

**TOWN OF IPSWICH, MASSACHUSETTS**

**PLANNING BOARD**

**STEPS FOR SITE PLAN REVIEW**

Prior to submittal of this application, it is recommended that you do the following:

1. Meet with a representative of the permit granting authority (e.g. Building Inspector, Conservation Agent, Town Planner);
2. Meet with abutters to the project;
3. Obtain a copy of the Development Guidebook for the Town of Ipswich, available at Town Hall.

These activities will alleviate potential delays that could cost you time, money and headaches.

PROCEDURE FOR FILING AN APPLICATION FOR SITE PLAN REVIEW

**STEP 1: BUILDING INSPECTOR/ZONING OFFICER DETERMINATION**

The applicant is informed by the Building Inspector/ Zoning Enforcement Officer that the proposed project requires Site Plan Review approval by the Planning Board.

**STEP 2: SITE PLAN REVIEW APPLICATION AND PLAN PREPARATION**

The applicant provides to the Planning Board the required forms and plans as specified in the attached Site Plan Review Rules and Regulations.

**STEP 3: SITE PLAN APPLICATION REVIEW**

The applicant submits an application, with one set of plans, to the Department of Planning and Development. The Planning Board's designee reviews the completeness of the application within seven (7) days of receipt of application.

**STEP 4: SUBMISSION OF APPLICATION**

Upon a determination from the Department of Planning and Development that the application is complete, the applicant submits one completed application and one set of plans to the Town Clerk and one completed application and six plans to the Department of Planning and Development, along with the submittal fee.

**STEP 5: SCHEDULING OF HEARING AND PREPARATION OF LEGAL NOTICE**

The Department of Planning and Development schedules the applicant for a hearing date and prepares the legal notice for mailing to parties of interest (abutters) and for publication in the local newspaper.

STEP 6: PAYMENT OF LEGAL NOTICE

The applicant is provided a bill for the legal notice and pays the local newspaper. A payment receipt must be provided to the Department of Planning and Development prior to the public hearing.

STEP 7: PUBLIC HEARING BEFORE THE PLANNING BOARD

Applicants should appear on their behalf, or be represented by an agent authorized to represent their interests. In the absence of any appearance without due cause on behalf of the applicant, the Board shall decide on the matter by using the information it has otherwise received.

STEP 8: DECISION

Within forty-five (45) calendar days of the applicant's filing with the Town Clerk, the Board will forward a decision to the Town Clerk; said decision shall be stamped by the Town Clerk certifying the time and date of filing. A notice of the Board's decision will be sent to all parties of interest. (Any appeal to the Board's decision may be made pursuant to Massachusetts General Laws, Chapter 40A, Section 17, within twenty (20)calendar days after the decision is filed with the Town Clerk.)

TELEPHONE NUMBERS:

Department of Planning and Development:	356-6607
Code Enforcement (Building Inspector):	356-6605
Assessor:	356-6603
Town Clerk:	356-6600
Conservation Commission:	356-6661

ADDRESS:

Ipswich Town Hall  
25 Green Street  
Ipswich, MA 01938

**TOWN OF IPSWICH, MASSACHUSETTS**

**RULES AND REGULATIONS GOVERNING THE GRANTING OF SITE PLAN REVIEW**

PURPOSE

These Rules and Regulations establish a standard procedure for the granting of Site Plan Review, as provided in Section X.I. of the Ipswich Protective Zoning Bylaw, voted in May, 1977 and as amended, for those uses requiring Site Plan Review issued by the Ipswich Planning Board (hereinafter "Board"). The Site Plan Review Bylaw, which is Section X. of the Protective Zoning Bylaw was voted by Town Meeting in Spring, 1987 and amended October 22, 1990, and November 15, 2001.

SECTION I. AUTHORITY

Under the authority vested in the Planning Board of the Town of Ipswich in accordance with the provisions of Section 11. of Chapter 40A of the General Laws, as amended, and subject to the applicable conditions set forth in the Protective Zoning Bylaw, Town of Ipswich, May, 1977, as amended, the Planning Board may, for those certain uses, structures, or conditions so designated in Section X. B. of the Bylaw, approve an application for Site Plan Review.

