

**APPLICATION for MAJOR MODIFICATION  
TO AN APPROVED SITE PLAN**

**APPLICANT/  
CONTACT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**\* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

**PROJECT LOCATION:** Street Address: \_\_\_\_\_  
Assessors' Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_

**DATE OF PREVIOUS SITE PLAN APPROVAL:** \_\_\_\_\_

**PROPOSED MODIFICATION(S):** *Applicable only to projects with previously existing site plans.*

- \_\_\_ Over 750 sq. ft. increase of impervious surface (other than parking or buildings): \_\_\_\_\_ sq. ft.
- \_\_\_ Increase in number of parking spaces: \_\_\_\_\_ new spaces
- \_\_\_ Any sq. ft. increase in structure(s): \_\_\_\_\_ sq. ft.
- \_\_\_ Decrease of landscaping more than 15%: \_\_\_\_\_ %
- \_\_\_ Relocation/shifting of structures, parking spaces, or other site amenities more than 5 ft.

**PERMITS/APPROVALS:**

Attach any previous or pending decision documentation regarding the site plan to be modified (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

**SUBMITTAL REQUIREMENTS:**

- \_\_\_ Application fee made payable by check to the Town of Danvers (\$250 plus \$.10 x additional gross floor area)
  - \_\_\_ 1 Completed Site Plan Approval checklist.
  - \_\_\_ 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
  - \_\_\_ 1 Letter providing owner(s) authorization. (*if owner is not the applicant*)
  - \_\_\_ 1 Project narrative describing the proposed modification(s) and listing all requested waivers.
  - \_\_\_ 6 **FOLDED** and **STAPLED** copies of all plan and elevation sets to be modified.
  - \_\_\_ 1 Completed Application for Commercial/Industrial Electric Service if applicable. (*available online*)
  - \_\_\_ 3 Copies of Stormwater Management/Sedimentation Control Plan (*if disturbing more than one acre of land*)
  - \_\_\_ 3 Copies of Community Impact Assessment. (*if project is over 20,000 GSF and/or project includes a drive-thru*)
- Electronic PDF format of all plans, elevations, and applicable reports/studies.  
(*Can be submitted on CD or emailed to [dfields@danversma.gov](mailto:dfields@danversma.gov)*)

**Signature of Applicant/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Department Use Only:**  
Date Comments Due \_\_\_\_\_  
Date of Planning Board Hearing: \_\_\_\_\_

**\* Must be submitted 30 days prior to  
Planning Board hearing.  
\* Incomplete filings will not be accepted**

# SITE PLAN APPROVAL CHECKLIST

## **General**

- Plans shall be 24" x 36" in size. The scale shall be a minimum scale of 1" = 40', except for elevation views which shall be at a scale of 1/8" = 1' or 1/4" = 1'. The plans shall be legible and include legends. For projects over 30,000 GSF, the proposed layout, planting, utility, and grading for the site shall be separated into their own respective drawings.
- Each individual sheet shall include: Title Block, North Arrow, Scale, and Legend.
- Each individual sheet shall include original and revision dates with descriptions.
- Each individual plan sheet shall be ***signed and stamped by a registered Civil Engineer.***
- A Community Impact Assessment if project is over 20,000 GSF.
- The site plan shall contain the following sheets (if applicable):
  - Cover/Title Sheet
  - Existing Conditions Plan
  - Proposed Layout Plan
  - Landscape Plan
  - Utility Plan
  - Grading Plan
  - Details
  - Building Elevations
  - Lighting/Photometric Plan

## **Cover/Title Sheet**

- Locus map and legend.
- Required and Proposed dimensional requirements (setbacks, height, area, impervious surfaces, open space)
- Signature block with five (5) signature lines for Planning Board approval.
- List of requested waivers from submittal and design requirements.

## **Existing Conditions Plan**

- Location and name of all streets and indicate if public or private.
- On-site and abutting lot lines.
- Zoning and Historic District lines and labels.
- Existing surveyed contour lines at one or two foot intervals. (If over 20,000 GSF, see 4.9.3)
- Location of all natural and man-made features such as waterways or ledge, outcroppings, stonewalls, fences, trees of a 12" caliper or greater, significant stands of trees, vegetation cover and the like.
- Location of wetlands as defined by the Wetlands Protection Act and the Danvers Wetlands Bylaw.
- Location, size, and capacity of existing on-site and abutting utilities. (water, sewer, drainage, electrical)
- Location and dimensions of all existing buildings and uses on site and on abutting properties.

