



**For Office Use Only:**

Application #: \_\_\_\_\_ Received by Planning Dept: \_\_\_\_\_  
 Reference #: \_\_\_\_\_ Filed with Town Clerk: \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_ (65 days from date filed): \_\_\_\_\_  
 Town Clerk: \_\_\_\_\_  
 Book: \_\_\_\_\_ Page: \_\_\_\_\_ Town Clerk

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**ATTORNEY/DESIGNER/CONSULTANT:**

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**IS THIS AN AMENDMENT TO A PREVIOUSLY GRANTED PERMIT?**

Yes  No

**NAME AND BRIEF DESCRIPTION OF PROJECT:**

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

**PROPERTY INFORMATION:**

Property Address/Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER:**

(if different from applicant)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DEED OF PROPERTY RECORDED IN:**

Hampshire Cty. Reg. of Deeds  Mass. Land Court  
 Book: \_\_\_\_\_ Page: \_\_\_\_\_  
 Map/Parcel: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant(s)

\_\_\_\_\_  
Signature of property owner(s)

SITE PLAN REVIEW APPLICATION

*This Page for Town Hall Office Use Only:*

Town Reviews (date completed):

Town Engineer		DPW Superintendent	
Fire Chief		Health Department	
Building Commissioner		Conservation Director	
Other:		Other:	

Abutters Notified: \_\_\_\_\_ (date)

Legal Ad Published in Gazette: \_\_\_\_\_ (dates)

Public Hearing Date(s): \_\_\_\_\_

Members Sitting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision: \_\_\_\_\_

Decision Sent to Applicant: \_\_\_\_\_ (date)

Town Clerk/Building Commissioner/Town Engineer notified of Planning Board action: \_\_\_\_\_ (date)

**PLEASE NOTE:** The Town of Amherst - Planning Board Rules and Regulations, Zoning Bylaw Section 11.2 Site Plan Review, and Landscaping Guidelines (available at the Planning Department office) should be used for reference in completing applications.

THE FOLLOWING ITEMS ARE REQUIRED WITH THE SITE PLAN REVIEW APPLICATION

Please check that each item is attached or completed:

- This completed Site Plan Review **Application form**.
- A **request for a certified list of abutters** must accompany all site plan applications. The **Planning Department will submit the application** for an Abutters List to the Assessor’s Office and send out the abutters notices. It may take up to 10 business days for your certified list to be produced.
- If the property for which the permit is being sought has any tenants or lessees, they must be notified of the application. Please ask for the Planning Department’s **“Tenant/Lessee Notification”** instruction sheet.

**Filing fees**

Site Plan Review Fee Calculation:

**I. Standard Calculation**

Minor For Profit Use	\$150 for less than 2,500 sq. ft. of new/altered lot coverage; \$200 for more than 2,500 or less than 5,000 sq. ft. of new/altered lot coverage
Non-profit Use	\$100/5,000 sq. ft. new/altered lot coverage + \$200/5,000 sq. ft. of new GFA; min. \$300
Major For-Profit Use	\$150/\$5,000 sq. ft. new/altered lot coverage + \$300/5,000 sq. ft. of new GFA; min. \$500

**2. Legal Ads \$75**

Coverage fee     \$ \_\_\_\_\_  
 GFA fee        + \$ \_\_\_\_\_  
 Legal Ads       + \$ \_\_\_\_\_  
                      =  
 Total fee        \$ \_\_\_\_\_

**Request for Waiver(s)**

If waiver(s) are requested from any of the application requirements in Article II, Section 3B of the Planning Board Rules and Regulations, please indicate in writing here. **List section numbers to be waived and indicate reason(s) for request.**

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**Site Information:**

Lot size \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres Frontage \_\_\_\_\_ ft.

Existing land use and classification number (Zoning Bylaw section 3.3): \_\_\_\_\_

Proposed land use and classification number: \_\_\_\_\_

If residential use is proposed, number of dwelling units \_\_\_\_\_

<b>Minimum Setback</b>	Front	Required _____	Proposed _____
	Rear	Required _____	Proposed _____
	Side 1	Required _____	Proposed _____
	Side 2	Required _____	Proposed _____

Maximum Lot Coverage Permitted \_\_\_\_\_% Proposed \_\_\_\_\_%

Maximum Building Coverage Permitted \_\_\_\_\_% Proposed \_\_\_\_\_%

Maximum Building Height Permitted \_\_\_\_\_ Proposed \_\_\_\_\_

Number of existing buildings on site \_\_\_\_\_ Total floor area of each: \_\_\_\_\_

Number of proposed buildings \_\_\_\_\_ Total floor area of each: \_\_\_\_\_

Parking Spaces Required \_\_\_\_\_ Proposed \_\_\_\_\_

ONE (1) ORIGINAL AND SIX (6) COPIES of the **site plan** at scale 1" = 20', on 24"x36" sheets. Plans shall be prepared by a Registered Professional Engineer, Land Surveyor or Landscape Architect.