SECTION II. STANDARDS

The Board shall review Site Plan Review applications in accordance with the General Standards (Section X.C.) of the Bylaw. The Board shall determine if the site plan application provides reasonably adequate provisions for: traffic circulation loading; emergency vehicle access; public utilities; storm water drainage; water supply and surface water protection; natural feature preservation; and preservation of historic features unique to Ipswich. In making this determination for each General Standard, the Board shall consider the guidelines enumerated below. The guidelines are intended to provide guidance to the applicant in the preparation of plans, as well as guidance to the Board during its review. They are not intended to be exhaustive, and specific additional guidelines may be applied for a project, if the Board determines they are necessary. The guidelines are intended to encourage exemplary projects and good design, without discouraging creative and/or innovative solutions to problems of a site. The issues and concerns represented by the guidelines must be addressed to the satisfaction of the Board in the final site plan.

**1. and 2. Traffic circulation and access/pedestrian safety and access**

With respect to vehicular and pedestrian circulation, including entrances, ramps, walkways,

drives and parking, special attention shall be given to: (a) location and number of access points to streets (especially in relationship to existing traffic controls); (b) width of interior drives and access points; (c) general interior circulation; (d) separation of vehicular and pedestrian traffic; and (e) access to community facilities. For projects which involve both residential and commercial uses, the circulation system should be designed so as to minimize the impact of commercial vehicles on residential uses.

Depending on the size of the proposed project, the Board may require an assessment by a registered traffic engineer of the impact of the project=s estimated traffic generation on surrounding streets and intersections, and, if appropriate, on major vehicular routes in Ipswich. As a result of this assessment, the Board may impose conditions on its site plan approval to minimize traffic conflicts and safety problems.

Special attention should be given to the materials, proportions, and details of circulation elements to harmonize with the nature of the site. Use of historic paving materials may be allowed in historic areas as an alternative to standard paving practices.

When walking or riding trails exist on the site, every effort shall be made to preserve these trails, or to relocate them when preservation of the existing trail is not possible. Proposed plans shall show the impact of the development on existing bikeways, hiking and horse trail systems, and shall show any deletions, alteration, extensions or enhancements proposed to those systems. New circulation shall minimize impact to existing systems, minimize vehicular and pedestrian conflicts, and provide for safe accommodation of horse, bike, pedestrian and vehicular traffic.

### **3. Off-Street Parking & Loading**

Parking shall be designed to:

- X Be safe and convenient
- X Reduce visual impact from adjacent buildings (both existing and proposed), open spaces, vistas, streets, and neighboring properties
- X Provide visual relief from large areas of unbroken pavement by including landscaped areas within the parking area(s)

Parking areas shall be provided with suitable bumper guards, rails, islands, and crosswalks. Speed control bumps and similar devices may be required when deemed necessary by the Planning Board. All parking spaces, maneuvering areas, entrances and exits shall be clearly identified. Loading areas shall be screened from adjacent residential uses by plantings, berms and/or fencing.

In addition to complying with the above guidelines, all parking and loading areas shall conform to the requirements of SECTION VII of the Protective Zoning Bylaw for the Town of Ipswich.

**4. Emergency vehicle access**

All open and enclosed spaces shall be designed to facilitate evacuation and provide adequate accessibility by fire, police, and other emergency personnel and equipment in accordance with local bylaws and state statutes and regulations.

**5. Storm water drainage, based upon a professional engineering report, utilizing on-site absorption wherever practical**

Surface water run-off shall be minimized and detained or recharged on-site if possible. If it is not possible to detain or recharge water on-site, downstream improvements to the channel may be required of the applicant to prevent flooding caused by the project. The natural state of watercourses, swales, floodways, or easements shall be maintained as nearly as possible. The surface run-off measures proposed for the site shall conform to the best management storm water practices described in the Commonwealth's Stormwater Management Handbooks, Volumes 1 and 2, and to the requirements established in the Board's Rules and Regulations Governing the Subdivision of Land in Ipswich.

**6. Water supply and sewage disposal adequate to support the intended use**

Unless it is infeasible, all projects requiring site plan approval shall connect to the public water distribution system. Projects should be designed so as to maximize ground water recharge and water quality protection. When appropriate, the Board will encourage the use of techniques to maximize ground water recharge, such as the installation of perforated drain-pipes, pervious pavement, reduction of paved areas, or reduction of building coverage. The Board also encourages the use of methodologies which reduce water consumption, enhance the conservation of water, and promote water reuse. Where ground water elevation is near the surface, extra site grading precautions may be required. Proposed developments shall not adversely affect ground or surface waters, either fresh or salt, other than incidental short-term impacts anticipated under normal development and minimized by standard mitigating measures.

