Print Form

CITY OF NORTHAMPTON

PLANNING BOARD APPLICATION

All of the following information is required. Incomplete applications will not be accepted. If you wish to review application materials with the Senior Planner **prior** to submission, please call 413-587-1287.

1. Project Type (Check Box)

Information is located on Building Inspector's Review Form, which is a prerequisite to filing this application

Intermediate Projects ($200.00)

- New construction or additions of 2,000 - 4,999 gross square footage (excluding single family homes and agricultural uses)
- Projects requiring 6-9 additional parking spaces
- Planned Village Projects that are not a Major Project
- Flag lots (additional fee required)

☐ **Site Plan (complete 1-8F)**

☐ **Special Permit with Site Plan (complete 1-8H)**

or

Major Projects ($500.00) plus $0.05/per square foot of proposed new building square footage

- New construction or additions of 5,000+ gross sq. ft.
- Commercial Parking lots and parking garages
- Take-out restaurants and convenience stores (Except in the Central Business District)
- Automobile service stations
- Projects that require 10+ additional parking spaces
- Residential Incentive and Business Park projects

☐ **Site Plan (complete 1-13)**

☐ **Special Permit with Site Plan (complete 1-13)**

2. Permit is Requested Under Zoning Ordinance

Section(s) and Page(s) From Building Inspector's Review Form	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
	Section/Page	Section/Page	Section/Page	Section/Page	Section/Page

3. Parcel Information

Address:

Assessor Identification: **Map #, Parcel #:** _____	**2nd Map #, Parcel #:** _____ (if applicable)	Zoning District: _____
Recorded in Hampshire Registry of Deeds or Land Court	**Book:** _____	**Page:** _____

4. Applicant Information		5. Owner Information (if different from Applicant)
Name		
Address		
Telephone		
Email		
Fax		
Status of Applicant	☐ Owner ☐ Contract Purchaser ☐ Lessee ☐ Other : _____	

Applicant's Signature Date	Owner's Signature* Date

I certify: the information contained herein is true and accurate to the best of my knowledge; the abovesigned owner(s) grant the Board and its agents permission to enter the property to review this application; I understand all documents will be entered into the public record and will be available on the internet; I understand that if neighboring issues have not been addressed/ resolved prior to the hearing, the Board will continue the hearing.

*** Owner's signature or letter from owner authorizing applicant/representative to sign on behalf of owner.**

FOR OFFICE USE: Distribute to: Sr. Planner____; Building____; DPW____(2); Fire____; Police____; BOH____. Please review & send comments to the Sr. Planner. The tentative meeting date is 2nd Thursday____; 4th Thursday ____ of Jan.____; Feb.____; March____; April____; May____; June____; July____; Aug.____; Sept.____; Oct.____; Nov.____; Dec.____.

6. Check boxes below indicating that you have provided the following documentation:

- ☐ Site Vicinity Map/Plan
- ☐ Site or Plot Plan at 1" = 40' or greater
- ☐ Filing Fee made Payable to the City of Northampton ($200 **or** for Major Projects and Flag Lots $500.00 plus $0.05/per sq. foot of proposed new building sq. footage. **Amount Enclosed: $_____**
- ☐ Stamped, Self Addressed Envelope(s) to Owner and Applicant.
- ☐ 16 complete packages (original and 15 copies). Each packet **must** include all application material and be collated, stapled and banded together.
- ☐ Two **separate rubberbanded** sets of stamped envelopes addressed to each of the abutters within 300' and planning boards in adjacent towns. The abutters list can be found at www.northamptonma.gov/opd/. If within 300' of a neighboring town, the envelopes must include the abutters within said town. The return address of all the envelopes should be labeled as: Planning and Development, City of Northampton, City Hall, 210 Main Street, Room 11, Northampton, MA 01060-3198.
- ☐ A printed list of all abutters (from above section). **Number of Abutters on the list is:_____.**
- ☐ Zoning Permit Review Form with Building Inspector's endorsement and application.
- ☐ Site Plans for major projects prepared and stamped by a Registered Architect, Landscape Architect, or Professional Engineer (At least 1 plan ***must*** have an original stamp; remaining plans must either have an original stamp or copy of original stamp.)
- ☐ Folded Plans- all plans 11' x 17' or larger **must be folded** and collated with each appplication (If 24" x 36" plan sheets are included, they may contain 7 full sets with the remaining 9 at 11" x 17' size.)
- ☐ Traffic Study (Applicable to major projects)
- ☐ Stormwater Management Plan, including soils information and depth to groundwater (Applicable to major projects)
- ☐ Building Elevations
- ☐ Lighting, if applicable
- ☐ WAIVER REQUEST. All items below are required unless a waiver is requested. **To request a waiver for an** item, check the item and provide your reason for requesting a waiver.

