

FORM O

SITE PLAN APPROVAL APPLICATION  
AND CHECKLIST

\_\_\_\_\_, 20 \_\_\_\_\_

To the Norfolk Planning Board

The undersigned desires to submit a Site Plan for review as required by Section F.11 of the Town of Norfolk Zoning Bylaws.

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

Address \_\_\_\_\_ Town \_\_\_\_\_

State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Property Location \_\_\_\_\_

Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

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

Company \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Lienholder/Mortgagee Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Interest (lessee, option to buy, P&S, etc.) \_\_\_\_\_

This application is for (circle the applicable paragraph number below):

- 1. Any new building to be constructed or externally enlarged.
- 2. Any existing use to be expanded in ground area.
- 3. Any new use to be established in an existing building.

Plan dated: \_\_\_\_\_ Name of Engineer: \_\_\_\_\_

Summary of work to be done: \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_ Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

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

Signature of Land Owner \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 7.0 SITE PLAN APPROVAL: CHECKLIST**

This checklist is to be submitted at the time of submittal of an application for Site Plan Approval. Refer to the Rules and Regulations for Site Plan Approval (Section 7) for a complete and detailed explanation of each item below. For each item below please indicate whether the information required is shown, whether it is not applicable due to the nature of the application, or if it is to be the subject of a waiver request. **Submit all such waiver requests in writing at the time of application for Site Plan Approval to enable the Board and its engineer to determine the merits thereof.**

Regulation Section (with brief description)	Shown	(N/A)*	Waiver Request
7.4. REQUIREMENTS	--	--	--
7.4.1. <b>Pre-Submission Review</b>	--	--	--
7.4.2. Plan materials and etc.	--	--	--
7.4.2.1. Name/address			
7.4.2.2. Sections 4 and 5			
7.4.3. <b>Contents</b>			
7.4.3.1. Professional Engineer/Seal			
7.4.3.2. Signature Block			
7.4.3.3. Locus Plan			
7.4.3.4. Bounds etc.			
7.4.3.5. Assessor's Map, Block and Lot etc.			
7.4.3.6. Zoning district(s) . . .			
7.4.3.7. Topography/Contours			
7.4.3.8. Buildings/ground coverage/open areas etc.			
7.4.3.9. Yard dimensions			
7.4.3.10. Parking lots/access/traffic circulation etc.			
7.4.3.11. Landscape features			
7.4.3.12. Natural features etc.			
7.4.3.13. Water supply etc.			
7.4.3.13.1. Lighting information			
7.4.3.13.2. Photometric diagram			
7.4.3.14. Storage facilities			
7.4.3.15. Refuse/septage			
7.4.3.16. Storm-water/drainage			
7.4.3.17. Erosion/siltation/dust control			
7.4.3.18. Signs - free standing			
7.4.3.19. Private wells			
7.4.3.20. Public or community water supply sells			

Regulation Section (with brief description)	Shown	(N/A)*	Waiver Request
7.4.3.21. Earth removal			
7.4.3.22. Vehicle size			
7.4.3.23. Garage and pedestrian entrances and exits			
7.4.3.24. Utilities (private/public)			
7.4.3.25. Waiver requests			
7.4.3.26. Drainage impact			
7.4.3.27. Parking lot/driveway construction details			
7.4.3.27.1. Parking areas serving municipal open space			
7.4.3.27.2.			
7.4.3.27.3.			
7.4.3.27.4.			
7.4.3.27.5.			
7.4.3.27.6.			
7.4.3.27.7.			
7.4.3.27.8.			
7.4.3.27.9.			
7.4.3.28. Pavement markings			
7.4.3.29. Miscellaneous other details			
7.4.3.30. Compliance with F.11.c. of Zoning Bylaws			
7.5. Submission	--	--	--
7.5.1. General, copies submitted			
7.5.1.1. Abutters List			
7.5.1.2. Prior ZBA and PB Actions			
7.5.1.3. Professional Engineer			
7.5.1.4. Other technical data			
7.5.2. Traffic Congestion etc.			
7.5.3. Waiver(s)			
7.6. Site Plan Submittal Fee			
7.6.1. Site Plan Review Fee			

\*This item is not applicable to this site plan submittal.

## CHECKLIST FOR SUBMISSION FOR SITE PLAN APPROVAL

Submitted Y/N	No. of Copies	Item
	16	Site Plan
	16	Application for Site Plan Approval and Checklist
	1	Decisions, if any, for subject property from Zoning Board of Appeals
	5	Stormwater drainage report
	10	Traffic assessment (with additional copies as may be requested on a case by case basis)
	1	Form D – Designer's Certificate
	1	Copy of Completed Application to Design Review Board
	3	Certified List of Abutters as specified in Section 3.3.5.3.
	1 *	Application Fee (Town of Norfolk) \$750 plus \$.10 for every square foot of proposed gross floor area over 5,000 square feet up to a maximum of \$6,000 (for square footage). (Additional Processing Fee of \$375 per revision to Site Plan Under Review)
	1	Review Fee (Planning Board Review Account) \$2,500 plus \$.10 for every square foot of proposed gross floor area (Additional Review Fee of \$1,000 per each revision to Site Plan Under Review)
		Application Fee for ShadeTree/Scenic Roads Act Hearing (\$250)
		Application to Highway Superintendent for Street Excavation Permit
		Application to Board of Selectmen for Earth Removal Permit (where applicable)
	1	Completed Bank Tax ID for review fee(s) funds
	1	Letter regarding use of Planning Board's consultant (Section 2.5.)
	1	Good Standing Approval from Tax Collector's Office

\* Separate fee must be paid to the Board of Health

2/27/02