

City of Brockton Site Plan Review Thresholds and Application Procedure¹

PROJECT THRESHOLDS

- **All new commercial and industrial construction**
 - All residential developments containing six (6) or more units
 - All conversions of commercial and/or industrial property to residential use
 - All additions consisting of 500 square feet or more of the gross building area
 - Any development located on an un-constructed or unimproved way (not covered by Subdivision Control) or any development that requires utility extension
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THE PROCESS

Site Plan Review is a two tier process consisting of first a Technical Review Session with the appropriate City Departments, and second a public hearing for approval of the project before the Planning Board. THE PLANNING BOARD IS THE SOLE PERMIT GRANTING AUTHORITY FOR SITE PLAN REVIEW PROJECTS PER CITY ORDINANCE.

The Planning Department encourages all applicants to meet with the superintendents of the DPW prior to filing their application.

Submission Procedure

Applications for Site Plan Review shall be filed with the Planning Department, 3rd Floor City Hall, Brockton. See the *Application for Site Plan Approval* for submission requirements.

Technical Review

Prior to Planning Board hearing, the appropriate City Departments will meet and will review the application and plans for compliance with City Ordinances and Zoning. The applicant and/or agent and engineering firm are required to attend this session. All minor changes discussed at the Technical Review session must be incorporated into the final plan and submitted to the Planning Department for

¹ Revised October 2009

approval by the department requesting the change before the project can proceed to the Planning Board for approval. Major changes will require that the applicant re-appear at another Technical Review session. An applicant will be advised as to whether his changes require him to re-appear before the Technical Review Board. All revisions must include a narrative outlining the changes.

A fee of 50% of the initial filing fee will be charged to all applicants submitting changes to plans to a project that has completed the Technical Review process.

Planning Board Site Review Meeting

The Planning Board will consider approval of Site Plan Review Applications at its regularly scheduled Planning Board meeting held on the first Tuesday of the month.

Twelve (12) complete packets including the original application as well as a narrative outlining any changes made as a result of the technical review process, engineer of record letter, copy of the municipal lien certificate, site plan incorporating the final comments of the Technical Review Committee must be submitted to the Planning Department.

NOTE: No public hearing for Site Review Approval will be scheduled by the Planning Board until the Applicant provides written evidence that all other special permits, variances, Conservation approvals and any other applicable permits have been obtained with all appeal periods having expired.

Publication and Approval Process

Notice of the Planning Board hearing will appear in the Enterprise newspaper two consecutive weeks prior to the hearing. The applicant or his agent are responsible for all costs for the advertisement in the newspaper.

On the night the Planning Board is to consider Site Review projects **ALL** applicants shall bring a plan in presentation form for the Board to consider. Failure to do so will result in the project being tabled until the next month's meeting.

Upon the issuance of approval of the plan by the Planning Board the applicant must submit a minimum of **THREE COMPLETE** sets of plans to the Planning Department. These plans will be stamped as approved by Site Plan Review. Only the plan bearing an original RED Site Plan Approval stamp is to be submitted to the Building Department for permitting.

No changes or deviations to the plan can be made once the site plan has been approved without the authorization of the Planning Board. Changes will require submission of an additional review fee (see fee schedule).



City of Brockton Planning Board

Application for Site Plan Approval

Effective: October 2009

OFFICIAL USE:		
Date of Receipt: _____	Received by: _____	Date of Approval: _____
Complete: _____	Not Complete: _____	Date: _____

The following application is made to the City of Brockton Planning Board in accordance with the provisions of the Ordinances of the City of Brockton; Article XV, Site Plan Review.

1. Application Information

Address of Property Location: _____

Assessor's Map and Plot _____

Owner: _____

Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Owner's Agent: _____

Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

Signature: _____

Tenant/Lessee/Purchaser (If applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ Fax No. _____

Email: _____

2. Property Information

Zoning District: _____
Type of Structures (Existing and Proposed on Property):
Residential: E P Commercial: E P Industrial: E P
Institutional: E P
Parking Spaces: Existing _____ Proposed _____
Land Area Square Feet: _____
Building Area Square Feet: _____
Number of Stories: _____ Number of Dwelling Units: _____
Occupied: _____ Partially Occupied: _____ Vacant: _____ Vacant Land: _____
Wetlands Flood Plain

3. Brief Summary of Proposed Work (Attached Additional Sheet(s) for Project Narrative)

4. ZBA Variances and Special Permits: *Notice: Checking below does not constitute application for a special permit or variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.*

- The applicant is also requesting a special permit or permits from the ZBA
Specify zoning code section and Title

- The applicant is also requesting a variance or variances from the ZBA
Specify zoning code section and Title

Note: No public hearing for Site Review Approval before the Planning Board will be scheduled until the Applicant provides written evidence that all other special permits, variances and applicable permits have been obtained with all appeal periods having expired.

