



Community & Economic Development Division

Economic Development/Planning

Municipal Office Building

66 Central Square
Bridgewater, MA 02324
508-697-0950

Applicant: _____

Location: _____

Date: _____

Site Plan/Special Permit Submittal Check List (Updated 9/10/19)

Applicants submitting a Site Plan to the Planning Board must provide the following information or the submittal will be deemed incomplete for filing.

- A properly executed application provided by the Planning Board accompanied by a certified list of abutters.
- A Site Plan filing fee. Said amount shall be calculated on a separate sheet and submitted with the application.
 - **Minor Site Plan:**
\$500 for ANY modification of existing, approved Site Plan, or a new Minor Site Plan (creating no impervious surface).
 - **Major Site Plan:**
 - \$1,000 Site Plan creating up to 10,000 sf of impervious surface
 - \$1,500 Site Plan creating from 10,001-50,000 sf of impervious surface
 - \$2,000 Site Plan creating greater than 50,000 sf of impervious surface
 - Minimum \$2,500 Consultant Review Fee
 - **Special Permit:**
 - \$500 for ANY modification AND a minimum \$2,000 Professional Review Fee
 - \$800 + \$.25 per sq. ft over 20,000 sq. ft of gross building area + a minimum \$2,500 Professional Review Fee*
- The original drawing(s) and eleven (11) prints of each drawing(s) Plus a PDF version of the full set of plans

SITE PLAN REQUIREMENTS *Bridgewater Zoning Bylaw Section 9.85:*

- a. Existing and Proposed Conditions. A plan or plans showing the area and dimensions of the:
 - Overall site layout,
 - Buildings,
 - Structures,
 - Parking, drives,
 - Loading,
 - Circulation,
 - Lighting,
 - Signage,
 - Service areas,
 - Utilities including drainage and easements.

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The plan shall also show:

- Contours,
- General location of trees,
- Flood plains,
- Wetlands,
- Landscape features and adjoining properties and streets.

In addition, photographs may be submitted showing the site and its relationship to adjoining properties and streets.

b. Architectural Design.

— Elevations showing front and rear facades and side facades where there is no adjoining buildings including color and texture of surface materials.

DESIGN OBJECTIVES *Bridgewater Zoning Bylaw Section 9.86:*

The following objectives, in addition to any other standards prescribed elsewhere in this zoning bylaw, shall be utilized by the planning board in considering all site plans. These objectives are intended to provide specific guidelines for the applicant in the development of site plans.

- a. **Infrastructure.** Efforts shall be made to minimize the impacts of development upon the public water supply, sewer capacity and street system.
- b. **Circulation.** Parking areas shall be designed to facilitate safe pedestrian and vehicular circulation patterns. Special attention shall be given to location and number of access points to the public streets (especially in relation to intersections and access drives serving adjoining properties), width of interior drives and access points, walkways, lighting, delineation of parking stalls and loading zones, surface material, and accommodations for the handicapped.
- c. **Surface Water Drainage.** The removal of surface water shall not adversely affect adjoining properties, streets or storm drainage systems nor obstruct circulation of vehicles and pedestrians. For parking areas serving new buildings or expansions to existing parking areas, the performance of surface drainage shall be based on standards set forth in the subdivision rules and regulations. Stormwater management plans and final drainage designs shall demonstrate that no significantly adverse environmental impacts are to be incurred on or near the site of a proposed development.
 - **A storm-water management plan shall be prepared by a licensed civil engineer and submitted.**
 - **A storm-water management operation and maintenance plan.**
- d. **Landscape.** The landscape shall be preserved in its natural state as much as possible by minimizing tree and soil removal. Abrupt grade changes shall normally be avoided. All open space shall be landscaped with a variety of plant material, berms, and other related features so as to add to the visual amenities of the area.
- e. **Building Location.** Proposed buildings and structures shall be integrated as much as possible within the existing landscape and terrain.
- f. **Special Features.** Exposed machinery, utility structures and areas for parking, loading, storage, service and disposal shall be screened from adjoining properties and streets. On-site lighting shall not glare

onto adjoining properties or streets.

- g. **Safety.** All open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police, and other emergency personnel and equipment

SPECIAL DESIGN OBJECTIVES *Bridgewater Zoning Bylaw Section 9.87:*

In addition to the above mentioned design objectives, the following standards shall apply to those applicable projects proposed within residential and business districts and those proposed along public ways within industrial districts. They shall not apply if such developments require the approval of a local historic district commission.

- a. **Building Design.** The design of proposed buildings, structures and additions shall complement, whenever feasible, the general setback, roof line, arrangement of openings, color, exterior materials, proportion and scale of existing buildings located within the district. Retaining the character of traditional or significant architectural features of existing buildings shall be encouraged.
- b. **Outside Advertising Features.** All permanent signs, in terms of their size, location, design, color, texture, lighting and materials, shall not detract from the architectural elements of the buildings they are attached to, or if freestanding, from the landscaping features of the site.