**In addition to the site plan**, the Board normally requires the following information/plans unless waived:

- |  |   |
|--|---|
| <input type="checkbox"/> Landscape Plan    | <input type="checkbox"/> Sign plan  |
| <input type="checkbox"/> Lighting Plan     | <input type="checkbox"/> Site management plan (See attached Management Plan Form) |
| <input type="checkbox"/> Soil erosion plan | <input type="checkbox"/> Traffic impact statement (TIS)                           |

Information to be included in the site plan and all other required plans is detailed in Section 3B of the Planning Board Rules and Regulations.



The Rules and Regulations of both the Planning Board and the Zoning Board of Appeals require that applicants submit a management plan as part of the process for most applications.

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

*(if different from applicant)*

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Address and Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amendment to previously approved management plan?

yes

no

**INFORMATION REQUIRED FOR ALL PROJECTS:**

*(Attach additional sheets as necessary)*

Trash and recycling, including storage location, enclosure or screening, with frequency of pickup and name of hauling company, and responsible party to contact in case of complaint:

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

Parking, including size and number of spaces, location, screening, provision for handicapped spaces:

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

Lighting, including hours of illumination by location, types and wattage of fixtures:

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

Signage, including location, size, materials, and any illumination:

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Landscape Maintenance, including annual schedule of watering, fertilizing, mowing, pruning, leaf pick-up, and so forth, and maintenance and replacement schedule of site furnishings:

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Snow Removal, including name of contractor:

*(Please see Article IV of the Town Bylaw for regulations regarding the removal of snow and ice from sidewalks)*

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**ADDITIONAL INFORMATION FOR SPECIFIC PROJECT TYPES (ATTACH ADDITIONAL SHEETS):**

**ADDITIONAL INFORMATION REQUIRED FOR RESTAURANTS:**

- Type of menu
- Number of seats (indoor and outdoor)
- Is any outdoor dining on public or private land?
- Number of employees
- Hours of operation
- Alcohol
- Plans for delivery and/or take-out service
- Live or prerecorded entertainment
- Noise management of patrons, music, fans and HVAC
- Management of patrons gathering outdoors on property
- Odor mitigation measures
- Waste kitchen oil management
- Litter control
- Deliveries to or from the site

**ADDITIONAL INFORMATION REQUIRED FOR PERMIT**

**RENEWALS:**

- Special permit #
- Date of issuance
- Any changes to the proposal
- Any changes to the neighborhood

**ADDITIONAL INFORMATION REQUIRED FOR APARTMENTS:**

- Number of units, existing and proposed
- Number of bedrooms, existing and proposed
- Number of tenants
- Owner-occupied?
- On-site manager?
- Copy of standard lease
- Noise management of tenants, parties, music, and any outdoor HVAC equipment
- Material, equipment, and large household goods storage
- On-site recreational facilities

**ADDITIONAL INFORMATION REQUIRED FOR HOME**

**OCCUPATIONS:**

- Type of business
- Number of Employees
- Hours of operation
- Deliveries to the site
- Equipment used/ Noise generated
- Material and equipment storage

**AMHERST BOARD OF ASSESSORS  
REQUEST FOR CERTIFIED LIST OF ABUTTERS**

**Note: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.**

**Please Print**

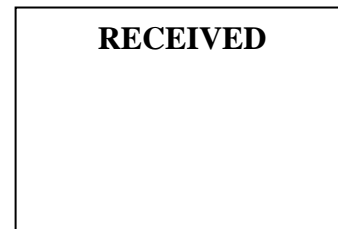
STREET ADDRESS	MAP	PARCEL
OWNER'S NAME	APPLICANT'S NAME	
STREET	STREET	
CITY                      ST	CITY	STATE                      ZIP
CONTACT PERSON & PHONE #		

**\*\*\*Please note that if requesting abutters lists for two different departments for the same parcel, you must fill out separate abutters request forms.\*\*\***

**Please circle type of permit or variance requested:**

- A:    Liquor License – Immediate abutters, also 500’ from all borders for churches/hospitals/public & private schools.
- B:    Planning Board – Subdivision or Special Permit - 300’
- C:    Zoning: - Special Permit or Variance Appeals - 300’
- D:    Conservation: -Wetland Hearing - 300’
- E:    Planning - Site Plan Review 300’
- F:    Selectboard - 300’

**NOTE:            THE ABUTTERS LIST IS ONLY OFFICIAL FOR A PERIOD OF 30 DAYS FROM THE DATE OF CERTIFICATION BY THE ASSESSOR. AFTER 30 DAYS, YOU WOULD NEED TO REAPPLY FOR A NEW LIST.**



# ***ATTENTION!***



## **HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS**

**Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!**

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or
  
- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve FINES up to **\$500**, PLUS the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer  
Public Works Dept.  
586 South Pleasant Street  
Amherst, MA 01002  
(413) 259-3050  
[skeelsj@amherstma.gov](mailto:skeelsj@amherstma.gov)

FOR PUBLIC SHADE TREE INFO:

Alan Snow, Tree Warden  
Public Works Dept.  
586 South Pleasant Street  
Amherst, MA 01002  
(413) 259-3211  
[treewarden@amherstma.gov](mailto:treewarden@amherstma.gov)

FOR SCENIC ROADS INFO:

Amherst Planning Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3040  
[planning@amherstma.gov](mailto:planning@amherstma.gov)

