



## Town of Canton Planning Board Site Plan Review Checklist

No building, structure, or additional impervious surface exceeding 3,000 square feet, except a residential structure for single or two (2) family use, shall be constructed or externally enlarged, and no non-residential use, including any charitable or philanthropic, religious, or educational use or purpose, shall be expanded in ground area, or established in an existing building no previously used for non-residential purposes, except in conformity with a site plan bearing an endorsement of approval by the Board of Appeals.

In order for the Town of Canton Planning Board to accurately review your project in a timely manner, plan sets submitted with applications must be complete and thorough. A comprehensive understanding of this handout and submittal of all required documents and plans ensures an efficient review of your project.

All submitted materials must be legible, organized and bound (where appropriate) in a matter that allows for distribution of all proposal materials as 1 package. Please utilize double-sided printing for submitted reports, studies, and statements when possible. A high-resolution .pdf version should also be submitted with the application.

Planning Board forms can be found on the website: <http://www.town.canton.ma.us/334/Planning>.

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Completed Planning Board Application to Planning Board (2 copies, 1 PDF):  Yes  No
2. Plans (2 copies, 1 PDF) to Planning Board  Yes  No
3. Zoning Board of Appeals Application and Copy of plans to ZBA (4 copies, 1 PDF)  Yes  No
4. Planning Board Fee Paid:  Yes  No
  - 500-1,500 square feet - \$375
  - 1501-5,000 square feet - \$500
  - 5,001-10,000 square feet - \$750
  - 10,001-50,000 square feet - \$1,000
  - 50,001-100,000 square feet - \$2,000
  - 100,001+ - \$3,000

5. List all plans and supporting documents submitted with this site plan review package to the Planning Board, including technical reports, calculations, traffic/environmental impacts, or other related documentation as required by the board. *(2 full-size copies – 24x 36”, 1 PDF copy of all plans and documents; 2 copies of all other documents)*

**LIST OF ALL PLANS AND SUPPORTING DOCUMENTS SUBMITTED (Use additional page if necessary)**

<b>Plan or Document Title</b>	<b>Date</b>

6. Plans to include the following information (See Zoning Bylaws, Section 10.5, Subsection 10.5.2). The contents of the site plan shall consist of six (6) separate sheets prepared at the scale of one (1) inch equals twenty (20) feet or such other scale as may be approved by the Board.

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<b>ITEM</b>	<b>Provided</b>	<b>Waiver Requested</b>	<b>Not Applicable</b>
<b>1. Locus plan</b> (1 in.=100 ft.) showing entire project and its relation to existing areas, buildings, and roads for a distance of 1000 ft. from the project boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Site layout</b> showing boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, lighting, loading facilities, areas for snow storage, and all proposed recreational facilities and open space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Topography and drainage plan</b> shall contain the existing and proposed final topography at two (2) foot intervals and plans for handling stormwater drainage, and all wetlands including floodplain areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Utility plan</b> including all facilities for refuse and sewage disposal, storage of all wastes, location of all hydrants, fire alarm, and firefighting facilities on and adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Architectural plan</b> showing ground floor plan and architectural elevations of all proposed buildings and a color rendering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Landscaping plan</b> (prepared by a MA Landscape Architect) showing proposed buildings, parking lots, loading byas, and access and egress roads; location and type of site and landscape lighting; Site surface and subsurface drainage; Location, type, and quality of existing vegetation, including specifmin trees; Existing vegetation to be preserved; Mitigation measures for protecting vegetation; Locations and labels of all proposed plans; Plan lists, quantity, spacing, and size; Location and description of other landscape improvements (fences, furniture, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. Other required information:**

ITEM	Provided	Waiver Requested	Not Applicable
1. Written statement indicating the estimated time required to complete the proposed project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Written summary of the contemplated projects, including the number of dwelling units to be built, the acreage in residential use, evidence of compliance with parking and off-street loading requirements, forms of ownership contemplated for the property, summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land, evidence of compliance with zoning bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Drainage calculations by a registered professional engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Certification that plan is in compliance with the American Disabilities Act and the MA Architectural Barriers Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Information specified in 6.6 Performance Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Within 48 hours of Planning Board and Zoning Board filing, copies of the application and full-size paper copies of the plans sent to the following, with signature or email from each acknowledging receipt:

- Town Planner (1 digital PDF copy only)
- Planning Board Engineering Consultant (1 full-size, 1 reduced, 1 PDF copy)

DELIVERY CONTACT	DATE RECEIVED	SIGNATURE
Town Planner		
Planning Board Engineer Consultant		

Notes: -

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