



# TOWN OF ORLEANS

19 SCHOOL ROAD, Orleans, MASSACHUSETTS 02653-3699

PLANNING DEPARTMENT

Telephone (508) 240-3700 x 435 - Fax (508) 240-3388

## SUBMISSION REQUIREMENTS FOR FORMAL SITE PLAN REVIEW

Site Plan Review Committee meetings are held on the first and third Wednesdays of each month when applications are received for review. First time applicants must come in for an Informal Review and then it shall be decided if the application must return for a Formal Review. *By submitting an application, the applicant agrees to allow Town staff to enter the subject property during regular business hours to review existing conditions and gain an understanding of the proposed development.* The applicant must submit the following documents to the Planning Department by noon on Wednesday the week before the Site Plan Review Committee meeting:

- A. Completed application form.
- B. Seven copies of a site plan prepared by a professional engineer or a licensed land surveyor which shall include one or more appropriately scaled maps or drawings of the property clearly and accurately indicating such elements of the following information as are pertinent to the development activity proposed:
  1. Boundaries of lot
  2. Adjacent streets
  3. Existing and proposed structures, fences, and walls
  4. Existing and proposed topography at 2' contour intervals
  5. Walkways, driveways, parking areas, loading and service areas, parking space dimensions, screening
  6. Proposed landscaping showing the size, type and location of plantings
  7. On-site wells, water lines and all other underground utilities
  8. Sewage disposal systems
  9. Dumpster
  10. Existing and proposed stormwater drainage system
  11. Wetlands/resource areas as defined by local conservation commission regulations
  12. Architectural plans with elevations of buildings
  13. Proposed erosion control measures
  14. Drawings of proposed signs
  15. Location and type of proposed outdoor lighting

### Review Criteria

- A. Site development shall provide for access to each structure for fire service equipment and shall provide for stormwater drainage on site without erosion or ponding.
- B. A reasonable effort shall be made to conserve and protect natural features that are of some lasting benefit to the site, its environs and the community at large.
- C. The placement of buildings, structures, fences, lighting and fixtures on each site shall not interfere with traffic circulation, pedestrian use, safety and appropriate use of adjacent properties.
- D. Every reasonable effort shall be made to place buildings, structures, fences, lighting and fixtures on each site in such a manner to provide for visibility of the shoreline and water from public ways or adjacent developed properties.
- E. Stormwater drainage shall be contained on the development site, away from wetland resources and designed to handle calculated flows from a 25 year storm. See Section 164-34, C-7.
- F. Existing trees of six inch caliper at chest level shall be incorporated into landscape areas when their retention will not prevent the provision of the required minimum number of parking spaces without the need for other relief. See Section 164-34, C-4.
- G. New driveways shall oppose existing ones where offsets of 100 feet cannot be attained. See Section 164-34, C-4.
- H. No more than one curb cut at the major street frontage shall be permitted unless the total number of parking spaces on the site does or will exceed 50 spaces and no other access is proposed. See Section 164-34, D-1.
- I. Parking areas shall be screened from the street and adjacent property used or zoned for residential use, by a solid fence or wall no less than 4 feet in height and no more than 6 feet in height. See Section 164-34, D-1.
- J. Sight distance at site driveways shall be in accordance with Section 164-34, C-4.



# Town of Orleans

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SITE PLAN REVIEW COMMITTEE  
19 School Road  
Orleans, Massachusetts 02653-3699  
Telephone (508) 240-3700 x 435  
Fax (508) 240-3388

## SITE PLAN REVIEW PROCESS

### INTRODUCTION

The following paragraphs discuss and outline the Site Plan Review process. Please take the time to read this document and all of the attachments completely, questions about the site plan review process should be directed to the Building Commissioner or Town Planner.

### PURPOSE

The Site Plan Review Committee was established to assist applicants with the many complex bylaws, rules, regulations, and guidelines governing development in the Town. The Committee will outline to applicants the specific sections of state laws and local bylaws, rules, regulations and explain what is legally required to get their project approved. The Site Plan Review Committee was established to save the applicant time by providing information in one location relative to the approval process.

### APPLICABILITY

1. Any project that requires a special permit
2. Any new construction and any addition or alteration to existing structure which expands the gross floor area 1,000 square feet or more.
3. Any activity that will alter parking, if there is a total of twenty (20) or more existing spaces or ten (10) proposed spaces or alters egress therefore.
4. Any activity that would affect drainage, utilities, lighting or sewage disposal requirements.
5. Any change of use of an existing structure or land, except for a change of use of a structure to a single or two family dwelling or any use accessory thereto.