Site Plan Submission Requirements

THE FOLLOWING ITEMS ARE REQUIRED WITH THE APPLICATION:

- ONE ORIGINAL (WITH ORIGINAL SIGNATURES) AND 17 COPIES OF ALL PLANS, NARRATIVE AND APPLICATION CORRELATED INTO 18 SEPARATE COMPLETE PACKETS.
- EIGHT COPIES OF DRAINAGE CALCULATIONS OR OTHER BACK UP ENGINEERING DATA
- ORIGINAL GREEN MUNICIPAL LIEN CERTIFICATE (ORIGINAL TO BE INCLUDED IN THE ORIGINAL PACKET WITH A COPY IN EACH PACKET.) THE MCL MUST SHOW THAT THERE ARE NO MONIES OWNED TO THE CITY OF BROCKTON FOR EITHER TAXES OR FEES.

Please check that each item is attached, if applicable.

- A. Completed Application (this form)

- B. Plan(s) at minimum scale of 1"= 40' on 24" by 36" sheets. Plans shall include the following information: Project name, magnetic north arrow, date and scale. Plans shall be drawn by a registered land surveyor, professional engineer, architect or landscape architect (as appropriate) and signed and stamped by the appropriate individual. The plan shall include the following information, **each of which shall be submitted on the following separate sheets.** (See Addendums 1 and 2.)
 1. Existing Conditions: Location of all existing natural features, including ponds, brooks, streams, wetlands elevations and topography, proposed, existing contours and all areas subject to the jurisdiction of the Brockton Conservation Commission. Also owners of record of all abutting lots of the most current City of Brockton Tax Assessor's records and the approximate locations of all buildings or structures on abutting lots that are located within 30 feet of the lot lines of the proposed project site.
 2. Site Layout: Location and dimensions of all building and other construction; internal roadways and access ways to adjacent public roadways, construction drives and a profile of same if determined to be necessary by the reviewing board; location of trash dumpsters and snow storage areas. (Please note that there is a fine for pushing or placing private snow onto the street layout).
 3. Parking: Location and dimensions of all parking area, loading areas, walkways and driveways.
 4. Landscaping and Lighting: Location and type of external lighting. Location, type (loam, seed, sod, types of plant and trees, etc.), dimensions and quantities of landscaping and screening. For vehicular and pedestrian safety, shrubs to be planted at the back of walk of business property line shall be low for site viewing purposes.

5. Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal and a profile of same if determined to be necessary by the reviewing board. The elevations of any and all connections to the City of Brockton system must be shown on the plan in Brockton City Base.
6. Drainage calculations, soil profiles and test logs.
7. Architectural Plan(s): Architectural plans (s) which shall include the ground floor plan and architectural elevations of all proposed buildings. All residential projects with ten (10) or more units and all non residential building of 10,000 or more square feet must also include one or more architectural renderings sufficient to establish views of the structure or structures from the public way.

C. A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.)

D. A narrative addressing concerns in the following categories: a. Buildings; b. Parking and loading; c. Traffic flow and circulation; d. External lighting; e. Landscaping and screening; f. Utilities; g. Snow removal and h. Description of natural area protection and enhancement.

E. Impact study or other documentation as requested by the reviewing authority.

E. If the owner and applicant are not the same party a copy of the purchase and sales agreement between the parties is to be included within the original packet for the office records.

G. Filing fee as established by the Brockton Planning Board.

5. Authorization (Must be Signed by the Owner of the Property)

I am the owner of the property for which this application is being filed and as such I am familiar with the work that is proposed for my property.

I hereby give permission for this application to be filed with the fill understanding that certain restrictions may be placed on the property relative to the approval of the proposed work

I further recognize that the Planning Board may require review of this Application and plans by various licensed professional engineers and consultants and the Applicant shall be responsible for such costs and expenses, payable in advance.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Date: _____

Signature: _____

If representing a group, corporation or other organization, please attached a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

THE PLANNING STAFF WILL REVIEW APPLICATIONS FOR COMPLETENESS WITHIN 48 HOURS OF FILING. INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED TO THE APPLICANT.

