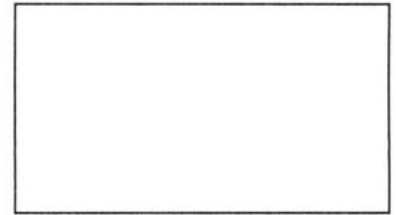




THIS APPLICATION FORM MUST BE FILED WITH THE  
TOWN CLERK IN THE TOWN OF MERRIMAC, MA



## APPLICATION FOR SITE PLAN REVIEW

### GENERAL FILING INSTRUCTIONS:

This Application has been adopted by the Merrimac Planning Board for use in filing for SITE PLAN REVIEW, where Site Plan approval, only is required prior to the issuance of a Building Permit. Approval of Site Plan Review under Article 19 shall not substitute for the requirement of obtaining a Special Permit or other permits or approvals by the Merrimac Zoning By-Law or other town boards.

ARTICLE 19 SITE PLAN REVIEW describes the purpose and intent of the Site Plan Review process. Owing to their physical characteristics and the nature of their operations, developments may affect neighboring properties and adjacent sidewalks and streets. It is in Merrimac's best interest to promote functional and aesthetic design, construction, and maintenance of such developments and to minimize any harmful effects on surrounding areas. To that end, Bylaw Article 19.6 designates the Site Plan Review Committee (SPRC), comprised of seven voting members, shall review and approve all Site Plans and Site Plan Review conditions. It is recommended that the Applicant become familiar with the Bylaw Articles that may relate to this application.

In summary, the Applicant shall prepare documentation in accordance with the submission requirements set forth in Bylaw Article 19 Site Plan Review. Submittal plans shall include on or more sealed maps and/or drawings of the property, sealed by a MA Registered Professional appropriate to the work involved. The applicant must pay specific attention to Articles 19.7.2.1 through 19.7.2.21 and include all required documents and information as part of the filing package.

To file for SITE PLAN REVIEW, submit six (6) copy-sets of plans, surveys and all related materials, including this completed Application, to the Merrimac Town Clerk and send electronic copy to the Merrimac Planning Board at [planbd@townofmerrimac.com](mailto:planbd@townofmerrimac.com). A filing fee payable to the Town of Merrimac in the minimum amount of \$5,000.00 (Five Thousand Dollars) for the purpose of establishing a Site Plan Review escrow account is required. This account shall be drawn upon to pay \$100.00 (One Hundred Dollars) application filing fee at the discretion of the SPRC, the cost of assistance from the architects, engineers, and other professionals during peer review and deliberations, and all administrative costs. Any monies not required for these purposes shall be returned to the applicant at the end of the Site Plan Review process. Consistent with Article 19.10.2, the SPRC shall hold a public project review meeting with the Applicant no later than 30 days after the submission of the proposed Site Plan to the Planning Board. The SPRC shall hold as many meetings as necessary within a 90-day period to review the proposal, and provide, a written recommendation to the Building Inspector.

### APPLICANT INFORMATION

(please print clearly)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

Applicant have read and agrees to the above "General Filing Instructions"

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

# **Property Information:**

( Please Print Clearly )

Street Address \_\_\_\_\_

NOTE: If undeveloped site, obtain address at Assessors Office

Property Dimensions → Lot Area: \_\_\_\_\_ Sq. Ft. Frontage: \_\_\_\_\_ Feet.

Assessors Map & Parcel Number → Map: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Zoning District →

<input type="checkbox"/> Village Center (VC)	<input type="checkbox"/> Village Residential (VR)	<input type="checkbox"/> Water Resource Protection District (WRPD)
<input type="checkbox"/> Suburban - Residential (SR)	<input type="checkbox"/> Lake Attitash (LA)	
<input type="checkbox"/> Highway Services (HS)	<input type="checkbox"/> Agricultural - Residential (AR)	
<input type="checkbox"/> Rural Highway (RH)	<input type="checkbox"/> Office-Light Industrial (OI)	
		<input type="checkbox"/> Floodplain District (FP)
		<input type="checkbox"/> Rural Agricultural Preservation Overlay District (RA)

For lots divided by Zoning Boundary, see Bylaw Article 3.9. Select the applicable districts, above. Show Zoning Boundary line, dimensions and calculated areas of each subdistrict on the proposed site plans submitted with this Application.

Current Use → ☐ Residential ☐ Commercial ☐ Industrial ☐ Undeveloped ☐ Other: \_\_\_\_\_

Proposed Use → ☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed Use ☐ Other: \_\_\_\_\_

Property Owner of Record →

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Info: \_\_\_\_\_

## **Authorizing Signature of Property Owner (if different from Applicant):**

As property owner, I have authorized the above-named Applicant to proceed with this SPECIAL PERMIT application

Date \_\_\_\_\_

## **Project Proposal Summary:**

On lines below, provide narrative summary of proposed project

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Applicant must file a copy of the Board's favorable decision with the Registry of Deeds. A copy of the filing receipt must be included with the Building Permit application.**