  - ☐ Site plan(s) at a scale of 1"=40' or larger
  - ☐ Name and address of the owner and the developer, name of project, date and scale plans:
  - ☐ Plan showing Location and boundaries of:
    - a. the lot, with adjacent streets or ways
    - b. all properties and owners within 300 feet
    - c. all zoning districts within 300 feet
  - ☐ Existing and proposed:
    - a. buildings
    - b. setbacks from property lines
    - c. building elevations
    - d. all exterior entrances and exits (elevation plans for all exterior facades structures are encouraged)
  - ☐ Present and proposed use of:
    - a. the land
    - b. building

☐ Existing and proposed topography (for intermediate projects the permit granting authority may accept generalized topography instead of requiring contour lines) showing:

a. two foot contour intervals
b. wetlands, streams, surface water bodies
c. drainage swales and floodplains
d. unique natural land features

☐ Location of:

a. parking and loading areas
b. public and private ways
c. driveways and walkways
d. access and egress points
e. proposed surfacing

☐ Location and description of:

a. all stormwater drainage/detention facilities
b. water quality structure
c. public and private utilities/easements
d. sewage disposal facilities
e. water supply facilities

☐ Existing and proposed:

a. landscaping, trees and plantings (size and type of plantings)
b. stone walls
c. buffers and/or fencing

☐ Signs: existing and proposed:

a. Location
b. dimensions/height
c. color and illumination

☐ Provisions for refuse removal, with facilities for screening of refuse when appropriate

☐ Lighting:

a. Location
b. Details
c. Photometric Plan showing no more than 0.5 foot candle at property line

☐ An erosion control plan and other measures taken to protect natural resources & water supplies (major projects only)

☐ Estimated daily and peak hour vehicles trips generated by the proposed use, traffic patterns for vehicles and pedestrians showing adequate access to and from the site, and adequate vehicular and pedestrian circulation within the site (major projects only)

☐ I understand that it is required that I take this application to get **date stamped at the City Clerk's Office first**, prior to filing it with the Northampton Planning and Development Office.

7. Describe proposed project/work below:

8. Site Plan and Special Permit Approval Criteria. (If any permit criteria does not apply, explain why.)

A. How will the requested use protect adjoining premises against seriously detrimental uses?

How will the project provide for:

i. surface water drainage:

ii. sound and sight buffers:

iii. the preservation of views, light and air:

B. How will the requested use promote the convenience and safety of pedestrian movement within the site and on adjacent streets?

i. How will the project minimize traffic impacts on the streets and roads in the area?

ii. Where is the location of driveway openings in relation to traffic and adjacent streets?

iii. What features have been incorporated into the design to allow for:

a. access by emergency vehicles:

b. the safe and convenient arrangement of parking and loading spaces:

c. provisions for persons with disabilities:

C. How will the proposed use promote a harmonious relationship of structures and open spaces to:

i. the natural landscape:

ii. to existing buildings:

iii. other community assets in the area:

D. What measures are being taken that show the use will not overload the City's resources, including:

i. water supply and distribution system:

ii. sanitary sewage and storm water collection and treatment systems:

iii. fire protection, streets and schools:

How will the proposed project mitigate any adverse impacts on the City's resources, as listed above?

E. List the section(s) of the Zoning Ordinance that states what special regulations are required for the proposed project (flag lot, common drive, lot size averaging, etc.)