The proposed method of sanitary sewage disposal and solid waste disposal for all buildings on the site shall be described in the application and shown on the plans. It shall meet the applicable town regulations for sewage disposal systems, whether they be on-site or connected to the public sewer system.

**7. Screening, including the use of natural land features, plantings, and erosion control**

The proposed site plan shall satisfy the screening requirements set forth in SECTION VI of the Protective Zoning Bylaw. Perimeter landscaping shall provide reasonable screening

when the Board determines that there is a need to shield neighboring properties from any adverse effects of a development or to shield a development from the negative impacts of adjacent uses.

The required landscape plan shall create a total pattern for the site, integrating the various elements of each site's design, and creating a pleasant site character. Buffering elements in the form of architectural design and landscape design that provide a logical transition to adjoining existing or permitted uses shall be provided. Using natural land features and vegetation to provide adequate buffers is encouraged.

Landscaped areas approved by the Board shall be reasonably maintained by the owner or the lessee of the property as to pruning, trimming, watering or other requirements to create an attractive appearance for the development.

Insofar as possible, natural drainage courses, drainage impounding areas, and swales properly stabilized with plant material (or, when necessary, paving), shall be utilized to dispose of water on the site through natural percolation, at a rate equivalent to the pre-development condition. In addition, appropriate control measures shall be employed, including the implementation of slope stabilization measures such as seeding of exposed areas to replace vegetative cover.

### **8. Protection and preservation of existing natural features and vistas**

Finished site contours shall approximate the character of the natural site; in designing the proposed development, every effort shall be made to *reduce*:

- X the volume of cut and fill;
- X the number of removed trees;
- X the pollutants reaching the water table or surface waters;
- X the area of wetland vegetation displaced;
- X soil erosion;
- X the area of impervious surface;
- X the amount of stormwater runoff from the site.

Proposed buildings shall be related harmoniously to the terrain and to the use, scale, and siting of existing buildings in the vicinity that have functional or visual relationship to the proposed buildings. All buildings and other structures shall be sited to minimize disruption of the topography. Strict attention shall be paid to proper functional, visual and spatial relationship of all structures, landscape elements, and paved areas.

Erosion of soil and sedimentation of watercourses and waterbodies shall be minimized by employing the following Abest management practices:

- a. stripping of vegetation, soil removal, and regrading or other development shall be accomplished in such a way as to minimize erosion;

- b. the duration of exposure of the disturbed area shall be kept to a practical minimum;
- c. temporary vegetation and/or mulching shall be used to protect exposed critical areas during development;
- d. permanent (final) vegetation and mechanical erosion control measures shall be installed as soon as practicable after construction ends;
- e. until a disturbed area is stabilized, sediment in run-off water shall be trapped by the use of debris basins, sediment basins, silt traps, or other acceptable methods as determined by the Board;
- f. the top of a cut or bottom of a fill section shall not be closer than ten (10) feet to an adjoining property, unless otherwise specified by the Board;
- g. during grading operations, methods of dust control shall be employed wherever practicable.

### **9. Exterior Lighting and Signage**

All signs and advertising features shall be reviewed as an integral element in the design and planning of the proposed use and site. All signage shall comply with the requirements of SECTION VIII of the Protective Zoning Bylaw for the Town of Ipswich.

Outdoor lighting should have sufficient footcandles to illuminate parking areas, building entrances, road and/or driveway intersections, and any other areas which will receive active nighttime use. Care should be taken, however, to direct lighting down and away from adjacent uses and streets. Where appropriate, motion detector lights will be allowed as an alternative to standard lighting.

### **SECTION III. APPLICATION**

#### **A. Application Requirements**

Application for Site Plan Review shall be made on the Application for Site

Plan Review Form, Town of Ipswich, Planning Board. All applicants must submit a completed application form. If an applicant authorizes a representative to act on his/her behalf on an application, written documentation evidencing said authorization must be submitted to the Board.

B. Site Plan Requirements

Plans shall be prepared in accordance with the Site Plan Review Checklist. All plans shall be prepared by a registered professional engineer and/or land surveyor and, where applicable, by a landscape architect and/or architect.

