

SALISBURY PLANNING BOARD
SITE PLAN REVIEW FILING CHECKLIST



Applicants encouraged to meet with planning department for review of application prior to filing. Applications will not be stamped in at the Town Clerk's office for the Planning Board, until the Planning Department determines that the following items are included with the application:

1. Application must be filled out completely and correctly. (Map and Parcel must be included. Can be found in the Assessor's Office.) **Attachment 1**
2. Planning Dept. reviews application & plans for completeness prior to receiving fees and copies for the Board
3. A complete **REQUIREMENTS AND WAIVER REQUEST FORM** **must** be submitted along with copies of site plan filings: **Attachment 2**
The waiver request goes to the planning board as a preliminary SPR to only decide on waivers. After decision is made, applicant then submits 8 copies of plans, along with fees and application, and can be stamped in by Town Clerk.
4. Abutters List Request form must be completed at the Assessor's Office (if applicable-check with planning dept.) (\$15-checks payable to the Town of Salisbury).
5. Treasurer's Office signature to ensure all Taxes are paid up to date on the property in question and any applicable betterments are paid in full: **Attachment 3**
6. A complete site plan submittal checklist **must** be submitted along with copies of site plans: **Attachment 4**
7. When plans ready to be stamped in by Town Clerk:
 - a. Site Plan Review Application & Review Fee - Checks payable to the Town of Salisbury.
 - b. Registered Plan drawn to scale and in conformance with Section II.B.1 of the site plan review requirements. (8 Copies)

A handwritten signature in black ink, appearing to be "M. W. ...", written over a horizontal line.

Planning Department

A handwritten signature in black ink, appearing to be "Anne R. Harper", written over a horizontal line.

Town Clerk

***** Note to Applicants *****

- Applicants shall bear the cost of advertising the legal notices in the Newburyport Daily News, and will be directly billed by that publication.
- Planning Board will schedule a Public Hearing within 30 Days of complete submission. For major projects, they will have 60 Days from the date the public hearing was opened to reach a decision. For minor projects, the board has 45 days from the date the application was stamped in by the Town Clerk to reach a decision.
- All conditions must be met and required changes made to the plan, then submitted to the Planning Board for review before a building permit will be assigned.

Attachment 1

TOWN OF SALISBURY
APPLICATION FOR SITE PLAN REVIEW

A REGISTERED SITE PLAN MUST BE FILED WITH THIS APPLICATION FORM

Date 8/2/17

Applicant's Name BIG BLOCK Development Group

Applicant's Address 98 ELM Street SALISBURY MASS

Telephone # & Fax # 603-582-0151 / 978-423-6336

E-mail Address SPAGUE@SPILLC.COM / W.CAPOLURO@SPSNEWENGLAND.COM

Application is hereby made for Site Plan Review. This application is for property located at
BROADWAY AND OCEAN FRONT SOUTH, Salisbury, Massachusetts.

Tax Map # 32 Lot # 78-365-77-76-6-8-10-20-26-28

1. Owner of Property: See Attached List

Owner's Address: 98 ELM ST SALISBURY MA

2. Zoning District: Beach overlay District

3. Lot Size: APROX 3.4 ACRES AS COMBINED

4. Existing Use: MIXED COMMERCIAL / RESIDENTIAL

5. Proposed Use: RES. CONDOMINIUMS / RETAIL (SEE NARRATIVE)

6. Description of Proposed Work: PLEASE REFER TO THE ATTACHED NARRATIVE SUBMITTED W/ THIS APPLICATION

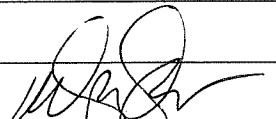
7. Square Footage of All Proposed Work: NEW CONST. APROX 170,000 SF SEE NARRATIVE

8. Other Permits Required and Status of Applications: CONSERVATION COMMISSION NOT + ORDER OF COND TO BE FILED

9. Site Plan Waivers Requested: NONE

10. Reason for Waiver Request: N/A


Signature of Applicant


Signature of Owner

Planning BoardREQUIREMENTS AND WAIVER REQUEST FORMApplicant Big Block Dev. Corp Map and Parcel # _____

Property Owner _____ Project Address _____

Plan Requirements	Included in Application	Requesting Waiver
A. Plans drawn by registered professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Existing site conditions:		
1. All waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Wetland and Boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Topography	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Vegetation types	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Other natural features	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Location of:		
1. Proposed landscaping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Existing landscaping and open space	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Use Plan indicating locations of		
1. Proposed building and additions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Service and loading areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Curbing and driveway locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Trash and receptacles or dumpsters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Other site alterations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Architectural plans of all proposed buildings		
1. Floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Elevation plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Utility Plans showing		
1. Water and sewer connection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Stormwater Drainage Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Luminaire Plan showing		
1. Foot Candles	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment 3

SITE PLAN APPLICATION
TAX AND BETTERMENT PAYMENT CERTIFICATION

Date 11/7/17

Map _____ Parcel _____

Owner's Name: _____

Property Address: _____, Salisbury, MA

I, CHRISTINE CARON, certify that all taxes and applicable betterment's have been paid in full for the property located at Map _____ Parcel _____. The next billing date is _____.

Signature: Christine Caron
Treasurer or Treasurer's Clerk

Date: 11/7/17

Big Block Project
Subject Parcels

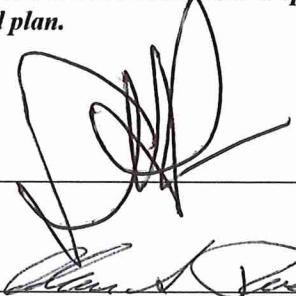
32-78 MULGATHY
32-365 MULGATHY
32-77 DEAN
32-76 DEAN
32-75 NABHAN
32-74 MULGATHY
32-73 DEAN
32-72 NABHAN
32-71 HATEM
32-70 HATEM

Attachment 4

SITE PLAN REVIEW SUBMITTAL CHECKLIST

Before any Site Plan Review application can be filed at the town clerk's office, the following departments must receive the specified information and sign below that the information has been received. Departments have 14 days within which they may approve, disapprove, or comment on the proposed plan.

Board of Health

(1 Set of Plans & application) Received By:  Date: 8/25/17

Fire Department

(1 Set of Plans & application) Received By:  Date: 08/25/17

Department of Public Works

(3 Sets of Plans & application) Received By:  Date: 8/25/17


Building Department

(1 Set of Plans & application) Received By:  Date: 8/25/17

Conservation Commission

(1 Set of Plans & application) Received By:  Date: 8/25/17

Police Department

(1 Set of Plans & application) Received By:  Date: 8/25/17

Assessor's Department

(1 Set of Plans & application) Received By:  Date: 8/25/17

Planning Department

(1 Set of Plans & application) Received By:  Date: 8/25/17

Design Review Committee (if Beach Overlay District Applies)

(3 Sets of Plans & application to Planning Department)
Received By: _____ Date: _____

Housing Partnership Committee (if Inclusionary Zoning Applies)

(1 Set of Plans & application to Town Clerk)
Received By: _____ Date: _____