

Town of Milton Planning Board

Site Plan Approval Checklist

Please use this checklist to ensure that your application for Site Plan Approval (Form SPA) and accompanying plan are filed properly. Incomplete submissions may be rejected. A copy of the form and the plan may be filed with the Town Clerk. In the case that a submitted plan is determined to be incomplete, it may be denied. Pursuant to Section IX of the Zoning Bylaw, the Planning Board may take up to 65 days from the time the plan was submitted to the Town Clerk to hold the public hearing and an additional 35 days from the close of the hearing to render a decision.

The requirements established for Site Plan Approval are governed by both the Zoning Bylaw and the Planning Board's Rules and Regulations. For complete understanding of the necessary elements, applicants should review and familiarize themselves with the pertinent sections of both of these documents. The checklist below attempts to consolidate these requirements. If you have any questions regarding Site Plan Approval, please contact the Planning Director at 617-898-4847.

The Plan

A Registered Professional Engineer or Registered Landscape Surveyor shall prepare the plan and show the following items:

- ☐ Zoning district(s) noted
- ☐ Existing and proposed topography (two-foot contours)
- ☐ All existing and proposed structures on the affected lot(s)
- ☐ Proposed elevations
- ☐ Parking, service and loading areas
- ☐ All major existing site features (e.g., large trees, stonewalls, rock ridges, water bodies, etc.)
- ☐ All landscaping features, like lighting, signs, planting areas and fencing
- ☐ Driveway openings and/or modifications
- ☐ Location of existing and proposed utilities, including sewage and drainage
- ☐ The following notation shall be included:
 - o Name of owner(s) and applicant(s)
 - o Date, north arrow, locus map, and scale (1 inch equals 40 feet preferred)
 - o Deed reference(s) and/or Land Court certificate number(s) noted
 - o Signature block
 - o Direct abutters noted by name and parcel number
 - o Delineation and area of each lot (square feet and/or acres)
 - o Proposed use(s) and the corresponding zoning district requirements

- ❑ A narrative description of the proposed development impact shall also be included as part of the plan detailing the following areas:
 - Runoff and Erosion Control
 - Sewage
 - Sub-surface conditions
 - Town Services
 - Human environment
 - General Impact

Filing Procedure

- ❑ Complete Form SPA.
- ❑ Submit a filing fee of \$500 per plan plus \$0.10 per square foot of the gross floor area of either the proposed building (in the case of new construction) or both the existing building plus the proposed addition(s) as shown on the submitted site plan.
- ❑ Submit six (6) paper copies to the Planning Board
- ❑ Submit a copy of Form SPA and Plan with Town Clerk (date/time stamp).