SECTION IV. FEES

A fee in the amount of Three Hundred Dollars (\$300.00) per site plan review application shall be submitted to cover staff review. In addition, the fee for advertisement of the public hearing shall be paid by the applicant directly to the advertising newspaper. (If the costs for advertisement are not paid by the time of the public hearing, this may be cause for the Board to condition the approval and/or postpone the hearing). (Amended November 15, 2001)

Amendments to the Site Plan Review shall be considered as new applications, requiring a new fee to be submitted to cover staff review. If a use requires both a Planning Board Special Permit and Site Plan Approval, the fee for Site Plan Approval will be waived by the Board.

SECTION V. PUBLIC HEARING

A. Hearing

In accordance with the provisions of Section 11 of Chapter 40A of the General Laws, as amended, the Board is required to hold a Public Hearing on each Site Plan Review application.

B. Time Frames

The Board has forty-five (45) calendar days to hold a hearing and file its decision on said application. The forty-five (45) calendar day time period commences when a completed application is filed and date stamped with the Town Clerk of the Town of Ipswich.

C. Vote

In accordance with the M.G.L. Chapter 40A, three members of a five member board - a majority - are required to vote in the affirmative for a site plan application to be approved. Board members must be present throughout the entire public hearing and deliberation process to be eligible to vote on an

application.

D. Amendments

Amendments or changes to the permit shall be treated as a new application - thus requiring new filing fee and new public hearing.

SECTION VI. REVIEW AND INSPECTIONS

A. Engineering/Consultant Fees

The Planning Board reserves the right to engage the services of a technical consultant(s) to review any plan if the Board believes that professional review is necessary to accomplish the purposes of these rules and regulations. The costs for any professional review shall be borne by the applicant and may be imposed in accordance with the M.G.L. Chapter 44, Section 53G, and as duly adopted by the Board in accordance with said law. Cost estimates for review shall be provided to the applicant before review is authorized and funds shall be provided by the applicant prior to any work being undertaken by any consultant.

B. Site Inspection Fees

Planning Board reserves the right to require site inspection(s), similar to those required in the Rules and Regulations Governing the Subdivision of Land. The costs for such inspections shall be borne by the applicant and may be imposed in accordance with the M.G.L. Chapter 44, Section 53G, and as adopted by the Board in accordance with said law. An estimate for engineering and site inspection services shall be provided to the applicant and no inspections shall be completed, including pre-construction meetings, unless and until funds have been submitted by the applicant to cover the costs of inspections.

SECTION VII. WAIVERS

The Board may waive, by an affirmative vote of three (3) out of five (5) members, any of the preceding requirements, if it believes that the strict compliance with these rules and regulations will, because of the size or special nature of the proposed development, create an undue hardship on the applicant and not be in the public interest. Any waiver(s) requested by the applicant shall be submitted in writing by the applicant with the submission of the Site

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Plan Review application.

TOWN OF IPSWICH, MASSACHUSETTS

PLANNING BOARD APPLICATION FOR SITE PLAN REVIEW

1. Location of Property:

Address:

Assessor's Map & Parcel No.:

2. Zoning District (Check as applicable):

- Rural Residence A (RRA) District
- Rural Residence B (RRB) District
- Rural Residence C (RRC) District
- Intown Residence (IR) District
- Business (B) District
- Highway Business (HB) District
- Planned Commercial (PC) District
- Industrial (I) District
- Limited Industrial (LI) District
- Water Supply (WSA) District A
- Water Supply (WSB) District B
- Wireless Communication District A
- Wireless Communication District B

3. Name of Applicant:

4. Address of Applicant:

5. Telephone Number of Applicant:

6. If applicant is not owner, state interest or status of applicant in land. Attach a copy of any option, purchase agreement, power of attorney, copies of all trust instruments including schedules of beneficiaries or owners, or, if a corporation, copies of documents evidencing corporate existence shall be submitted with the application, etc. which may be applicable.):

7. Applicant's Representative:  
(Attach written authorization.)

8. Name of Record Owner(s):

9. Address of Record Owner(s):

10. Telephone Number of Record Owner(s):

11. Is a Special Permit required from the Zoning Board of Appeals or Board of Selectmen?  yes  no

If "yes", then specify the type and status of the application:

12. Is a variance required from the Zoning Board of Appeals?  
 yes  no

If "yes", then specify the type and status of the application:

13. Is the proposed development served by?  
Public Water System  yes  no  
Public Sewer System  yes  no

14. Is the property subject to the Demolition Delay By-law?  
 yes  no

15. Is the work on the property subject to the Wetlands Protection Act and/or the Town of Ipswich Wetlands Protection Laws?  
 yes  no

16. Is an environmental study or document required for this project under state or federal law?  
 yes  no

If "yes", specify the type of study and agency requiring.