How does the project meet the special requirements? (Use additional sheets if necessary)

F. State how the project meets the following technical performance standards:

i. Curb cuts are minimized:

Check off all that apply to the project:

☐ use of a common driveway for access to more than one business

☐ use of an existing side street

☐ use of a looped service road

ii. Does the project require more than one driveway cut?

☐ NO

☐ YES (if "yes", explain why)

iii. Are pedestrian, bicycle and vehicular traffic separated on-site?

☐ YES

☐ NO (if "no", explain why)

Applicants for Intermediate Site Plan Approval ONLY, stop here.

SPECIAL PERMIT Applications and MAJOR PROJECT applications MUST also contain the following:

G. Explain why the requested use will:

i. Not unduly impair the integrity or character of the district or adjoining zones:

ii. not be detrimental to the health, morals or general welfare:

iii. be in harmony with the general purpose and intent of the Ordinance:

H. Explain how the requested use will promote City planning objectives to the extent possible and will not adversely affect those objectives, defined in City master study plans (Open Space and Recreation Plan; Northampton State Hospital Rezoning Plan; and Downtown Northampton: Today, Tomorrow and the Future).

Applicants for Intermediate Special Permit Approval ONLY, stop here.

MAJOR PROJECTS MUST ALSO COMPLETE THE FOLLOWING MAJOR PROJECT APPROVAL **CRITERIA:**

9. Does the project incorporate 4 foot sumps into the storm water control system?

☐ YES

☐ NO (explain why)

10. Will the project discharge stormwater into the City's storm drainage system?

☐ YES

☐ NO (answer the following)

Do the drainage calculations submitted demonstrate that the project has been designed so that there is no increase in peak flows from pre- to post-development conditions during the: 1, 2, or 10 year Soil Conservation Service design storm?

☐ YES

☐ NO (if "no", explain why)

11. Will all the runoff from a 0.4 inch rainstorm (first flush) be detained on-site for an average of 6 hours?

☐ YES

☐ NO (if "no", explain why)

12. Is the applicant requesting a reduction in the parking requirements?

☐ YES . If "yes", what steps have been taken to reduce the need for parking , and number of trips per day?

☐ NO

13. Traffic Study:

Estimated daily and peak hour vehicles trips generated by the proposed use, traffic patterns for vehicles and pedestrians showing adequate access to and from the site and surrounding intersections, and adequate vehicular and pedestrian circulation within the site.

What mitigation is proposed for incremental impacts?

WHAT HAPPENS AFTER YOU HAVE FILED YOUR APPLICATION?

Generally, the Board meets the 2nd & 4th Thursday of each month (with the exception of summer & holiday months). The deadline date for filing applications is one calendar month prior to the next meeting date.

The application (with copies) must be date stamped in at the city clerk's office prior to filing the application with the office of Planning and Development.

1. Once your application has been filed, staff will review it to determine if the application is complete and ready for public hearing. We will schedule a Public Hearing for the next available agenda of the Board and place a legal ad in a local paper to appear a minimum of two (2) weeks prior to the hearing date.

2. The Wednesday 15 days before the next meeting date, **you may check the Planning Office web page,** www.northamptonma.gov/opd/ ,public meeting notice to find out if your project has been scheduled for the **next hearing.**

3. The public hearing is conducted, applicant must be present, and if all information is complete, the hearing is closed.

4. Once the hearing is closed, the Board has up to 90 days to make a decision on the permit. (The Board rarely takes that long).

5. Once a decision is approved by the Board, (usually occurs at the same public hearing) the Board has fourteen (14) days from the date that the decision is made to file the decision with the City Clerk's Office.

6. After the decision has been filed with the City Clerk's Office, a twenty (20) day appeal period begins. Once the twenty (20) day appeal period passes, (without an appeal being filed) the applicant must pick up a Certified copy of the decision from the City Clerk's Office and record it at the Registry of Deeds or Land Court, as applicable. **The permit is not valid until recorded.**

7. Proof that the decision has been filed at the Registry of Deeds must be brought to the Building Department, before a Building Permit will be issued.

The short time frame for issuing a Special Permit or Site Plan Approval is two (2) to three (3) months. The long time frame is four (4) to six (6) months.