### SUBMISSION REQUIREMENTS

The Site Plan Review Committee meets the first and third Wednesday of each month at 10:00 a.m. at the Town Hall. The applicant shall submit seven copies of the Site Plan Review application and proposed plans to the Planning Department by 12:00 p.m. on the Wednesday before a Site Plan Review Committee meeting.

## **COMMITTEE MEMBERS**

The Site Plan Review Committee consists of the following Department Heads or their designee:

Building, Health, Conservation, Planning, Water, Fire & Highway Manager

The Committee meets on an as-needed basis. Half hour appointments are scheduled for informal reviews; one hour appointments are scheduled for formal reviews. The Site Plan Review Process is shown graphically in Figure 1.

## **INFORMAL REVIEW**

Applicants should consult with the Building Commissioner to see if an informal review will be required. This informal review often requires less detailed plans. Use of a marked-up existing site plan or Assessors map is acceptable. The goal of the Informal Review is to inform the applicant of all applicable regulatory requirements. This could save the applicant engineering and/or surveying fees for plans and other expenses. Informal reviews must be submitted to the Planning Department by 12:00 p.m. on the Wednesday before a scheduled Site Plan Review Committee meeting.

## **FORMAL REVIEW**

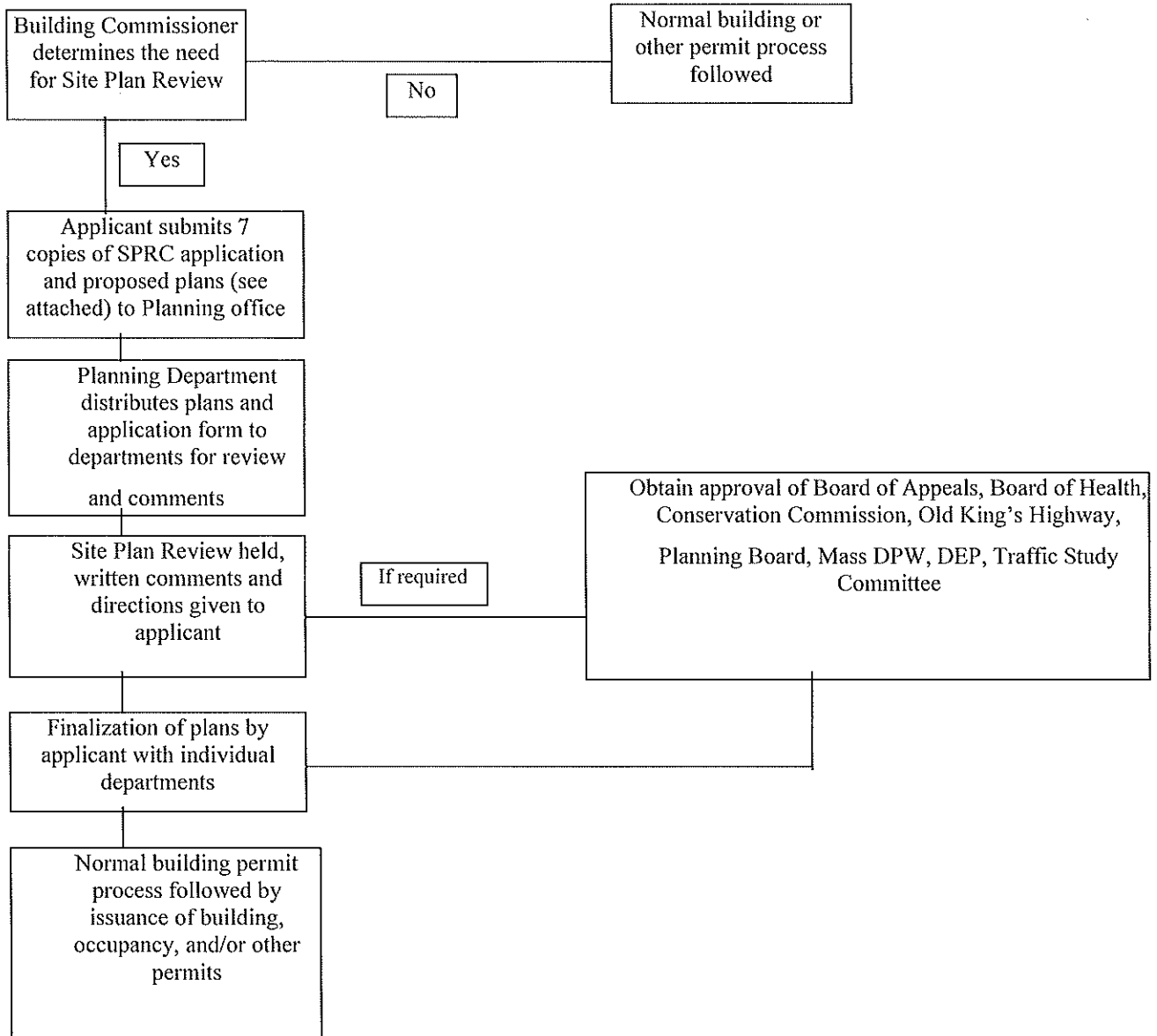
If the Building Commissioner requires a formal site plan the applicant should retain a registered professional engineer or land surveyor to prepare a site plan. Information required on the plan is specified in section §164-33.IV.B of the Orleans Zoning Bylaws. Applicants may request, in writing, a waiver from any of the requirements. The committee can vote to waive a requirement of the site plan, if there is a valid reason for the waiver.