## **Proposed Layout Plan**

- Location and name of all streets and indicate whether the street is a public or private way.
- On-site and abutting lot lines.
- Zoning and Historic District lines and labels.
- Limit of Work delineation.

- \_\_\_ Location and dimensions of all existing buildings and uses on-site and on abutting properties.
- \_\_\_ Location, size and type of parking, loading, storage and service areas – *include table of parking calcs.*
- \_\_\_ Location of all proposed site amenities including, but not limited to fences, walls, lighting and special paving materials. (provide construction details)
- \_\_\_ Location and identification of proposed directional signage, including pavement markings.

### **Landscape Plan** *(Prepared by a Landscape Architect for projects over 20,000 GSF)*

- \_\_\_ Location of all proposed landscape features in accordance with Section 4 of the Zoning Bylaws.
- \_\_\_ Identification of all existing landscape features to be preserved.
- \_\_\_ A proposed Landscape Planting List, itemizing the species (common name) and size at planting. Quantity of all landscape features shall be included. Table format is recommended. \_ Identification of proposed snow storage areas. *(Snow storage is prohibited on landscaped areas, with the exception of lawn or grassed areas.)*

### **Utility Plan**

- \_\_\_ Location, elevation, and specifications (size and capacity) of all proposed on-site and adjacent utilities. *(water, sewer, electrical, drainage, cable, etc.)*

### **Grading & Drainage (Stormwater) Plan**

- \_\_\_ Existing & Proposed contours lines at 1 or 2 ft. intervals with spot elevations as to clearly show drainage patterns.
- \_\_\_ Location of wetlands as defined by the Wetlands Protection Act and the Danvers Wetlands Bylaw.
- \_\_\_ Size, location, and elevation of all proposed stormwater management facilities, including storm drainage pipes, catch basins, manholes, headwalls, outfalls, detention/retention basins, any other structure or appurtenances.
- \_\_\_ The drainage plan (stormwater management plan) shall be designed to handle peak stormwater runoff for the twenty-five (25) year storm and in accordance with the Stormwater Management Policy of the Dept. of Environmental Management and with the requirements of the Environmental Protection Agency's Phase II National Pollutant Discharge Elimination System (NPDES) regulations.
- \_\_\_ The drainage (stormwater management) plan shall contain sufficient information to evaluate the hydrological and hydrological-dependent characteristics of the land to be developed, the potential and predicated impacts of land development on the local hydrology, and the effectiveness and acceptability of all measures proposed for reducing adverse impacts. Summary calculations shall be provided.

### **Construction Details**

- \_\_\_ Construction details, as appropriate.
- \_\_\_ Retaining walls over four (4) ft.

### **Building Elevations**

- \_\_\_ Elevation and façade treatment plans showing all sides of proposed buildings. Color renderings are appreciated. Must be prepared by a licensed architect.

### **Lighting/Photometric Plan**

- \_\_\_ Location and height of all proposed exterior lighting, including freestanding and building-mounted.

- \_\_\_Manufacturer's specifications sheets.
- \_\_\_For projects over 20,000 GSF, a manufacturer's point-to-point printout indicating horizontal foot candle levels at grade with proposed property layout.
- \_\_\_Light sources shall either be High Pressure Sodium or Metal Halide.
- \_\_\_Luminaries should be shoebox type or decorative in nature (with interior directional shields), consistent with the architectural theme of the development. Flood and Area lighting is prohibited.
- \_\_\_Reflectors of proper (IES) distribution shall be selected for maximum efficiency. Reflectors and shielding shall provide total cutoff of all light at the property lines of the subject parcel.
- \_\_\_Freestanding light poles shall not exceed 25 ft. in height. Walkway lighting shall not exceed 12 ft. in height.
- \_\_\_Wall pack luminaries shall be equipped with a prismatic lens to reduce glare. Means should be designed to a maximum cutoff of 70 degrees from vertical. The location of wall pack luminaries shall not exceed 20 ft. in height.
- \_\_\_No light bulb may exceed of 400 watts.
- \_\_\_Minimum ft.-candle requirement is 1.0, measured at grade level. Maximum ft.-candle requirement is 8.0, measured at grade level.