



# TOWN OF WAYLAND

## CHECK LIST FOR APPLICANTS

### SITE PLAN REVIEW AND APPROVAL

**Project** \_\_\_\_\_

**Date of Staff Review** \_\_\_\_\_

<b>Application Submittal Requirements*</b>	<b>Applicant Yes-No-N/A</b>	<b>Town Staff Verification</b>	<b>Town Staff Comments</b>
<b>Application Form C</b> Application for site plan review and approval.			
<b>List of requested waivers.</b> Requests, submitted with application, shall include a statement that identifies the provision(s) of these regulations from which relief is sought and the reason(s) why, the granting of each waiver(s) would be in the public interest and not inconsistent with the intent and purpose of the Zoning Bylaws and these regulations.			
<b>Site Plan to Include:</b>			
One original and ten (10) complete sets of 24"x36" plan, clearly and legibly drawn, and suitable for recording.			
One 11"x17" reduced copy			
Title Block - The cover sheet shall include an appropriate title block.			
Space shall be provided for endorsement, including the date, with the caption "Date Site Plan Endorsed: _____."			
Name and Address of owner(s)			
Developer and/or designer			
Engineer and/or surveyor			
Lot(s)/Parcel(s) no. & Tax Map No.			
Date			
<b>Site plan to show the following general characteristics</b>			
The locus at a scale of one inch equals 1,000 feet for a minimum radius of 1/2 mile centered on the site.			
On each plan sheet, a legend identifying any representative symbols used on said plan sheet.			
Lot lines and boundaries of the site, with permanent bounds, and abutters with their property lines indicated.			
Existing and proposed easements.			
Existing and proposed internal and adjacent private and public rights-of-way, edges of pavement and other surface and subsurface features within said rights-of-way.			
Zoning districts (including the Floodplain, Aquifer Protection and Watershed Protection Districts).			
Existing and proposed topography at two-foot intervals, referenced to the National Geodetic Vertical Datum, with the location and elevation of the permanent benchmark, plus at least two additional permanent benchmarks on the site.			
Areas intended for use as open space.			
Wetlands and wetland buffers, as defined in MGL c. 131, § 40.			
Watercourses and water bodies, including ponds, streams, brooks and ditches.			
Special site features, including stone walls, fences, historic structures, ledge outcroppings, large trees, etc.			
Areas of lots with lot numbers and areas of adjoining land not included in the subdivision			
Suitable space to record the action of the Planning Board and the signatures of the members of the Board			
Soil classification as shown on the USDA – SCS Soil Survey Map			

\* This check list is for guidance only. Submittal of all the identified materials does not constitute a complete application or compliance with regulations. Please consult Article 6 of the Town of Wayland Zoning Bylaw and the Planning Board's Site Plan Review and Approval Regulations for submittal requirements.

<b>Site plan shall show all of the following site improvements on or related to the site</b>			
The outline or footprint of existing and proposed structures.			
Elevations of the front, sides and rear of existing and proposed structures, with maximum heights indicated.			
Floor plans of existing and proposed structures, with an indication of the use or uses intended for each floor in question and an indication of the net floor area for each use.			
Setbacks for existing and proposed structures and parking and loading facilities.			
Existing and proposed signs.			
Areas intended for outdoor storage, indicating whether fenced or enclosed.			
Underground storage containers for fuel or other chemical storage, including type and capacity of each container.			
Existing and proposed sidewalks, walkways, driveways and accesses to the site.			
Existing and proposed parking and loading facilities, including any proposed landscaped areas within the perimeter of a parking facility. Parking spaces must be identified as standard size, compact size or handicap and shown on the plan. The plan must show at least one parking space of each type provided. Areas proposed for reserve parking shall be identified.			
Materials to be used in the construction of impermeable surfaces shall be noted on the plan, with specifications for construction consistent with those set forth in the Subdivision Regulations of the Planning Board.			
<b>The plan shall show all of the following site utilities on or related to the site.</b>			
Stormwater drainage facilities by type, including construction materials of pipes, culverts, catch basins and other system components. Sufficient information relating to the placement of drainage system components (rim and invert elevations, pipe slopes and amount of cover) shall be provided to evaluate the system. Any proposed drainage ponds shall be depicted.			
Devices to control erosion and sedimentation during and after construction.			
Water service facilities by type. If on-site wells are to be used, their proposed location and distance from structures and sewage disposal systems must be shown. If public water is to be used, the water main serving the site must be identified, sized and its location shown.			
Fire hydrants on the site or off the site but within 500 feet of the principal structure on the site. If there is no hydrant within 500 feet of the principal structure on the site, the applicant shall indicate how fire protection is to be provided for the site. The location of proposed fire alarm boxes or other warning system and fire lanes shall be provided.			
Underground utilities.			
Solid waste disposal facilities by type.			
Proposed and existing on-site sewage disposal systems, including required reserve areas, and the locations of water mains with respect to said systems. If a sewage treatment plant is proposed, its location and those of water mains must be shown.			
<b>The plan shall show typical details, profiles and/or cross sections, with slopes, dimensions, curves, etc., for all of the following construction features on or related to the site:</b>			
Rights-of-way, catch basins, manholes, headwalls, sidewalks, walkways, driveways, parking and loading areas, sub-drains, waterways, leaching basins, drainage ponds, etc.			

Tree wells, tree plantings and specialty planting areas.			
Each type of parking space.			
Outdoor structures, including lighting fixtures, signs, etc.			
Erosion, sedimentation and other construction and pollution control devices.			
<b>The plan shall show all of the following landscaping details on or related to the site:</b>			
Buffer areas, with plantings detailed by common name of species, height (at planting), spread (at maturity) and quantity to be planted.			
The perimeter of existing wooded areas, with those wooded areas to be preserved indicated.			
Tabulations of building coverage, open spaces, wooded areas, etc.			
<b>Written submittals (see § 302-22 subsection D)</b>			
Drainage calculations used to support the design of the stormwater drainage system.			
Water Resource Impact Analysis and Mediation Report. See section			
A description and analysis of design features intended to integrate the proposed new and altered buildings, structures, signs and plantings into the existing landscape to preserve and enhance aesthetic assets of the site and to screen objectionable features from adjacent properties shall be submitted.			
Traffic study			
A description and analysis of proposed waste disposal practices and their impacts.			
<b>Other information as submitted by Applicant or required by the Planning Board.</b>			