

## **RESIDENTIAL SITE PLAN REVIEW CHECKLIST**

Please read carefully. Regardless of project size or scope, the following are required unless explicitly waived. Incomplete applications may delay Board review.

Feel free to reach out to the Planning and Land Use Department [curtinj@lincolntown.org](mailto:curtinj@lincolntown.org) or 781-259-2610 if you have any questions or if you would like staff to review prior to final submission.

### **1. Site Plan signed and stamped by certified land surveyor: 1 Copies 24X36 and 1 copy 11X17**

- a. Property boundaries and easements
- b. Existing and proposed grades
- c. All wetlands and floodplains
- d. True North
- e. Visual Scale
- f. Foot print of all existing and proposed structures with dimensioned setbacks measured from roof overhangs incl.
  - i. Accessory structures: barns, garages, sheds, chicken coops
- g. Location of driveway and any turn around incl. dimension and material
- h. Locations of proposed path lighting, if any
- i. Drainage structures (please note that all stormwater must be retained onsite) incl.
  - i. Crowning of driveway
  - ii. drywells
  - iii. depending on size of project, a stormwater management report may be required from a licensed engineer
- j. Any proposed decks
- k. Location of any existing/proposed generator
- l. Location of any existing/proposed fencing incl. materials and height
- m. Location of existing/proposed septic system
- n. 10-foot buffer zone line around property
- o. Limit of work line

### **2. Zoning Table: 1 copy 8.5X11 showing required and proposed changes**

- a. Setbacks of all structures
- b. Height Dimension
- c. Story Calculation
- d. Calculated Gross Floor Area

### **3. Elevations: 1 copy 11X17**

- a. All four sides of all proposed buildings labeled north, south, east, and west incl. any proposed cupolas
- b. Height of buildings dimensioned, incl. cupolas from lowest exposed point or average natural grade if approved; must provide calculation of average natural grade if requesting
- c. If changes are being made to an existing structure, show existing elevations with proposed elevations overlaid in red
- d. Lighting locations shown, mandatory at all exterior doors
- e. All locations of windows, doors, skylights, and other exterior features.

**4. Landscape Plan: 1 copy 11X17**

- a. 10-foot buffer line
- b. All existing trees to be removed which measure over 12” in diameter
- c. All proposed hardscape including patios, stone walls, and pools
  - i. Patios dimensioned, material indicated
  - ii. Height and material of stone walls
  - iii. Pool locations dimensioned to lot lines
- d. All proposed landscape for screening the street or neighbors with tree specifications including type and height
- e. Landscape Lighting

**5. Lighting Information: 1 copy 8.5X11**

- a. Catalog cut sheets of all lighting fixtures including specification sheets. Note: All lighting fixtures must conform to Lighting Guidelines: fully shielded fixtures with max of 900 lumens for each fixture; LED bulb max 3000K
- b. Table including fixture type, number of each type of fixtures, lumens, color temperature, and location description (eg. shown on west elevation, above mudroom door etc.). Lighting for structures shall be shown on elevations. Landscape lighting shall be shown on landscape plan.

**6. Generator Information: 1 copy 8.5X11**

- a. Catalog cut sheet of proposed generator including specification sheet with decibel levels stated. Note: Any sound muffling equipment that is available for a particular unit must be used.

**7. Other Documentation: 1 copy 8.5X11**

- a. Narrative including project compliance with Section 17.7.4 and summary of project elements
- b. Application Cover Form
- c. Residential Site Plan Review Form
- d. Certified Abutters list from Assessor’s office
- e. Approvals from other Boards having jurisdiction over the project incl.
  - i. ZBA
  - ii. Conservation Commission
  - iii. Historical Commission
  - iv. Board of Health – Title V approval necessary

**8. Site Plan Review Fee = \$100.00 per 1,000 square feet of added gross floor area.**

**ALL DOCUMENTS MUST ALSO BE SUBMITTED VIA PDF**