

## May 2025

# INTRODUCTION

## **Why are we here?**

Over the past few months, the Planning Board has been actively working on amendments to the Site Plan Bylaw.

These changes aim to:

- Reflect current development trends
- Streamline the review process
- Better address community concerns related to new development

What is Site Plan Approval?

and

What is the purpose?

Site Plan Approval is a formal review process conducted by the Planning Board to evaluate proposed development plans for a specific property.

The process involves the submission of a site plan for review and approval.

The purpose is to ensure that the proposed land use and physical improvements, such as buildings, parking, landscaping, etc., comply with zoning regulations, design standards, and community development goals before development begins. Specific procedures are outlined for the applicant to follow.

**WHEN IS SITE PLAN REQUIRED?**

A Site Plan is required for:

- Construction, redevelopment or expansion of:
  - Multi-family residences
  - Mixed use or commercial buildings of 800 square feet or more
  - Parking, loading, service and access driveways associated with multi-family, mixed use, or commercial or other buildings, excluding single-family use.

Any use or change that requires a Special Permit by the Board of Appeals shall be excluded from this Site Plan Approval process.

WHAT IS REQUIRED IN THE  
APPLICATION?



# APPLICATION PROCESS

## A. Pre-application conference:

- Applicants seeking site plan approval shall obtain a site plan review application form and site plan checklist from the Department of Planning and Community Development.

## B. Submission of application

- Complete a Form SPA
- Submit six (6) paper copies to the Planning Board
- Submit a filing fee

## C. Plans and Plan Content

- Property boundaries and existing conditions
- Proposed building locations and dimensions
- Parking and access driveways

# TIMELINE

- The Board shall review the application at a public meeting held no less than 30 days and no more than 45 days after receipt of a complete application.

# DECISION MAKING AND APPROVAL

- The Planning Board has 120 days to issue a written decision
- If no decision is filed within this period, constructive approval occurs
- Decisions may:
  - Approve the plan
  - Approve with conditions
  - Deny with written findings

# BENEFITS OF THE PROPOSED AMENDMENTS

- Clearer guidelines for applicants
- More efficient review timelines
- Stronger alignment with Master Plan and zoning updates

# Thank you

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