The Site Plan Review Committee views each project on a case by case basis, each on its own merits. It is highly recommended that the applicant, the owner of the property, (if different from the applicant) and the applicant's engineer and/or surveyor be present at the Site Plan Review meeting to avoid delays, communication problems, or because decisions or information could not be made/given because the proper persons were not present.

When the Site Plan Review Committee reviews a project, it must look at the entire lot, not just a small portion thereof. As an example, if the building/lot contains 4 enterprises and one of those enterprises changes in use, the committee must review the parking/sewer/water demands, etc. of all enterprises, not just the proposed use.

**FIGURE 1**

**SITE PLAN REVIEW PROCESS FLOW DIAGRAM**



# *Town of Orleans Water Department*



19 School Road  
Orleans, MA 02653  
Telephone: 508-255-1200 Fax: 508-240-3702

## **BOARD OF WATER/SEWER COMMISSIONERS**

Todd O. Bunzick, SUPERINTENDENT

Susan N. Brown, ASST SUPERINTENDENT

### **Water Department regulations for service installations – abbreviated\***

1. All site plans submitted for proposed water service must clearly indicate the location of all existing or proposed utilities – gas, electric, etc.
2. All site plans submitted for proposed water service must clearly indicate the location of the existing or proposed septic system
3. All other utilities, public or private, must maintain an underground minimum distance of 5 feet horizontally from the proposed or existing water line or water main
4. Septic systems, including all components, must maintain a 10 foot separation from the water line
5. Large plantings shall not be placed on top of the water service
6. Service pipe going under structures must be sleeved
7. Services cannot go through retaining walls
8. Water services must be installed by a Contractor approved by the Town of Orleans
9. An application & an approved site plan for the installation or relocation of a water service must be filed with the Water Department prior to the start of work
10. A copy of an approved road opening permit must be submitted prior to all water related work.
11. The location of the water meter must be reasonably accessible at all times and provide protection from freezing at all times.

\*A complete copy of the rules and regulations for the installation of water service is available at the Town of Orleans Water Department.

**SITE PLAN REVIEW REQUEST AND PROJECT DESCRIPTION FORM**

TYPE OF REVIEW: FORMAL \_\_\_\_\_ INFORMAL \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_ REVIEW DATE \_\_\_\_\_ TIME \_\_\_\_\_

ASSESSOR'S MAP NO. \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION OF PROJECT: \_\_\_\_\_

NAME OF BUSINESS/PROJECT: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT ADDRESS/PHONE NO.: \_\_\_\_\_

OWNER NAME (if not applicant): \_\_\_\_\_

OWNER ADDRESS/PHONE NO.: \_\_\_\_\_

ENGINEER/SURVEYOR (if applicable): \_\_\_\_\_

DESCRIPTION OF PROJECT (attach additional pages if necessary):

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

IF CHANGE OF USE, INDICATE PREVIOUS USE \_\_\_\_\_

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

ZONING DISTRICT: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

BUILDING SIZE (square feet) Attach floor plans. \_\_\_\_\_

BASEMENT: \_\_\_\_\_ FIRST FLOOR: \_\_\_\_\_ SECOND FLOOR: \_\_\_\_\_

MAXIMUM NUMBER OF EMPLOYEES: \_\_\_\_\_

MAXIMUM OCCUPANCY FOR RESTAURANTS, PLACES OF ASSEMBLY, etc.: \_\_\_\_\_

USE WOULD/WOULD NOT REQUIRE ALTERATION TO THE SEWAGE DISPOSAL SYSTEM: \_\_\_\_\_

BOARD OF APPEALS ACTION EXPECTED: \_\_\_\_\_

IS THE PROPOSED CONSTRUCTION WITHIN 100 FEET OF A WETLAND? \_\_\_\_\_

SIGNED \_\_\_\_\_

*By submitting this application, the applicant agrees to allow  
Town staff to enter the property during regular business hours  
for the purpose of reviewing the application.*