

**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 District \_\_\_\_\_ Any applicable Zoning Overlay District \_\_\_\_\_

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 **Agenda Policy**). Applicants should review the Bedford Zoning Bylaws and the Planning Board's Site Plan Rules and Regulations for a description of all requirements.

## **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
- Stamp of registered design professional, appropriate to subject matter
- 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

## **Circulation and Parking**

Please provide the following information:

- Total number of parking spaces proposed **per Section 7.4**, or Section 22.7.2 for developments in the Great Road District (include separate sheet with calculation): \_\_\_\_\_

Please include the following on submitted plans:

- Complete internal sidewalk system (include sidewalk material detail)
- Connections to nearby sidewalks, pedestrian and bicycle trails and bus stops
- 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**, or Section 22.7.3 for developments in the Great Road District; usually inverted U frame racks with pad space (include detail drawings or specs). For design advice refer to *Bike Parking Essentials* by APBP on Planning website.
- 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**, or Section 22.3.3 for developments in the Great Road District \_\_\_\_\_

Please include the following on submitted plans:

- Existing trees or wooded areas, showing whether to be retained or cut, **see Section 6.2.12 b)**
- 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
- Landscape buffer—**required per Section 6.2.12 a) if the developed area adjoins land zoned for residential use** (*check here if not applicable* )

- 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 (relevant extract available on Planning website)
- Detail drawing of any proposed fencing. Fences greater than 6 feet in height require a special permit from the ZBA **per Section 5.2.1**
- 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 landscape screening for abutting properties, including detail drawing of any proposed fencing—**special care 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* )

Is the site located in **the Great Road district**? Y N

If **Yes**, which subdistrict? \_\_\_\_\_

Please refer to all provisions of Section 22 and provide information showing how you meet them including:

- Dimension, form and shape regulations in **Section 22.3** (Identify any waivers requested)
- Development standards in **Section 22.4**

Is the site located in **the Industrial districts**? Y N

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

- Description of site amenities you will provide, **see Section 6.7.2**
- Low impact development features **per Section 6.7.3**
- Pedestrian, bicycle and transit related improvements **per Section 6.7.4 and 6.7.5**

*Please explain any items marked “not applicable” here:*

Name of person preparing this document:

Please indicate:    Owner    Developer    Attorney

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

---

Signature

Date