



TOWN OF DEERFIELD

Planning Board
8 Conway Street
South Deerfield MA 01373
Voice: 413.665.1400 ext.108
Facsimile: 413.665.1411

Site Plan Review Application Introduction

Site Plan Review establishes criteria for the layout, scale, appearance, safety, and environmental impacts of proposed development projects, in an attempt to "fit" larger projects into the community. Site plan review usually 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 review can only be used to shape a project**; a project under site plan review can only be denied in rare circumstances, such as when an application is incomplete or inconsistent with the Deerfield Zoning Bylaws.

According to Section 5410 of the Deerfield Zoning Bylaws, the following types of activities and uses require Site Plan Review by the Planning Board:

- 5411. For a municipal, institutional, commercial, industrial, or multi-family structure: 1) a change of use; or 2) construction, exterior alteration, or exterior expansion that will cumulatively add more than 600 square feet over a three-year period;
- 5412. Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or multi-family structure which results in a cumulative total of 10 or more parking spaces or 2,000 square feet of parking area;
- 5413. Grading, clearing, or other land development activity EXCEPT for the following: landscaping on a lot with an existing dwelling, clearing necessary for percolation and other site tests, work incidental to agricultural activity, or work in conjunction with an approved subdivision plan or earth removal permit;
- 5414. Outdoor storage, sales or display associated with any retail use;
- 5415. Construction or expansion of a Large-Scale Ground-Mounted Solar Electric Installation or an Extra-Large-Scale Ground-Mounted Solar Electric Installation;
- 5416. Flexible Developments as authorized in Section 3500;
- 5417. Planned Unit Developments as authorized in Section 4800;
- 5418. Any use listed in Section 2230, Use Regulation Schedule, or in other sections of this bylaw as requiring Site Plan Review.

In some cases, a proposed project may require only Site Plan Review by the Planning Board prior to receiving a Building Permit from the Building Commissioner (additional permits may also be required from other Town Boards, such as the Conservation Commission or Board of Health). However, it is likely that a proposed project may also require a Special Permit from either the Zoning Board of Appeals or from the Planning Board. Where the Planning Board serves as the Special Permit Granting Authority (i.e., Special Permit applications for Solar Electric Installations, for common driveways, for the Water Shed Protection District, and for Planned Unit Developments), it shall consolidate Site Plan Review into the Special Permit process, applying the Special Permit procedures and timetable for decision. Where the Zoning Board of Appeals serves as the Special Permit Granting Authority (i.e., all other uses requiring a Special Permit under Section 2230, Use Regulation Schedule), the two Boards may coordinate their reviews of the application or each may proceed separately.

It is important to note that no Building Permit shall be issued by the Building Commissioner and/or no Special Permit or variance shall be issued by the Zoning Board of Appeals without the written approval of the Site Plan by the Planning Board (or the passage of 60 days without the Planning Board taking action on the application). Conditions imposed by the Planning Board shall be incorporated into any Special Permit or variance.

Public Hearings are required for all Site Plans filed. The applicant shall obtain a list of abutters, being all "parties in interest" as defined in G.L. c. 40A, s. 11, from the Deerfield Assessor's Office, and shall attach the list to the application when filed. At least fourteen (14) days prior to the day of the Public Hearing, written notices shall be sent by the administrative staff by certified mail at the applicant's expense to the parties in interest. Legal notice of the public hearing shall be published at the applicant's expense in a newspaper of general circulation in the town in each of two (2) successive weeks, the first publication to appear not less than fourteen (14) days prior to the day of the Public Hearing. Notice of the Public Hearing shall also be posted in a conspicuous place in Town Hall for a period of not less than fourteen (14) days before the day of such hearing.

The Planning Board may require narrative assessments of the on-site and off-site impacts of the proposed project, including traffic, drainage, noise, and other environmental factors. The Planning Board may require that such narrative assessments be prepared by qualified experts at the applicant's expense. The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Section 5430 or 5440 where the project involves relatively simple development plans.

Attachments:

1. Site Plan Review Application Checklist
2. Site Plan Review Application Form
3. Fees & other Expenses

Additional Resources:

1. Town of Deerfield Bylaws (available through Town Website at www.deerfieldma.us): c. 179 Article II Use and Dimensional Regulations; c. 179 §5400- Site Plan Review; Attachment 236 1-6: Planning Board Regulations Governing Fee and Fee Schedules
2. MassGIS Standard for Digital Plan Submittals to Municipalities (Version 2.0--October 2007)



Town of Deerfield Planning Board
Site Plan Review Application Checklist

File # _____

Reason for Site Plan Review: _____

Special Permit application associated with this SPR application? Yes No (If yes, please attach copy)

Site Plan Submission Requirements (see Zoning Bylaws Section 5420)

