City of Lowell Planning Board

Application for Site Plan Approval

Effective June 1, 2007

OFFICIAL USE:

Date of Receipt: _____ Received By: _____ Date of Approval: _____

Complete _____ Not Complete _____ Date :_____

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof, Section 11.4, Site Plan Review.

1. Application Information

Address of Property Location: _____

Owner: _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Owner's Agent: _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.:_____

Email: _____

Tenant/Lessee/Purchaser (If Applicable): _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

2. Property Information

Zoning District:_____

Type Of Structures (Existing and Proposed on Property):

Residential: E_____ P_____ Commercial: E_____ P_____ Industrial: E_____ P_____

Institutional: E_____ P_____ Other: _____

Parking Spaces: Existing _____ Proposed _____

Land Area Square Feet: _____

Building Area Square Feet: _____

Number Of Stories: _____ Number Of Dwelling Units: _____

Occupied: _____Partially Occupied: _____ Vacant: _____ Vacant Land: _____

3. Brief Summary of Proposed Work (Attach Additional Sheets for Project Narrative)

_____

_____

_____

4. Planning Board Special Permits:

____ The applicant is also requesting a special permit from the Planning Board.
If applying for a special permit with site plan review, please also fill out the Special Permit Addendum, provide related materials, and submit it with this form.

5. ZBA Variances and Special Permits:

NOTICE: Checking below does not constitute application for a special permit or a variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.

____ The applicant is also requesting a special permit or permits from the ZBA[1]:
Specify zoning code section & title

_____ _____
_____ _____
_____ _____

____ The applicant is also requesting a variance or variances from the ZBA[1]:
Specify zoning code section & title

_____ _____
_____ _____
_____ _____
_____ _____

[1] Note that section 11.4.11 of the Zoning Ordinance requires the ZBA to include the conditions of a site plan approval within the decision that is issued for a special permit or variance. Therefore the applicant must secure site plan approval before the date of the hearing before the ZBA for a ZBA special permit or variance.

Site Plan Submission Requirements

THE FOLLOWING ITEMS ARE REQUIRED WITH THE APPLICATION. IF THE APPLICANT IS ALSO FILING FOR SITE PLAN REVIEW, ADDITIONAL COPIES OF THE SAME PLANS ARE NOT REQUIRED FOR CONCURRENT APPLICATIONS ON THE SAME SITE:

- **ONE (1) ORIGINAL AND THIRTEEN (13) COPIES OF ALL PLANS, NARRATIVE, AND APPLICATION. SIX (6) OF THE 13 PLANS MAY BE HALF-SIZE COPIES.**
- **IF SUBMITTING DRAINAGE CALCULATIONS OR OTHER BACKUP ENGINEERING DATA, ONLY TWO (2) COPIES OF THIS INFORMATION ARE REQUIRED, AS WELL AS ONE (1) ELECTRONIC COPY IN HYDROCAD FILE FORMAT.**
- **THREE (3) COPIES OF THE REQUIRED CERTIFIED ABUTTERS LIST.**

Please check that each item is attached, if applicable:

____ A. Completed Application (this form)

____ B. Plan(s) at scale 1” = 20” on 24” by 36” sheets. Plans shall be drawn by registered land surveyor, professional engineer, architect or landscape architect, as appropriate. The plan shall include the following information, **each of which shall be submitted on the following separate sheets:**

_____ 1. Existing Conditions: Location of all existing natural features, including ponds, brooks, streams, wetlands, elevations and topography, proposed and existing contours. Also, owners of record of all abutting lots as of the most current City of Lowell Tax Assessors’ records and the approximate locations (may be based on City of Lowell GIS data or aerial photography) of all buildings or structures on abutting lots that are located within 30’-0” of the lot lines of the proposed project site.

_____ 2. Site Layout: Location and dimensions of all buildings and other construction; Internal roadways and access ways to adjacent public roadways, and a profile of same if determined to be necessary by the Planning Board; Location of snow storage areas and trash dumpsters.

_____ 3. Parking: Location and dimensions of all parking areas, loading areas, walkways and driveways.

_____ 4. Landscaping and lighting: Location and type of external lighting; Location, type, dimensions and quantities of landscaping and screening.

_____ 5. Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal, and a profile of same if determined to be necessary by the Planning Board

_____ 6. Architectural Plan(s): Architectural plan(s) which shall include the ground floor plan and architectural elevations of all proposed buildings. All residential projects with ten (10) or more units and all non-residential buildings of 10,000 or more square feet must also include one or more architectural rendering(s) sufficient to establish views of the structure or structures from the public way.

____ C. A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.)

____ D. A brief narrative addressing concerns in the following categories: a. Buildings; b. Parking and loading; c. Traffic flow and circulation; d. External lighting; e. Landscaping and screening; f. Utilities; g. Snow removal; h. Description of natural area protection and enhancement; i. Signature block showing approved by Lowell Planning Board, date and line at least 3.5 inches.

____ F. Impact study(ies) or other documentation as requested by the Planning Board

____ G. A certified list of abutters within a 300-foot radius (from the Assessor’s Office).

____ H. Filing fees as established by the Lowell Planning Board and Lowell City Council.

Incomplete applications will be automatically rejected and returned to the applicant.

6. Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work that is proposed for my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator or log on to www.lowellma.gov/depts/DPD/permitting.

Submit all required materials to:

James Errickson, Associate Planner/Planning Board Administrator
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
(978) 446-7200, fax: (978) 446-7014, email: jerrickson@lowellma.gov
www.lowellma.gov