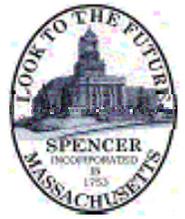


TOWN OF SPENCER  
Office of Development & Inspectional Services



Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Health

Town Planner  
Inspector of Buildings  
Health Agent  
Wetland/Soil Specialist

Memorial Town Hall  
157 Main Street  
Spencer, MA 01562

Tel: 508-885-7500 ext. 180  
Fax: 508-885-7519

Application for  
Site Plan Review

\_\_\_\_\_

Name of Applicant (primary contact): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Check one: (See Zoning Bylaw Section 7.4)

Minor Site Plan       Major Site Plan

Will the project need a:    Special Permit: Yes  No     Variance: Yes  No     (Explain in narrative)

Location of Property: \_\_\_\_\_

Spencer Assessor's Tax Map Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Deed Reference – Worcester Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Plan Reference – Worcester Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Check all that apply:     Wetlands       Floodplain       Aquifer

Proposed use (Check all that apply, write in specific use from table of uses, Section 4.2 of Zoning Bylaw):

Multi-family Residential       Public/Civic       Agricultural       Retail/Consumer Service

Office/Lab     Automotive     Industrial/Wholesale    Specific Use(s): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Owner's signature (s): \_\_\_\_\_

Date: \_\_\_\_\_

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Date(s) of Public Hearing (s): \_\_\_\_\_

Decision of Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_

Site Plan Review Checklist

Project Name: \_\_\_\_\_

Use this checklist to ensure you have provided all required information. Refer to Section 7.4.5 of the Spencer Zoning Bylaw.

- A. Locus plan (1"=500') showing buildings, roads, and zoning districts for 1,000'.
- B. Site layout, showing lot boundaries, proposed structures, drives, parking, loading facilities, setbacks and buffers, fences, walls, walks, outdoor lighting, and areas for snow storage after plowing.
- C. Topography and drainage plan, showing existing and proposed final topography at two foot intervals, plans for handling stormwater drainage, and all wetlands and floodplain areas on the site and within 100' of the site.
- D. Utility and open space plan, showing facilities for refuse and sewerage disposal, storage of all wastes, hydrants, fire alarm and firefighting facilities (including fire lanes) on and adjacent to the site, proposed recreational facilities, and open space areas.
- E. Landscaping plan, showing the limits of work, existing tree lines, and proposed landscaping including screening, planting areas with size and type of stock for each shrub or tree, and proposed erosion control measures (including dust control during construction).
- F. Lighting plan, showing the location of all lighting fixtures, the illumination data to show compliance with Section 6.4, Lighting, and detail drawings of the fixtures to be used, including heights.
- G. Floor plan, showing the basic layout of various spaces on each floor (office, retail, manufacturing, warehouse, etc.).
- H. Details as needed to show specific information such as but not limited to cross sections of driveways, roads, parking areas, and sidewalks; lighting fixtures; signage; and drainage facilities.
- I. Narrative describing the project, number of dwelling units and/or square footage of non-residential space categorized by use; % building coverage; % impervious surfaces; categorized acreage of site; form of ownership; estimated construction schedule; written cost estimate.
- J. Drainage calculations prepared by a registered professional engineer, which conform to the subdivision regulations.
- K. A community impact analysis which discusses the impact on the community for municipal and educational services.