- An original and nine (9) copies of the signed Site Plan Review application
- 9 sets of original plans prepared by a registered professional engineer, registered architect, registered landscape architect, or registered land surveyor submitted on 24-inch by 36-inch sheets with a minimum scale of 1" = 40' (see Zoning Bylaws Section 5430 for required contents of plan) **and**
- A Standard Digital File (SDF) as defined by Version 2.0 of the MassGIS Standard for Digital Plan Submittals to Municipalities **and**
 _____ a copy of the original CADD file in PDF format **plus**
 _____ accompanying documents in PDF format
- Carefully read all sections of the application for procedures that you must follow.
- Please type or print all information. Incomplete and/or illegible applications will delay the application process.
- All applications must be reviewed by a staff member in the Inspections Office once completed.
- The Building Commissioner must review and sign the application, and then the original application, nine (9) hard copies, and the application fee must be submitted to the Town Clerk's Office. **Please keep a copy of the entire application packet for your own records.**
- Office Staff will create the notice of hearing.
- An official abutters list from the Assessors' Office must be obtained as required by M.G.L. Chapter 40A, Section 11. Cost for the list will be determined by the Deerfield Assessor's Office, will include the cost of 2 sets of mailing labels, and is payable to the Town of Deerfield. It is the responsibility of the applicant to pay for the cost of the abutters mailing (certified / return receipt) plus \$2.00 per piece for the cost of paper and processing. We will notify you of the final cost after we have processed your application.
- Legal advertisements will be generated by office staff and emailed directly to *The Recorder*. If the applicant supplies an email address, the advertisement will be forwarded accordingly, otherwise it will be mailed or available for pickup during regular office hours.
- Applicants pay publication costs directly to the Recorder.** Please contact Suzanne Hunter to arrange payment:
 Telephone: 413-772-0261 ext. 219
 Email: legalads@recorder.com
 Fax: 413-774-5511
- Please allow a minimum of 14 Days plus three (3) Business days' notice to publish and pay for an advertisement as required by the newspaper. **The Town of Deerfield is not responsible if an advertisement is not published in time to hold the hearing.**



Site Plan Review Application

Town of Deerfield Planning Board

1. **Name of Applicant:** _____ Phone #: _____

Mailing Address: _____

E-mail Address: _____

2. **Property Owner(s)** (If different from above. All entities listed on deed must be included. Please attach additional sheets if necessary.)

Name: _____ Phone #: _____

Mailing Address: _____

E-mail Address: _____

3. **Name of Registered Land Surveyor/Engineer:** _____

Mailing Address: _____

Phone #: _____ E-mail Address: _____

4. **Parcel ID: Street Address:** _____

Map:* _____ **Lot/Parcel #:*** _____ **Zoning District:*** _____

**This information can be found on your tax bill or can be obtained from the Board of Assessors.*

5. **Deed Reference: Book:** _____ **Page:** _____

6. **Plan Reference: Book:** _____ **Page:** _____

7. **Parcel Area:** (all figures should be in square feet)

Total Land Area: _____ **Area of Disturbed Land:** _____

Gross Floor Area of proposed construction: _____ **Net Floor Area:** _____

8. **Proposed Use:** (mark all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Commercial | <input type="checkbox"/> Outdoor retail |
| <input type="checkbox"/> Alteration/Expansion | <input type="checkbox"/> Industrial | <input type="checkbox"/> Solar Electric Installation |
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Multi-family | <input type="checkbox"/> Flexible Development |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Cannabis Facility | <input type="checkbox"/> Other | <input type="checkbox"/> Parking lot |

Describe the proposed use in detail, including square footages, where applicable:

9. Property listed under Chapter 61, 61A or 61B for tax purposes? ___ Yes ___ No
10. Modification of Existing Plan? ___ Yes ___ No
11. Special Permit Application Pending? ___ Yes ___ No
12. Stormwater Permit Required? ___ Yes ___ No
13. List any other Federal, State, and/or Municipal Permits required: _____
- _____
- _____

14. I hereby certify that the information contained in this application is true and complete:

Applicant's Signature: _____ Date: _____

Owner(s) Signature(s): _____ Date: _____

(if different from applicant;
attach additional sheets if necessary) _____ Date: _____

**PLEASE ATTACH ONE ORIGINAL 24" x 36" SITE PLAN
AND THE COMPLETED SITE PLAN REVIEW APPLICATION CHECKLIST**

15. Building Commissioner Certification: _____ Date: _____

Comments: _____

16. Town Collector Certification: _____ Date: _____

17. Town Clerk Certification: _____ Date: _____

FEES AND OTHER EXPENSES:

Site Plan Review application fee:	\$300.00
Abutters List fee:	Cost as determined by the Deerfield Assessor's Office payable to the Town of Deerfield + cost of 2 sets of mailing labels
Abutters Notice Mailing fee:	Total cost will vary depending on the number of abutters, and will include the cost/piece for Certified Mail/Return Receipt plus \$2.00 processing costs per piece
Newspaper Publishing fee:	Total cost will vary; to be paid directly to the Greenfield Recorder in-person or by phone prior to publication of legal notices
Consultant Review fee:	May be required for some projects; fee to be determined by Planning Board and deposited in advance by applicant

CONTACTS:

Building Commissioner:	413-665-1400 x110 8 Conway St., South Deerfield, MA 01373
Inspections Office Planning Board Admin. Staff:	413-665-1400 x108 8 Conway St., South Deerfield, MA 01373
Town Clerk:	413-665-2130 x100 8 Conway St., South Deerfield, MA 01373
Board of Assessors:	413-665-1400 x106 8 Conway St., South Deerfield, MA 01373
Registry of Deeds:	413-772-0239 Franklin County Courthouse, 425 Main St., Greenfield, MA 01301
Greenfield Recorder:	Please contact Suzanne Hunter to arrange payment: Telephone: 413-772-0261 ext. 219 Email: legalads@recorder.com Fax: 413-774-5511
Town Website:	www.deerfieldma.us

HOURS AND SCHEDULES:

Building Commissioner's Office:	9:00 a.m. to 4:00 p.m. Monday through Thursday
Town Clerk's Office:	9:00 a.m. to 4:00 p.m. Monday through Thursday
Inspection Services Office:	9:00 a.m. to 4:00 p.m. Monday through Thursday (Planning Board administrative staff in this office will assist you.)
Board of Assessors Office:	9:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, 9:00 a.m. to 12:00 p.m. Wednesday
Planning Board Schedule:	Typically meets the first Monday of each month at 6:30 p.m. in Town Hall Meeting Room. This schedule or location may change due to holidays, earlier meeting start times, extra meetings in addition to the monthly meeting, etc. Please check with the Inspection Services Office to determine the next scheduled Planning Board meeting.