

CITY OF MELROSE
Application Form for Site Plan Review

INSTRUCTIONS: Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the Site Plan Review filing requirements.

PROJECT ADDRESS AND SITE INFORMATION:

NUMBER & STREET: _____
ASSESSOR'S MAP & PARCEL: _____ ZONING DISTRICT: _____
TOTAL SITE AREA: _____
LOT/S FRONTAGE: _____

APPLICANT'S CONTACT INFORMATION:

NAME: _____
ADDRESS: _____
PHONE: _____
FAX: _____

APPLICANT'S REPRESENTATIVE (If applicable):

NAME: _____
ADDRESS: _____
PHONE: _____
FAX: _____

OWNER'S CONTACT INFORMATION (If different from Applicant):

NAME: _____
ADDRESS: _____
PHONE: _____
FAX: _____

SIZE OF EXISTING BUILDING:

SQUARE FEET _____ FRONTAGE _____
HEIGHT (FEET) _____ # STORIES _____

Present occupancy or use of each floor: _____

SIZE OF PROPOSED BUILDING:

SQUARE FEET _____ FRONTAGE _____
HEIGHT (FEET) _____ # STORIES _____

PROJECT DESCRIPTION: (Briefly describe the proposed project. Please note an executive summary is also required).

Is the applicant seeking zoning relief from the Zoning Board of Appeals? _____

If YES, please list zoning relief sought.

Signature of Applicant: _____ Date: _____

CITY OF MELROSE

Checklist of Site Plan Review Application Materials

The following is the list of required materials for Site Plan Review. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Plans and renderings should be full size, not reduced, and prepared on a scale adequate for interpretation, which for site plans is usually not less than 1 inch equals 40 feet. Any of the requirements of a Site Plan Review application may be waived by a majority vote of the SPRC. Waiver requests must be in writing. Please see application guidelines for additional application requirements.

	Applicant (Check applicable column)		Planning Board (Office Use)	
	Included with Appl.	Waiver requested	Waiver accepted (Yes/No)	Date
EXECUTIVE SUMMARY generally describing the nature and location of the project, including: parking and loading, traffic flow and circulation, projected traffic volumes and impact, external lighting, landscaping and screening, utilities and protection and/or enhancement of existing natural areas.				
SITE PLAN (information may appear on separate drawings) including:				
Parcel lot lines for the proposed project and surrounding parcels.				
Height and use of all buildings abutting the proposed project, including a building or buildings directly across from the proposed project but separated by a public or private right of way.				
Proposed parking plan including location of access and egress.				
Location of existing and proposed buildings on the project site.				
Handicapped access provisions.				
Foundation lines of the proposed buildings, gross floor area, and building height.				
Location of solid waste containers and the nature of any required screening.				
Existing and proposed topography and the location of all natural features such as wetlands, streams, water bodies, and exposed bedrock to be removed, if any.				
Areas subject to a 100-year flood, if any.				
Provisions for drainage and sewage.				
Proposed landscaping, including all screening and buffering of adjacent residential areas.				
Provision for fencing and walls.				
Location, material, and size of all signs.				
Location, materials and dimensions of loading areas, walkways and driveways.				
Location of all site lighting, style of light pole and fixtures, and description of method for mitigating light spillage onto adjacent properties.				
INFRASTRUCTURE ANALYSIS, demonstrating that adequate water supply and pressure are available, adequate sewerage capacity is available, and adequate storm water management is provided.				
FAÇADE RENDERING of the front, side and rear of proposed buildings, including roof appurtenances.				
SIGN RENDERINGS describing the dimensions and style of all proposed signage.				
CONSTRUCTION MANAGEMENT PLAN, describing provisions for the protection of abutting properties during construction, and site excavation, demolition, blasting, and site reclamation plans.				

Checklist of Site Plan Reivew Application Materials (continued)	Applicant (Check applicable column)		Planning Board (Office Use)	
	Included with Appl.	Waiver requested	Waiver accepted (Yes/No)	Date
TRAFFIC IMPACT REPORT:				
Estimated average daily traffic and peak hour traffic to be generated by the proposal and means taken to mitigate impact, if any;				
Level of Service Analysis for nearby intersections;				
Transportation Management Plan (TMP) including policies for parking management, transit promotion, bicycle storage, pedestrian safety and car sharing. The TMP shall explain the long term management and enforcement of the TMP components.				

CITY OF MELROSE
Administrative Fee Calculation Form

An administrative fee for Site Plan Review is required with every Site Plan Review Application. The fee is \$500 for each Site Plan Review Application plus \$.10 per square foot of gross floor area for every development proposal with a gross floor area of 5,000 square feet or more. Please provide calculation for administrative fee below, sign this form and submit it with your payment and application materials to the City Clerk. Checks should be made payable to the City of Melrose. A copy of this form should be submitted with the Preliminary Application for Review by OPCD Staff

Administrative Fee Calculation

A. BASE FEE (required by all Site Plan Review Applications) \$ 500.00

B. ADDITIONAL FEE

Provide total gross floor area* _____

Where gross floor area is 5,000 sq.ft or more complete the following calculation:

Gross floor area _____ sq. ft. x \$.10 per sq.ft. = \$ _____
(if gross floor area is less than 5,000 sq.ft. enter 0)

C. TOTAL FEE (add A and B to determine total fee) \$ _____

* See the Melrose Zoning Ordinance for a definition of Gross Floor Area.

Please sign below to acknowledge the accuracy of the information provided and submit this form along with payment and application materials to the City Clerk

Signature of Applicant: _____ Date: _____

CITY OF MELROSE
Authorization Form for Site Plan Review Advertisement

To: Melrose Free Press
Legal Advertising Department

I hereby authorize Community Newspaper to bill me directly for the legal notice to be published two times in the Melrose Free Press newspaper for a notice of Public Hearing with the Melrose Site Plan Review Committee.

Print Name: _____

Signed: _____

Address: _____

Home Phone: _____

Work Phone: _____

Date of Hearing (to be completed by City): _____

Melrose Free Press Legal Advertisement Department
Phone: 781-453-7902
Fax: 781-453-6650