



**Town of Westport**  
**Planning Board**  
**856 Main Road**  
**Westport, MA 02790**

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**Application for Site Plan Approval**

Application No. \_\_\_\_\_ Date \_\_\_\_\_

**Article 15 of the Westport Zoning By-Laws**

"The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Westport's Site Plan approval Rules and Regulations and the procedures of this Bylaw where the project involves relatively simple development plans or constitutes a minor site plan." (Section 15.3). Simple waiver requests, such as for items that are not applicable to the proposed project, may be noted on this application as "waiver requested". More complex waiver requests should be presented in a separate letter summarizing the requests and signed by the applicant or his authorized agent.

This application form shall be filed by the petitioner with the Town Clerk. A copy of said application form including date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board along with all other plans, materials and required fees. Applications shall be filed with fourteen (14) copies of the plan.

The applicability of the site plan approval requirement and of the particular zoning by-law to a particular proposal is discussed in Article 15 of the Westport Zoning By-Laws and the Table of Use Regulations. The petitioner should also note the other sections of the Zoning By-Laws pertaining to the proposed project.

The following sections of the application describe supplementary information that must be submitted, and those aspects of the proposed site development that will be evaluated by the Planning Board.

1. Full name of owner(s) and address of land to which this application applies:

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2. Full mailing address and telephone number of owner(s) of land to which this application applies or full name, mailing address and telephone number of the applicant if different from the above:

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3. Submit with this application a listing of abutters as certified by the Board of Assessors containing full names and addresses of abutting owners of land and those directly opposite on any public or private street or way and owners of land within 300 feet of the property line, according to the most recent tax list. Also submit a certified list of abutting property owners of surrounding towns (if any) certified by the assessors of that town.

4. Location of Property: **Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

5. Zoning District(s) (Including all overlay districts):

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6. Describe briefly the development for which Site Plan Approval is sought:

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7. Describe briefly the uses or activities for which site plan approval is sought:

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Uses will be reviewed for conformity with those described in the Zoning By-Laws. These may be the specific intended uses of the site if known or lists of potential uses of the site if the uses are not known at this time.

Note: If the uses are not known at the time of application, present "worst-case" (most intensive) estimates of water consumption, sewage discharge, parking requirements, and traffic impacts, along with your assumptions used to develop these estimates. Site plan and building permits for such sites will be valid only for occupancy that does not exceed these estimates.

8. The application package must include plans of the site and all other materials as specified in the Rules and Regulations.

The plan will be reviewed for the following features--please provide:

Lot Area: _____	Frontage: _____	Building Height: _____	Number of Stories: _____	
Building Setbacks:	Front Setback: _____	Rear Setback: _____	Left Side Setback : _____	Right Side Setback: _____
Parking and other setbacks:				

- Lot Coverage (buildings, parking, paving): \_\_\_\_\_

- Floor Area Ratio (Business and Unrestricted Districts): \_\_\_\_\_

- Adequate walkways and pedestrian access: \_\_\_\_\_
- Adequate driveway access, driveways, and private ways \_\_\_\_\_
- Appropriate loading docks and/or access for trucks: Number: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_

- Is there any proposed site work within wetland resource areas or within 100 ft of same?: \_\_\_\_\_  
 If yes, has the Conservation Commission issued an Order of Conditions?: \_\_\_\_\_

- List any special permits required from the Board of Appeals:

\_\_\_\_\_

\_\_\_\_\_

- Is the project within the Flood Plain District?: \_\_\_\_\_

- If yes, what is the base flood elevation (100-year storm): \_\_\_\_\_

- Is there any proposed site work within the Aquifer Protection District?: \_\_\_\_\_

If yes,

- a. What is the recharge rate of runoff? \_\_\_\_\_
- b. Lot coverage (percentage)? \_\_\_\_\_
- c. Percent of land left natural? \_\_\_\_\_
- d. Potential sources of pollution \_\_\_\_\_
- e. Is septic system within the Aquifer Protection District? \_\_\_\_\_
- f. Any storage of liquid petroleum? \_\_\_\_\_
- g. Any removal of earth within 10 feet of high groundwater table? \_\_\_\_\_

- Does the driveway access a State Highway?: \_\_\_\_\_

If yes, has a Mass Highway curb cut been issued? \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

If yes, provide a copy of the permit with this application.

- Provide an evaluation of the impact of the development on Water Resources. (Submit information on measures proposed to prevent pollution of surface or ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, flooding of other properties.)

Sewer discharge rate: \_\_\_\_\_ gallons per day

Water usage: \_\_\_\_\_ gallons per day

Submit drainage calculations using TR-55 or other method approved by the Planning Board to support the design of the stormwater management system.

Parking requirements generated by the proposed use: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_

Location and number of additional reserve parking spaces that may be built out to accommodate future expansion needs, if applicable: \_\_\_\_\_

Describe how the numbers of required and proposed parking spaces were obtained:

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Describe here and show on the plans the curbing, markings, islands and other provisions to prevent automobiles from parking in areas outside the designated parking area(s):

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Estimate the daily traffic generated by the proposal:

Number of employees: \_\_\_\_\_

Peak A.M. traffic: \_\_\_\_\_ Peak P.M. traffic: \_\_\_\_\_

Maximum sight distance for vehicles entering/exiting from the access driveway: \_\_\_\_\_

For proposals generating more than 75 trips per day, the Planning Board may require a traffic engineer's report of the impact on adjacent Town roads. Submit any other permits required with this report.

Describe any proposed signs: \_\_\_\_\_

Describe any outdoor lighting, including type of fixture (e.g. mercury vapor), type of spectral filter, type of directional shielding, and height of fixtures: \_\_\_\_\_

Visual impact: Describe the impact on any scenic vistas or nearby natural, historical and/or cultural landscapes and provisions for mitigating such impacts. This will require an additional attachment, if there are significant impacts. \_\_\_\_\_

Describe and show on the plan the proposed landscaping and visual screening of loading areas, dumpsters etc. from adjacent properties. The Board may require a landscape plan and planting schedule. \_\_\_\_\_

Describe any hazardous materials to be stored on site including amounts, and provisions for storage and disposal: \_\_\_\_\_

Describe electrical and utilities services: \_\_\_\_\_Below-ground \_\_\_\_\_ Above ground

Describe any sources of loud noise, odor, vibration, or glare and provisions for mitigating off-site impact of these:

\_\_\_\_\_  
\_\_\_\_\_

Describe fire control systems in the buildings (sprinklers, etc), fire lanes, and any proposed fire ponds on site. Fire lanes should be shown on the plan. : \_\_\_\_\_

Describe access to such ponds and construction of dry hydrant(s):

\_\_\_\_\_  
\_\_\_\_\_

Note that the Planning Board may require a bond to ensure completion of proper access and parking and to ensure public safety in general in the event the project is not fully completed.

State the full name, mailing address and telephone of any attorney or other person who is authorized by you to appear and represent you before the Board:

\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby applies for site plan approval by the Board, in belief that the plan conforms to the Board's Rules and Regulations for Site Plan approval and further agrees to not commence any work on site until the statutory approval period has lapsed.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Telephone No.: \_\_\_\_\_

Received by Town Clerk  
Westport, Massachusetts

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature \_\_\_\_\_