

# Site Plan Review Application Checklist

The purpose of Site Plan Review is to allow the town to review project plans with a developer at an early stage and, when appropriate, to negotiate alterations to the plans so as to lessen adverse impacts on neighbors and the town. The goals of this by-law are to:

- Protect the rural character, aesthetic qualities, and natural and historic features of the Town of Worthington;
- Insure safe and efficient traffic and pedestrian circulation within areas adjacent to the project site;
- Minimize disproportionate burdens on town services from new development.

## Completeness

- Form submitted by owner of record (2.6.3 / 2.6.4 A)
- Fee submitted (2.6.6)
- Five sets of plans (2.6.4 A)
  - Dimensions appropriate (2.6.4 B)
  - Plans show (2.6.4 C):
    - All existing lot lines, easements and rights of way
    - Location of all proposed new lot lines
    - Location and use of all existing and proposed buildings and structures, including approximate height and floor area
    - Location and description of any existing and proposed open space or recreation areas
    - Location of proposed private and public ways on the site
    - Location and size of proposed parking areas+
    - Location and use of buildings and structures within 300 feet of the site
    - Location of wetlands on site and within 300 feet of the site, according to the latest data from the National Wetlands Inventory
    - Location of proposed water supply well, if any
    - Location and date of all registered percolation tests
    - A runoff and drainage plan, showing the proposed snow storage areas, drainage facilities and storm water impacts on site and on downstream surface water bodies and flood plain
    - A plan for control of erosion and sedimentation, both temporary and permanent measures
    - Existing and proposed changes in topography
    - Location of stone walls
    - Size and location of existing and proposed sign(s)
    - Location of proposed outdoor lighting
    - Method and location of waste disposal
    - Location of fire protection measure
    - Proposed landscape features, including buffers, screening, fencing, and plantings

- Traffic patterns at the site including entrances and egresses, loading and unloading areas, and curb cuts on site and within one hundred feet of the site
- Information sufficient to assess the traffic safety impacts on the carrying capacity of any adjacent bridge or road, to include the projected number of motor vehicle trips to enter or depart from the site estimated for daily hour and peak hour traffic levels
- Projected need for public utilities and services: schools, fire protection and security
- Waivers (2.6.5)

## Review Procedure

- Notification of boards and departments (2.6.7 B) – allow 35 days

	<b>Board / Department</b>	<b>Date Notified</b>	<b>Response</b>
	Fire Chief		
	Police Chief		
	Conservation Commission		
	Board of Health		
	Building Inspector		
	Highway Superintendent		
	Selectboard (inform only)		n/a
	Zoning Board of Appeals (inform only)		n/a

- Notification of abutters and public posting (2.6.7 C) - allow 14 days  
include a summary of the proposed project, including size, location, and proposed use.
- Notify abutters and non-abutters within 300'
- Post Information about the application and how it can be reviewed

## Decision

- Rendered within sixty-five (65) days of the date the application was deemed complete and the Town has been reimbursed for all fees (2.6.7 D)
- One of the following outcomes (2.6.8)
  - Approval based on a determination that the proposed project complies with the criteria
  - Approval, subject to conditions, modifications and reasonable restrictions to ensure compliance with the criteria
  - Denial of the Site Plan application based on a determination that it was incomplete and insufficient information was submitted to review the proposal.

## Criteria

- Whether the architectural design, scale, layout, and landscaping of the proposed development is in harmony with the historic and rural character of the neighborhood and the Town of Worthington;
- Whether the proposed project, to the extent feasible:

- Protects Town amenities and abutting properties by minimizing detrimental or offensive actions and site characteristics such as lighting glare and noise;
- Minimizes adverse environmental impacts on such features as wetlands, floodplains, steep slopes, and aquifer recharge areas;
- Maximizes open space retention and minimizes fragmentation of contiguous undeveloped land;
- Minimizes obstruction of scenic views from publicly accessible locations;
- Preserves unique natural or historical features;
- Minimizes tree, vegetation and soil removal and grade changes;
- Provides adequate landscaping to screen storage areas, loading docks, dumpsters, rooftop equipment, utility buildings and similar features from view from adjacent residences and public roadways;
- Provides adequate measures to prevent pollution of surface and groundwater, erosion and sedimentation, and assures no increase in run-off or potential for flooding;
- Places electric lines, telecommunications lines and other such utilities, to the extent feasible, underground;
- Provides for the convenience and safety of vehicular and pedestrian movement both within the site and in relation to adjoining ways and properties; and Provides access to adjoining properties where needed.

### Criteria for Accessory Dwelling Units

- Must be a complete, separate housekeeping unit containing kitchen, sleeping and sanitary facilities.
- Only one ADU within a single-family dwelling or house lot
- Plans:
  - attached ADU: show all proposed interior and exterior changes to the single-family dwelling
  - detached ADU: show the proposed site changes, as well as the interior and exterior of the proposed structure
- Two separate egresses. One must open directly to the outside. One may be shared with the principal single-family principal dwelling through an entry hall or corridor.
- The gross floor area of the ADU shall not be greater than 900 square feet (an ADU shall never be enlarged beyond 900 square feet in floor area)
- Designed not to interfere with “rural and single-family residential character of the town”:
  - Consider placement of new outside entrance (maybe on the side or in the rear of the building)
  - detached ADUs clearly subordinate to the principal dwelling
- A minimum of three off-street parking spaces must be available for use by the owner occupant(s) and tenants to avoid on-street parking.
- The Building Permit application shall include a notarized letter from the owner(s) stating that the owner(s) will occupy one of the dwelling units on the premises.

- The Inspector of Buildings shall not issue a Certificate of Occupancy for an ADU until the owner(s) of the property presents a time-stamped copy of a Declaration of Covenants for the subject property that has been filed at the County Registry of Deeds. The Declaration shall state that the right to occupy an ADU ceases if the property is not the primary residence of one or more of its owners, or upon transfer of title.