

**TOWN OF ABINGTON  
PLANNING BOARD  
RULES FOR REVIEW AND APPROVAL OF SITE PLANS**

**General**

Owners of Property subject to Site Plan Review and Approval by the Abington Planning Board as provided for under the authority and provisions of the Abington Zoning By-Law must submit to the Planning Board at a regularly scheduled meeting a completed application (see attached) stating the proposed uses of the land along with eighteen (18) copies of a Site Plan as follows:

- 1) The plan submitted shall be drawn to a scale of at least 1"= 40', and shall be prepared by a Registered Professional Engineer and/or Registered Professional Land Surveyor as appropriate.
- 2) There shall be submitted at the same scale as the site plan a professionally surveyed plan of existing site features including the size of the property; the existing and proposed topography at two (2) foot contour intervals; general soil types as indicated on soil maps available from the U.S. Soil Conservation Service; vegetation cover including accurate locations of wooded areas and major trees, as well as roads, structures, or other significant features.
- 3) A locus map shall be included to indicate the location of the property within the Town. This map shall include the zoning district(s) for the area.
- 4) In order to allow adequate consideration of the surroundings, a plan of adjacent properties shall be presented at a scale of not less than 1" = 100' or at the same scale as the site plan if practical. This plan shall show the general characteristics of all lands within 300' of the proposed site, including structures, parking areas, driveways, pedestrian ways, and significant natural features.
- 5) The site plan and any other drawings necessary shall precisely indicate at least, but not necessarily be limited to, the following:
  - area of the site
  - proposed uses of the land
  - vehicular and pedestrian circulation system, including pavement widths and rights of way,
  - parking
  - buffers and all landscaping.
  - all proposed structures, including their exact location. relation to topography, height and bulk.
  - number and type of dwelling units, if any.
  - service access and facilities for all structures or uses including garbage and trash disposal facilities.
  - location of all existing and proposed utilities for water supply and sewerage.
  - all site drainage including natural courses and storm drains including drainage calculations.
  - the location of all open space including its intended use, natural trees and foliage to be maintained, specific new planting by size and location, and the organization or owner intended to own and maintain same.

- finish contours of the topography, measures and structures to minimize soil erosion during construction.
- significant site appurtenances such as walls, light poles, and recreation areas.
- date, true north point, and the name of the owner and applicant.
  
- complete property dimensions, area, setbacks, zoning, including overlay zoning, and assessors reference.
- location of property on flood plain maps as well as the location of all water bodies, or wetlands on or within 100 feet of the property, if applicable.
- a design for the storm drainage systems prepared by a Registered Professional Engineer demonstrating that post development rates do not exceed that pre-development rates.
- Location of all existing and proposed easements.
- Location of all outdoor refuse disposal areas, which shall be screened.
- Lighting plan showing location, direction, and intensity of all existing and proposed lighting.
- Location, size, and type of signs.

**Plan Requiring a Public Hearing**

A public hearing with notification to abutters per Chapter 40 A Section 11 shall be required for all commercial or industrial site plans which do not otherwise need to obtain a special permit and which meet or exceed one or more of the following thresholds and are regarded as a Major Project. Projects.:

- a) Total floor area on the lot is equal to or greater than 20,000 SF.
- b) Total parking spaces required by Section VIII, Section 175-52 of the Zoning Bylaw is 50 or greater.
- c) Total vehicle trips per day generated by the proposed use or uses exceeds 400 vehicle trips per day as determined by the Institute of Traffic Engineers (ITE) manual (current edition).
- d) Projects that encroach into a residential zoning district per Section 175-13 of the Zoning By-Law.

Projects that do not exceed and are below the above thresholds are regarded as Minor Projects and do not require a public hearing.

**Fee Schedule Effective January 1, 2015**

|                           |   |
|---------------------------|---|
| Minor project: \$500.00   | filing fee  |
| \$3,750.00                | initial and as built review fee   |
| \$1,500.00                | supplemental review fee to be paid at the time of submission in a separate check which will be returned if not needed.  |
| Major Project: \$1,000.00 | filing fee  |
| \$5,000.00                | initial and as built review fee *   |
| \$1,500.00                | supplemental review fee to be paid at the time of submission in a separate check which will be returned if not needed.* |

\* The application shall be reviewed upon receipt of the engineer who will advise the Board if additional review fees will be needed based on the scope of the project, in addition if traffic review is necessary, it will be determined separately.

## **Approval**

The Planning Board shall review and act upon the site plan, with such conditions as may be deemed appropriate and notify the applicant of its decision. The Planning Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to assure completion of site improvements. The decision of the Planning Board shall be upon a majority of those present and shall be in writing. No building permit or certificate of occupancy shall be issued by the Building Inspector without the written approval of the site plan by the Planning Board and certification by the design engineer and/or other professional registered by the Commonwealth of Massachusetts that said improvements have been constructed in accordance with the plan as approved by the Planning Board.

In addition, effective July 1, 2013 submission of a revised and complete site plan including landscaping and lighting for review by the Town of Abington's reviewing engineer and signature of the Planning Board on the approved, completed plan prior to the project proponent's application for a building permit.

## **Surety**

Effective November 7, 2005 the Planning Board will require surety in the amount of \$25,000.00 to be posted with the Board to ensure the completion of the project. The Board may increase or reduce the stated surety amount at the Board's discretion. The "As Built" certificate included in this application will be required to be completed and stamped by the design engineer prior to any surety funds being released. Three (3) copies of the as built plan shall be submitted in addition to the "As Built Certificate".

**APPLICATION FOR SITE PLAN REVIEW  
TOWN OF ABINGTON**

Date of Submission: \_\_\_\_\_

The accompanying plan(s) entitled: \_\_\_\_\_ Dated \_\_\_\_\_

By \_\_\_\_\_ (P.E. or Surveyor), is being submitted for Site Plan Review in accordance with Section *175-77* of the Zoning By-law.

1) Property Address: \_\_\_\_\_

2) Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_

3) Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

4) Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

5) Name of Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

6) Name of Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

7) Construction: New \_\_\_\_\_ Addition \_\_\_\_\_ Renovation \_\_\_\_\_

8) Zoning District: \_\_\_\_\_ Phone: \_\_\_\_\_

9) Lot Frontage \_\_\_\_\_ Yard

Depth: Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

10) Building Dimensions \_\_\_\_\_ Gross SF \_\_\_\_\_

11) Easements of other legal restrictions (applicant to attach separate sheet).

12) Is any portion within a flood plain area? (yes) (no) If yes, is it clearly shown on plan? (yes) (no)

13) Is any portion within a wetland resource or buffer zone area? (yes) (no)

14) Is a brief project description attached? (yes) (no)

Submitted By: \_\_\_\_\_ (Signature of Owner or Agent)

Filing Fee Amount \_\_\_\_\_ Review Fee Amount \_\_\_\_\_

Make Checks payable to "The Town of Abington."

TOWN OF ABINGTON  
PLANNING BOARD

SITE PLAN

AS-BUILT CERTIFICATE

(to be executed and stamped by the design engineer or other appropriate professional registered by the Commonwealth of Massachusetts)

Project known as \_\_\_\_\_ . I hereby certify that all improvements shown on the approved plan entitled \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_, and approved by the Abington Planning Board on \_\_\_\_\_, 20\_\_\_\_ have, in all respects, been completed in accordance with the approved Development Plan or Special Permit.

Signed and Stamped this \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_