

**BEDFORD PLANNING BOARD  
SITE PLAN APPLICATION & CHECKLIST**

**General Information**

Developer's Name:

Address:

Phone:

Email:

Owner's Name (if different from developer):

Owner's Address:

Owner's Phone:

Owner's Email:

Address of Development:

Assessors Map, Lot #: \_\_\_\_\_ Zoning Destination \_\_\_\_\_

Filing Fee attached: check # \_\_\_\_\_

**Overview**

The following checklist is intended to help you prepare your submission to the Planning Board. The board developed the checklist to make the application and site-plan review process as efficient as possible, for both you and the board.

Each section includes requests for information, items to note on your site plan, and requests for supporting information to submit with your application. If you have any questions about the applicability of any item, please feel free to contact the Planning Office at (781) 275-1548.

Please note that the planning staff cannot schedule your appearance before the board until the application is complete (see the attached **Agenda Policy**). Applicants should review the Bedford Zoning Bylaws for a description of all requirements. An official version can be found on the Town of Bedford's website [http://www.bedfordma.gov/index.php/component/docman/cat\\_view/189-bylaws](http://www.bedfordma.gov/index.php/component/docman/cat_view/189-bylaws). An official edition of the Zoning Bylaws can be obtained at Town Hall.

## **Site Plan Attributes**

Please provide the following information for your site and proposed development:

1. Floor Area Ratio (FAR) **per Section 6.2.13:** \_\_\_\_\_
2. Does the developed area abut land zoned for residential use? Y N

Please include the following on submitted plans:

- Locus map with parcel delineated in relationship to identifiable streets and town landmarks
- Neighborhood GIS map, including all buildings, sidewalks, trails and easements within 300 feet of property
- Scale
- True North arrow
- Topography in at least 2-foot contours /NAVD88 and NAD83 datum
- All contiguous land owned by the developer or owner
- All exterior lighting labeled as full cutoff
- Reference to **Mass Highway Department's Project Development & Design Guide latest edition, Chapter 13 Landscape & Aesthetics**, specifically for root zone protection of existing trees to remain

## **Circulation and Parking**

Please provide the following information:

- Total number of parking spaces proposed **per Section 7.4** (include separate sheet with calculation): \_\_\_\_\_

Please include the following on submitted plans:

- Complete internal sidewalk system (include sidewalk material detail)
- Location of outdoor seating and other pedestrian amenities (include detail drawings or specs)
- Location of crosswalks within the site
- Location and type of bicycle parking facilities **per Section 7.4.4**, usually inverted U frame racks with pad space (include detail drawings or specs)
  
- Designated loading areas (*check here if not applicable* )
- Parking stall dimensions and maneuvering aisles that meet the requirements of **Section 7.4.2**
- A note indicating the number of accessible parking spaces
- Circulation arrows for parking area
- All applicable accessible routes to the building entrance(s) in compliance with **521 CMR/Architectural Access Board Regulation**

Please include the following with your submission:

- Traffic impact analysis and mitigation measures

*Please explain any items marked "not applicable" here:*

## **Groundwater**

Please provide the following information:

- Maximum groundwater elevation (December 1 – April 30): \_\_\_\_\_
- Classification as delineated on the Bedford Planning Board's Groundwater Supply Favorability Map:  
\_\_\_\_\_

Please indicate the following on submitted plans:

- Location of water and sewerage lines
- Location of private or public wells (*check here if not applicable* )

Please include the following with your submission:

- Site analysis and evaluation of development impacts – **required per Section 7.5.2.1(e) where the site is located in Classes 1-4 of the Groundwater Supply Favorability Map, or you are adding more than 5,000 square feet of gross floor area or more than 20 parking spaces**

*Please explain any items marked "not applicable" here:*

## **Stormwater**

Please indicate the following on submitted plans:

- Wetlands (*check here if not applicable* )
- Floodplains (*check here if not applicable* )
- Surface and subsurface stormwater drainage system, employing Low Impact Development: (LID) design

Please include the following with your submission:

- Stormwater management report with drainage calculations

## **Landscaping**

Please provide the following information:

- Percentage of lot landscaping **per Section 6.2.12** \_\_\_\_\_

Please include the following on submitted plans:

- Landscaped areas in parking facilities, with minimum width of 10 feet, curbing, and shade trees **per Section 7.4.2.5**
- Planting list, including the size and type of stock (non-invasive/native) and a few alternative species for each location
- Greenbelt—**required per Section 6.2.12 if the developed area adjoins land zoned for residential use** (*check here if not applicable* )
- Erosion control measures

Please explain any items marked "not applicable" here:

### **Business Uses**

Please indicate the following on submitted plans:

- Location of dumpsters (*check here if not applicable* ) , including fencing and/or vegetation for screening
- Location and type of greenbelt screening for abutting properties, including detail drawing of any proposed fencing—**required if the developed area in a Business or Industrial District is within 100 feet of any Residential District per Section 7.4.2.5 (check here if not applicable** **) or if it abuts a residential property per Section 6.2.12 (check here if not applicable** **)**
- Location and type of deciduous tree for each 35 linear feet of frontage—**required per Section 7.4.2.5 for frontage lots in the Limited Business and Commercial districts (check here if not applicable** **)**

Is the site located in **the Limited or General Business districts**? Y N

If **Yes**, please provide the following:

- Parking located behind or beside buildings
- Architectural elevations and floor plans that conform to the Design Guidelines **as described in section 7.5.2.2**
- Description of LEED criteria you will meet

Please explain any items marked "not applicable" here:

Name of person preparing this document:

Please indicate: Owner Developer Attorney

Preferred phone number: \_\_\_\_\_ email: \_\_\_\_\_

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Signature

Date

## AGENDA POLICY

To obtain a place on a Planning Board agenda, applicants must submit a complete set of materials for their project 7 business days before the date of a meeting. Because the Planning Board usually meets on Tuesday evenings, applicants' materials are typically due by the close of business on a Friday—a week and a half before the next meeting.

Please note that the board cannot place an applicant on an upcoming agenda until it receives *all* the materials it needs to understand the project. Those materials typically include drainage plans and calculations, a traffic analysis, a list of LEED criteria that the project will fulfill, and a landscaping plan, among other information. If an applicant is following up with more information after a Planning Board meeting, the board must receive those materials, too, **7 business days before the next meeting**—again, typically a Friday.

If the next agenda is full, the board will schedule the application for a future meeting. Projects that require a public hearing take four weeks to advertise so typically take longer to obtain time on an agenda.

Original and revised submittals shall include 14 sets of plans and other materials. At least two sets of engineering plans shall have a scale between one inch equals ten feet and one inch equals forty feet. At least two sets of architectural plans shall have a scale of 1/8 inch equals one foot. The rest of the plans may have a reduced size of 11 by 17 inches.

After receiving an applicant's materials, the Planning Department circulates copies to several other town departments for their review, including the Department of Public Works, Fire Department, Board of Health, Conservation Commission, Code Enforcement Department and other departments as appropriate. Each of these departments provides written comments on the proposal, as does the Planning Director. Then, before the meeting, Planning Board members carefully review all the applicant's materials and all the comments from town departments.

Revisions to applications shall always include an itemized list of the specific changes that have been made.

The Planning Board and town departments thank applicants for respecting their need to give each application the time and care it deserves. **In order to do this all materials must be submitted at least 7 business days before a Planning Board meeting for both the initial application submittal and revisions to the application.** Please contact administrative assistant Cathy Silvestrone at the Planning Department (781-275-1548) with any questions about this process.