehicular traffic by physical and visual separation of the stacking lane(s) from pedestrian ways and circulation aisles, or at the crossing of the two.

