



**PLANNING BOARD**  
**TOWN OF LONGMEADOW**  
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 Longmeadow MA 01106  
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## Site and Design Plan Review Application Checklist

In order for the Planning Board to consider an application packet "COMPLETE" all of the following items must be submitted. A written explanation for any omissions from these submission requirements must be included if any box is checked No.

Applicant: \_\_\_\_\_  
 Assessor's Tax Map and Lot #: \_\_\_\_\_  
 Type of Development: Residential \_\_\_\_\_ Commercial/Industrial \_\_\_\_\_  
 Date of Application: \_\_\_\_\_

#	General Information Required	Yes	No	RECEIVED (OFFICE USE ONLY)
1.	(1) Original Zoning Determination letter with <b>original signatures and signed by the Building Commissioner</b>			<input type="checkbox"/>
2.	Two (2) copies of the completed Site and Design Plan Review Application (Form E).			<input type="checkbox"/>
3.	Seven (7) copies of Site Plan prints showing all requested information.			<input type="checkbox"/>
4.	Application fee of \$500.00.			<input type="checkbox"/>
4.	A minimum deposit of \$100.00 plus \$5.00 per abutter to cover the cost of advertising and legal notices, payable to the Town of Longmeadow.			<input type="checkbox"/>
6.	Letter of authorization from property owner for applicant to act as his/her agent if applicant is not the property owner.			<input type="checkbox"/>
	<b>ALL plans must be prepared by a MA. Registered Land Surveyor and/or Civil Engineer and contain at least the following information:</b>	<b>Yes</b>	<b>No</b>	
7.	Drawing is one inch equals twenty feet (1" = 20') or such scale approved by the Planning Board on sheets 24" x 34" inches in size.			<input type="checkbox"/>
7a.	Plan prepared in Item 5 on 8-1/2" x 11" paper			<input type="checkbox"/>
8.	Legend or Sheet index if plan is drawn on multiple sheets.			<input type="checkbox"/>
9.	Name of the project, locus, boundaries, date and scale of the plan.			<input type="checkbox"/>
10.	Name and address of the record owner, developer, and seal of the engineer or surveyor.			<input type="checkbox"/>
11.	Name and addresses of all record owners within three hundred (300) feet of the property lines.			<input type="checkbox"/>
12.	All existing lot lines, easements, rights-of-way, size in acres or square feet, abutting land uses and location and use of structures within three hundred (300) feet of the site.			<input type="checkbox"/>

13.	The location and uses of all existing and proposed buildings and structures within the site plan, including dimensions, height and architectural elevations, and showing exterior entrances, exits and all anticipated future additions or alterations. This requirement does not apply to Residential Developments.			<input type="checkbox"/>
14.	Location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, buffers for screening purposes, paths, landscaping, lighting fixtures, planting areas, walls, signs, service areas, refuse and other waste disposal containers.			<input type="checkbox"/>
15.	Location of all present and proposed utility systems including sewage or septic system, water supply system, existing and proposed surface and subsurface drainage systems, telephone cable and electric lines. Storm drainage system will include existing and proposed drain lines, culverts, drainage swells, catch basins, walls, endwalls, hydrants, manholes, channels, and subdrainage along with soil logs, percolation tests when necessary, and drainage calculations.			<input type="checkbox"/>
16.	The applicant shall submit plans to prevent the pollution of surface or ground water, erosion of soil, excessive run-off of precipitation, excessive raising or lowering of the water table and flooding of other properties.			<input type="checkbox"/>
17.	Existing and proposed topography at a two foot contour level. Sufficient information to indicate areas in the site and within 50 feet of the site where gravel removal or filling is proposed and the approximate volume in cubic yards. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark.			<input type="checkbox"/>
18.	A landscape plan showing all existing natural land features, forest coverage and water sources, and all proposed changes to these features. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.			<input type="checkbox"/>
19.	Zoning District boundaries within five hundred (500) feet of the site's perimeter shall be drawn and identified on the plan. Flood plain boundaries and the square feet within this district shall be shown.			<input type="checkbox"/>
20.	Drawings of existing and proposed business signs and traffic signs located on the site and within one hundred feet of the site, and the size, dimension, height, color and illumination of all signs.			<input type="checkbox"/>
21.	A traffic study (See Article XI, Section D.1.m of the Longmeadow Zoning Bylaw).			<input type="checkbox"/>
22.	A plan for the control of erosion, dust and silt, both during and after construction, Such plan shall include all existing and proposed slopes, construction sequencing, temporary and permanent erosion control, and protection of water bodies.			<input type="checkbox"/>
23.	A lighting plan for all proposed exterior lighting.			<input type="checkbox"/>
24.	For a locus in the Historic District, the applicant shall submit a plan showing all existing historic buildings within one-quarter (1/4) mile of the locus with sufficient information to allow the Historic District Commission and the Planning Board to determine the impact of the project on the Historic District.			<input type="checkbox"/>
25.	For alterations to any existing or new professional/business/commercial uses a table containing the following: (1) Maximum area of building to be used for selling, offices, industrial or other uses; Maximum seating capacity where applicable; Maximum number of employees where applicable; and Number of parking spaces existing or planned for the intended use.			<input type="checkbox"/>