17. Attach a description of the existing use and the proposed use of the property:

18. Attach a list of abutters, owners of land directly opposite on any public or private way or street, and owners of land within 300 feet of the property line, including bordering towns. This list must be certified by the Town Assessors office as being accurate.
19. Plans are attached and are prepared in accordance with the Site Plan Review Checklist.

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Signature of Record Owner

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Date

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Signature of Applicant

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Date

TOWN OF IPSWICH, MASSACHUSETTS

SITE PLAN REVIEW CHECKLIST

I. Completed Application Form  yes  no

II. Plan Requirements

A. General Plan Requirements

All plans must contain the following information:

1. All plans must be prepared by registered professionals as indicated below
2. Date (all plan revisions shall be noted and dated)
3. Scale - no greater than 1"=40' (except for locus plan) for site plans and no less than 1/8"=1' for architectural building plans and elevations
4. North arrow
5. Zoning districts
6. One (1) set of plans submitted to the Town Planner for initial review and eight (8) sets upon submission of completed plans

B. Survey Plan of the Existing Site/Adjacent Sites (with locus/key map of the site)  yes  no

1. Property line bearings and distances
2. Prepared and stamped by registered land surveyor and registered professional engineer
3. Boundary of entire parcel held in common ownership shown
4. If old survey, recorded copy of survey with book and page number shall be provided
5. All easements, rights-of-way, and/or other restrictions indicated
6. All adjacent buildings, roads or drives, fences, retaining walls, and



- F. Proposed Site Utilities Plan       **yes**       **no**
  - 1. Locations of existing utilities
  - 2. Locations of proposed utilities
  - 3. Depths, materials and slopes of proposed and existing utilities
  - 4. Plans shall be prepared and stamped by a registered professional engineer
  
- G. Proposed Building Plans and Elevations       **yes**       **no**
  - 1. Locations and dimensions of existing buildings
  - 2. Locations and dimensions of proposed buildings
  - 3. Locations of buildings within 200 feet of the site
  - 4. Locations of intersecting roads or drives within 200 feet of the site
  - 5. Dimensions, height and total area of proposed and existing buildings and setbacks from lot lines

III. Zoning/Permitting

- A. Proposed use allowed or zoning relief obtained
- B. Area of parcel in compliance with required minimum
- C. Frontage - required minimum
- D. Proposed use/improvements trigger Historical, Conservation Commission or BOS licensing

IV. Parking/Loading and Vehicular and Pedestrian Movement

- A. Access points adequate in number, size, location and design
- B. Sight distances shown/relation to standards

- C. Turning/movement conflicts to and from the site
  - D. Other street frontage blocked or curbed
  - E. Number, size and location of parking spaces adequate
  - F. Number, size and location of loading zones adequate
  - G. Internal traffic pattern safe/adequate for proposed use
  - H. Adequate provision for service and/or emergency vehicles
  - I. Snow storage locations provided
- V. Utilities, Drainage and Site Improvements
- A. Existing and proposed topography of the site at two (2) foot contours
  - B. Locations of existing and proposed utilities (water, sewer/septic system, electrical, drainage, gas)
  - C. Locations of above ground or underground storage tanks
  - D. Storm water information showing:
    - 1. the existing and proposed method of handling storm water run-off
    - 2. the direction of flow of run-off
    - 3. the location, elevation, and size of all catch basins, drywells, drainage ditches, swales, retention basins and storm sewers
    - 4. engineering calculations used to determine drainage requirements, based upon a ten (10) year and one hundred (100) year storm frequency
  - E. Sedimentation and erosion control measures during construction
  - F. Slope stabilization measures

VI. Screening, Landscaping, Signs and Lighting

- A. Location of existing trees over six (6) inch caliper
- B. Location of proposed landscaping improvements
- C. Location of garbage collection and storage areas
- D. Location, dimensions and character of proposed and existing signs (detail is preferable)
- E. Location and footcandles of existing and proposed external lighting
- F. Locations and materials of existing and proposed buffers to abutters (compliance with Section IV. E. of Zoning By-law)

Completed by: \_\_\_\_\_

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