An application will not be considered complete and will not be submitted to the Technical Review Board for its review until all required documentation/information has been submitted to the Planning Board.



Brockton Fire Department
 Fire Prevention Bureau
 560 West Street
 Brockton, Massachusetts 02301
 Office 508-583-2933
 Fax 508-584-3416



This document should be used by designers of projects that must be present to the Site Plan Review Board.

Hydrants and Fire Department Connections

If hydrants are being installed on the property, the installer shall confer with the Brockton Water Department at 508-580-7135. The threads on the hydrant shall contain the "Brockton Threads".

A notation on the site plan shall read "Any hydrant, fire protection water supply line and associated devices on subject property shall be maintained to the requirements of NFPA 25."

If the subject property will have a fire suppression sprinkler system installed, a hydrant may be needed in the area of the Fire Department Connection.

A permanent hard surface such as concrete or black top shall be installed leading to the fire hydrant and to the Fire Department Connection. A notation shall appear on plan indicating that these areas will be properly maintained and cleared of snow.

Truck Turning Radius

The following Information should be used in designing roadways and parking areas. Designers should show the turning radius on plan as well as a template of the truck.
 Steering Radius – Brockton Apparatus

Vehicle	Length	Wheel Base	Turning radius
Engines	30'3"	177"	30'9"
Ladder 1	41'9"	220"	31'4"
Tower 1	44'9"	240"	41'5"
Tower 2	50'9"	240"	53'2"

Fire Lanes

If fire lanes are required per 527 and or 780 CMR they shall be shown on the plans.

 Signature of Applicant or Designee

Date: _____

Addendum 2.

1. All work within the City of Brockton street layout including all installation of all utilities requires that all contractors and subcontractors be licensed with the City of Brockton. See DPW Engineering for requirements.
2. Proposed construction driveways to prevent tracking of construction debris onto city streets must be installed prior to beginning work.
3. Maintenance for all drainage infrastructures on private property are the property owner's responsibility. All site drainage is to be contained on the property. No sump pumps, trench drains, etc. can be connected to any city infrastructure or discharged into any public way without permission of the City.
4. No weekend or holiday work within street layouts without permission from the DPW Commissioner or his designee.
5. Street opening and curb cut permits are separately required (contact the DPW Engineering Division for information). Any curbing not continuous or tied into existing curbing shall not be dead ended at 7" reveal but dived down to street grade for plowing purposes. Sidewalks and driveways must conform to ADA requirements. Extensions of roadways must conform to City of Brockton standards (lines and grades are to be provided along with profile and cross sections). Proposed cul-de-sacs shall have a paved center island for plowing and maintenance purposes.
6. If telephone/electric poles need to be moved; applicant should begin process as soon as possible as this is a lengthy process.
7. All DPW Divisions must have 72 hours prior notice for inspection of work.
8. City public trees shall not be removed unless dead and/or with DPW permission.
9. All City Ordinances, laws, permitting, etc. shall be properly addressed, followed and maintained whether implied or specific. Any specifications not addressed by City Ordinances, etc. shall be addressed by Mass Highway Department Specifications.

Signature of Applicant or Designee

Date: _____

SITE PLAN REVIEW FEE SCHEDULE**

500 SF to 10,000 SF	\$500
10,001 SF to 15,000 SF	\$1,000
15,001 SF to 20,000 SF	\$1,500
20,001 SF to 25,000 SF	\$2,000
25,001 SF to 30,000 SF	\$2,500
30,001 SF to 35,000 SF	\$3,000
35,001 SF to 40,000 SF	\$3,500
40,001 SF to 45,000 SF	\$4,000
45,001 SF to 50,000 SF	\$4,500
50,001 SF to 55,000 SF	\$5,000
55,001 SF to 60,000 SF*	\$5,500

*Add \$500.00 for each additional 5,000 SF

****Changes to Plans** – A fee of 50% of the initial filing fee will be charged to all applicants submitting changes to plans to a project that has completed the Technical Review process.

Any applicant requesting to make minor changes/revisions to a plan that has completed the site review process will be charged a fee of 50% of the original filing fee for the first request only. Subsequent requests or major revisions will require the applicant to file the project as a new proposal with payment of the full fee.