

## **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)

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Planning Department

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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 \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Telephone # & Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Application is hereby made for Site Plan Review. This application is for property located at \_\_\_\_\_, Salisbury, Massachusetts.

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

1. Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

2. Zoning District: \_\_\_\_\_

3. Lot Size: \_\_\_\_\_

4. Existing Use: \_\_\_\_\_

5. Proposed Use: \_\_\_\_\_

6. Description of Proposed Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Square Footage of All Proposed Work: \_\_\_\_\_

8. Other Permits Required and Status of Applications: \_\_\_\_\_

\_\_\_\_\_

9. Site Plan Waivers Requested: \_\_\_\_\_

\_\_\_\_\_

10. Reason for Waiver Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

**Planning Board****REQUIREMENTS AND WAIVER REQUEST FORM**

Applicant \_\_\_\_\_ Map and Parcel # \_\_\_\_\_

Property Owner \_\_\_\_\_ Project Address \_\_\_\_\_

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

Attachment 3

**SITE PLAN APPLICATION**  
**TAX AND BETTERMENT PAYMENT CERTIFICATION**

Date \_\_\_\_\_

**Map** \_\_\_\_\_ **Parcel** \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_, Salisbury, MA

I, \_\_\_\_\_, 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:** \_\_\_\_\_  
**Treasurer or Treasurer's Clerk**

**Date:** \_\_\_\_\_

**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: \_\_\_\_\_

**Fire Department**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Public Works**

(3 Sets of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Department**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Conservation Commission**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessor's Department**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Department**

(1 Set of Plans & application) Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_