

CITY OF EASTHAMPTON - PLANNING BOARD

APPLICATION FOR SITE PLAN APPROVAL & INSTRUCTIONS

50 PAYSON AVENUE, EASTHAMPTON, MA 01027
PLANNING DEPARTMENT – (413) 529-1406



Please review the following document and the relevant Sections of the Easthampton Zoning Ordinance prior to submitting your application and appearing before the Planning Board. For detailed information about Site Plan Approval and other zoning requirements, refer to the Easthampton Zoning Ordinance, available at the City Clerk's office and online at www.easthampton.org

PURPOSE AND INTENT

Site Plan Approvals establishes criteria for the layout, scale, appearance, safety, and environmental impacts of commercial or industrial development. Site Plan Approval focuses on parking, traffic, drainage, roadway construction, signage, utilities, screening, lighting, and other aspects of the proposal to arrive at the best possible design for the location. Site Plan Approval can only be used to shape a project; it cannot be used to deny a project, except in rare circumstances.

The Planning Board will refer to Section 12.95 (Site Plan Approval Criteria for Approval) in review of the application. Applicants should be prepared respond to the listed Criteria for Approval and present data that indicates that the public convenience and welfare will not be substantially affected by the proposal presented to the Board.

APPLICATION REQUIREMENTS

1. Site Plan Approval materials should be prepared in the following page formats:
 - All textual materials in 8.5" x 11" format
 - All project plans and illustrations in 11"x17" format
2. The Applicant is required to submit the following materials:
 - One (1) original Site Plan Approval Application packet with original signatures and time stamped by the City Clerk. Application should include application form, project narrative, project plans and illustrations, and other supplemental information as needed.
 - Seven (7) hard copies of original Site Plan Approval packet.
 - One (1) digital copy submitted on one CD-ROM or via email to allanj@easthampton.org. No single file should be greater than 5 MB (volumes may be broken into separate files).
3. A check made to the "City of Easthampton" for \$100 for Site Plan Approval application fee.

SPECIAL PERMIT APPLICATION PROCEDURE

1. It is highly recommended to schedule a pre-development review meeting with Planning Department staff to discuss your project prior to submission.
2. Compile all materials required to complete a Site Plan Approval Application and assemble the materials into one single application packet. Have the original Application time-stamped by the City Clerk.
3. Submit completed original Application, hard and digital copies, to Planning Department. The Department will review the application to determine if it is complete. If complete, the Planning Board shall hold an open meeting no later than 60 days from the date of receiving the time-stamped application. Staff will contact the applicant with meeting date.
4. Planning Department will send digital copies of the Application to other city boards and departments for review and comment. Departments have up to 35 days to provide comment.
5. At the scheduled open meeting, the Planning Board will hear a presentation by the Applicant and will then open the meeting for public comment. After closing the public comment period, the Board will deliberate on the Application before rendering a Decision. The deliberations may be continued to a future Planning Board if revised or supplemental materials are requested by the Planning Board prior to reaching a Decision.
6. After deliberations, the Board may decide to grant the Site Plan Approval, with conditions where appropriate.
7. The Site Plan Approval shall take effect once a copy of the Decision is filed with the City Clerk. The Decision is valid for one (1) year.

Do not write in this area - official use only

EASTHAMPTON PLANNING BOARD SITE PLAN APPROVAL APPLICATION

1. Applicant Information Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant is: Owner Owner's agent Tenant Prospective owner/tenant
 Other _____

2. Property Owner Information (if different from applicant)

Name: _____

Address: _____

Phone: _____ Email: _____

3. Property Information

Address: _____

Assessor Map & Lot: _____ Zoning District: _____ Lot Size: _____

4. Explanation of Application (attached additional materials if necessary): _____

4. All Applicants: *I hereby request a meeting before the Planning Board and attest that all information provided as part of this application and presented at the meeting is accurate and true to the best of my knowledge. I understand that knowingly providing false information could result in the revocation of the permit.*

Signature of Applicant: _____ **Date:** _____

If the Applicant is not the Property Owner of Record, then the signature of the Owner is required below:

Signature of Owner: _____ **Date:** _____

Note: *If the Applicant is unable to attend the hearing to explain the application to the board, or is authorizing a representative (legal or otherwise) to speak on their behalf, the **Authorization to Represent Applicant** form must be completed and presented to the Board prior to the start of the hearing and will become part of the public record.*

AUTHORIZATION TO REPRESENT APPLICANT

If you are unable to attend the hearing to explain your application to the board, or are authorizing a representative (legal or otherwise) to speak on your behalf, the following statement regarding representation must be given to the Board prior to the start of the hearing and will become a part of the official record:

Date: _____

I/we, _____, authorize _____ to represent my/our interests in the application being heard by the Zoning Board of Appeals for the property located at _____, Easthampton, MA.

I/we hereby acknowledge that a decision rendered by the Planning Board based on information given by my/our representative will be considered final, unless appealed in Superior Court in accordance with MGL Chapter 40A, Section 17.

Printed name(s) of Applicant(s)

Signature(s) of Applicant(s)

Date

Representative name: _____

Address: _____

Phone: _____ Email: _____

As designated representative, I acknowledge that the decision (and any conditions) made by the Planning Board based upon my presentation is binding upon the applicant.

Signature of Representative

Date