



**APPLICATION FOR SITE PLAN REVIEW BEFORE THE OAK BLUFFS PLANNING BOARD**  
(Section 10.4 of the Oak Bluffs Zoning By-laws)

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

Applicant's Name \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Applicant's Telephone \_\_\_\_\_  
Applicant's E-mail \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Owner's Mailing Address \_\_\_\_\_  
Owner's Telephone \_\_\_\_\_  
Owner's E-mail \_\_\_\_\_

**Applicant is (circle one):**      owner   agent   tenant   licensee   prospective purchaser   other

**Location of Property:**

Address \_\_\_\_\_  
Map/Parcel \_\_\_\_\_ Zoning District \_\_\_\_\_  
Overlay Districts/DCPCs \_\_\_\_\_

**Description of Project:** (you may attach additional sheets if needed)

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

**Additional Review Required:** (i.e. Development of Regional Impact from the MVC, Special Permit, Variance, etc.)

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

**Minor Site Plan:**

*A minor site plan is defined in 10.4.7 as applications for permits to build, alter or expand any non-residential building, structure or use in any district where such construction will exceed a total gross floor area of 500 square feet but not exceed a total gross floor area of 2000 square feet, or will not generate the need for more than 10 parking spaces.*

Does this project qualify as a minor site plan?(circle one) **Y / N**

**Site Plan Review Trigger(s):**

- Construction, exterior alteration or exterior expansion of, or change of use within, a municipal, institutional, commercial, industrial or multi-family structure involving more than 500 square feet.
- Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or multi-family structure or purpose.
- Grading or clearing more than ten percent of a lot, or 5,000 square feet, whichever is smaller, except for the following: landscaping on a lot with an existing structure or a proposed single or two family dwelling; clearing necessary for percolation and other site tests, work incidental to agricultural activity, work in conjunction with an approved subdivision plan, or work pursuant to an earth removal permit.
- Other (i.e. DCPC requirement, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Payment:**

- Check to The Town of Oak Bluffs for \$275

**Distribution of Submission:** (see Oak Bluffs Zoning By-Law section 10.4 for complete description of requirements)

- Five Copies of the Site Plan delivered to the Planning Board
- Digital Copy of Site Plan e-mailed to [planningboard@oakbluffsma.gov](mailto:planningboard@oakbluffsma.gov) (Assistant will distribute)

**OR**

- Eight Copies of the Site Plan HAVE BEEN DISTRIBUTED BY APPLICANT to:

<b>DEPARTMENT</b>	<b>INITIALS</b>
<input type="checkbox"/> Wastewater	_____
<input type="checkbox"/> Water District	_____
<input type="checkbox"/> Board of Health	_____
<input type="checkbox"/> Highway Department	_____
<input type="checkbox"/> Police Chief	_____
<input type="checkbox"/> Fire Chief	_____
<input type="checkbox"/> Building Commissioner	_____
<input type="checkbox"/> Conservation Commission	_____

### Contents of Plan:

- Five separate plans, 24"x36", minimum scale 1"=20' (1"=80' if minor site plan), prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect as appropriate.
- Site Layout containing boundaries of the lot(s) in proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. First page includes:
  - locus plan at 1"=100' showing 1000 feet from project
- Topography and drainage plan showing existing and proposed final topography at two-foot intervals and plans for handling storm water drainage (If Minor Site Plan then topological plan may depict topographical contours at intervals available on maps provided by the USGS)
- Utility and landscaping plan showing:
  - all facilities for refuse and sewerage disposal or storage of all wastes
  - the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site
  - all proposed recreational facilities and open space areas
  - all wetlands including flood plain areas
- Architectural Plan including:
  - Ground Floor Plan
  - Architectural Elevations of all proposed buildings
  - Color Rendering
- Landscaping plan showing:
  - Limits of work
  - Existing tree lines
  - All proposed landscape features and improvements including:
    - Screening
    - Planting areas with size and type of stock for each shrub or tree
    - Proposed erosion control measures
- Written Statement indicating:
  - Estimated time required to complete proposed project and any phases
  - Detailed estimate of costs of all planned site improvements
- Written Summary of contemplated projects indicating, where appropriate:
  - Number of dwelling units to be built
  - Acreage in residential use
  - Evidence of compliance with parking and off-street loading requirements
  - Forms of ownership contemplated for the property
  - Summary of the provisions of any ownership or maintenance
  - Identification of all land that will become common or public land

- Other evidence necessary to indicate compliance with Oak Bluffs Zoning By-law
- Drainage Calculations by a Registered Professional Engineer
- Drainage Design conforms with Town’s Subdivision Regulations
- Additional narrative assessments (as may be required by Planning Board) of on site and off site impacts of the proposed project on:
  - Traffic
  - Drainage
  - Noise
  - Other environmental factors
- Certification that the proposal is fully compliant with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board

**Waiver of Technical Compliance Written Request**

The Planning Board may, at their discretion, waive any of the technical requirements of Section 10.4.5 where the project involves relatively simple development plans or constitutes a minor site plan. Please Note, if the Board refuses a waiver request, the application may be denied or approval delayed by a minimum of two weeks.

Written Request for Waiver may be attached to this application or provided below:

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**Additional Comments for Planning Board:**

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**Authorization:**

- Applicant is owner OR Letter from owner giving applicant authority to apply for site plan review and act on their behalf

**I hereby request a site plan review as described above:**

Signed \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_