



TOWN OF FOXBOROUGH
Planning Board
40 South Street
Foxborough, Massachusetts 02035

SITE PLAN REVIEW
GENERAL INFORMATION
(Revised 03/19/02)

A. APPLICABILITY

All those uses and activities detailed in Article 9. Special Regulations, Section 9.01 Site Plan Review, Paragraph B.1 and Section 9.13 Economic Development Area Overlay District (EDA), Paragraph D.3.(h). of the Foxborough Zoning By-Laws (the By-Laws) shall require the filing of the attached Site Plan Application Form and a Site Plan. The information contained herein is designed to provide applicants with a clear understanding of the filing and plan requirements. The Town Planner should be contacted in all situations at (508) 543-1250, Facsimile (508) 543-1235 to ensure compliance.

The Planning Board is responsible for acting on complete site plan review applications. Uses where the granting of a Special Permit is required shall **not** require the submission of an application for Site Plan Review. Planned Developments within the Special Use (S-1) zoning district require a Special Permit and Site Plan Review is not applicable. For additions of less than 1000 square feet to an existing building, a written request may be made to the Board to waive some or all of the Site Plan Review requirements.

B. PROCEDURES

The attached Site Plan Application Form shall be completed, signed and filed along with the information and plans as detailed in Section 9.01 of the By-Laws. The provisions of Section 9.13, Paragraph E. shall apply to those proposed uses within the Route One EDA. One complete application package (including all attachments) shall be filed with the Town Clerk. **After** filing with the Town Clerk, twelve (12) copies of the application package shall be submitted to the Planning Office in the care of the Town Planner.

A public hearing will be held within 21 days of the receipt of the application. Prior to this hearing, the application package will be provided to all municipal departments (and an outside consultant, if necessary) for review and comment. It is the responsibility of the applicant

to obtain a copy of all comments from the Planning Office prior to the public hearing. The petitioner or a representative is required to attend the hearing, present the proposal, and respond to concerns and comments from town departments and the general public.

The public hearing will be closed when the Board determines that it has received all of the information and comments necessary to make an informed decision on the application.

C. SUBMITTAL REQUIREMENTS & FEES

All site plans shall be stamped by a certified Professional Engineer (P.E.) and Land Surveyor and shall comply with the criteria found in Section 9.01, Paragraphs C & D of the By-Laws. For those uses within the Route One EDA, the criteria found in Section 9.13D.3.(h) of the By-Laws shall also apply.

1. All applications shall be accompanied by a certified list of abutters within 100 feet of the property. These abutters (with applicable parcel numbers) shall be noted on a reduced assessors map(s) which shall also illustrate the parcel under consideration.
2. A filing and review fee shall be made payable to the "Town of Foxborough". An advertising fee shall be made payable to the "Foxborough Reporter". The fees are as follows:

<u>Application Type</u>	<u>Filing Fee</u>	<u>Advertising Fee</u>
Non-Residential Uses	\$500.00 per developed acre/ a minimum of \$500	\$75.00
Change of Use (with no new construction)	\$200.00	\$75.00

D. PLANNING BOARD ACTION

The Board reserves the right to require an Environmental Impact Statement pursuant to Section 9.03 of the By-Laws. The provisions of Section 9.13, Paragraph E. shall apply to those proposed uses within the Route One EDA. The Report can be issued specific to address concerns identified during the public hearing process. In such cases, the applicant shall be required to make payable an inspection fee into a "special account" as authorized by Massachusetts General Laws, Chapter 44, Section 53F.

If the site plan(s) comply with all of the applicable sections of the By-Laws, Site Plan Approval shall be granted. A majority vote of a quorum of the Planning Board is necessary for action to be taken. A decision shall be filed with the Town Clerk within 15 days from the date of the close of the public hearing per Section 9.01E. Site Plan Approval is valid for two (2) years from the date of the filing of the decision. Appeals are considered administrative in nature and are to the Zoning Board of Appeals pursuant to Section 11.1A of the By-Laws.

The Board may determine that site inspections are necessary to assure compliance with the Site Plan Approval. These shall be performed by the Board or its designee. The applicant

may also be required to post a performance guarantee to secure the completion of the approved site improvements. Reductions are granted upon written request by the petitioner and a favorable site inspection by the Planning Board or its designee

Changes to an approved site plan are allowed pursuant to Section 9.01, Paragraph G of the By-Laws.

E. CONSTRUCTION INSPECTION FEES

The applicant prior to a building permit being issued shall pay a construction inspection fee.

This fee shall be based on one percent (1%) of the site costs to construct the approved site plan. This is not the Building Permit fee therefore; costs for the construction of buildings shall not be included in this estimate.

An estimate of the construction costs shall be submitted by the applicant to the Planning Board for review and approval. The construction costs shall be based on the latest edition from Means Cost Data.

- a. The Planning Board may waive the inspection fee for municipal/government construction projects.
- b. The Planning Board may waive or reduce inspection fees if other municipal departments are providing inspectional services for elements of the site plan that were reviewed by the Board.
- c. Significant site changes or unique characteristics of the site construction, that require additional inspection time shall be assessed, by the Planning Board an additional fee to offset the higher cost of these inspections.

F. PROJECT COMPLETION

Upon completion of the project, "As-built" plans shall be submitted to the board –two prints and in disk format as noted below. After approval of the plans, a request for the final release of a performance guarantee may be submitted.

1. The information shall be submitted on a Windows97 compatible 3.5" floppy disk or CD in DXF (drawing exchange file) format. The coordinate system of the digital data shall be Massachusetts State Plane coordinates using the new North American Datum of 1983 (NAD83) and the newer North American Vertical Datum of 1988 (NAVD). Whenever possible, the plan submittals shall be "tied into" real world State Plane coordinates using the datums specified above. To demonstrate this tie down, all features should be stored in Massachusetts State Plane Coordinate System and the plan location and coordinate values of at least two points should be included in the submitted CADD file.

It is recommended that all applicants carefully review the By-Laws, specifically Sections 9.01 (S. 9.13 for EDA uses) and meet with the Town Planner prior to the submittal of an application for Site Plan Review. The Planner can be contacted at (508) 543-1250, facsimile 543-1235 during regular business hours. Messages may be left 24 hours a day at the same numbers.

FOXBOROUGH PLANNING BOARD

SITE PLAN REVIEW APPLICATION FORM

Date: _____

• Name of Applicant(s): _____ Phone # _____
Mailing Address: _____

• Owner(s) of Property: _____

• Signature of Property Owner: _____

• Name of Engineer: _____
Address: _____

Massachusetts Registration #: _____

1. Location by street address, (if any), and/or parcel and map number (which can be obtained from the Assessor's Office) for the property/building under consideration:

Parcel _____, Map _____, Acreage of Parcel _____

2. Zoning District of Parcel: _____
Is the parcel in the Water Resource Protection District? _____

3. Present use of property: _____

4. Proposed use of property: _____

5. Proposed square footage of building(s): _____

6. If a Special Permit, Special Use Permit, Variance or Site Plan relative to the subject property has been previously acted upon, please state the type & date and attach a copy:

It is recommended that the applicant review Section 9.01 & 9.13 of the Foxborough Zoning By-Laws and meet with the Town Planner before completing this application.