



**TOWN OF YARMOUTH
BUILDING DEPARTMENT
1146 Route 28, South Yarmouth, MA 02664
508-398-2231 ext. 1261 Fax 508-398-0836**

SITE PLAN REVIEW SUBMITTAL OUTLINE

- **Meetings**--The Site Plan Review Team convenes Tuesdays at 1:30 PM on an as needed basis.
- **Confirm Design Review Committee Hearing is scheduled.**
- **Scheduling**--Applicants shall submit completed application packages to the Building Dept. by no later than Friday at 1200 noon in order to be placed on the agenda one week from the following Tuesday.
- **Applications**—Application packages for the Formal Site Plan Review Process shall include the following:
 - i. Eight (8) sets of certified site plans and proposed floor plans
 - ii. Nine (9) sets of certified site plans are required if the structure is within 100 feet of a wetland
 - iii. Electronic version of all submittal documents in PDF form emailed to lcipro@yarmouth.ma.us.
- **Site Plans**—Proposed site plans shall include the following information:
 - i. Compliance with Zoning Bylaw Sections 103.3.1—Site Plan Review, 103.3.4—Plans and 301.4 and the Engineering Dept. check list.
 - ii. Parking Demand Table in relation to the proposed use and square footage of the building
 - iii. All applicable Title V System information
- **Building Plans**—Proposed Floor Plans shall depict room areas (rooms), dimensions and use, if known,
Exterior Building Elevations of all sides, depicting those items listed on the “Design Guidelines” attached to the application package.

Notes: 1. incomplete packages cannot be accepted by the Building Department or distributed to Site Plan Review Team Members.

2. Agendas will be limited to a maximum of two (2) reviews, if time permits.

Mark Grylls, Director of Inspectional Services/Building Commissioner

Town Engineer

Bruce Murphy, Director of Health

Philip G. Simonian III, Acting Fire Chief



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SITE PLAN REVIEW APPLICATION

Date: _____ For Office Use Only: *Review Date* _____

Time _____

Property Address: _____

Assessors' Map _____ Parcel(s) _____

Zoning District(s): _____ Flood Zone: _____

Business Name: _____

Applicant's Name: _____

Owner or Corp. Name (if different): _____

Applicant's Address: _____

Applicant's Phone No.: _____

Engineer/Surveyor's Name(s): _____

Description of Proposed Project (attach additions pages if necessary):

List of all Hazardous Materials and Quantities (attach if necessary):

Is the Proposed Construction Within 100 Feet of a Wetland? Yes _____ No _____

List and Attach Copies of Prior Board of Appeals Petitions. This information can be obtained from the Board of Appeals Office.

Signature of Applicant _____ Date _____



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PARKING & LOADING PROVISIONS CHECK LIST

Address: _____

Date: _____

Section:

301.4.1—Paving/Drainage

301.4.2—Parking Space Sizes

301.4.3—250' Driveway Visibility

**301.4.4—Buffers 15' & 20' front/residential separation
__3' cal. Trees new & 4">existing maintain 20' max spacing**

301.4.5—Residential separation –dense shrubs/fence

301.4.6—In lot trees

301.4.7—Chapter 90 Roads' 250 driveway separation (both sides of street)

301.4.8—H/C

**301.4.9—Buffers B1,2,3 20' along ways 10 all others no paving in buffers veg app by site
plan review team**

301.4.10—Lighting

301.5-----Parking Demand

301.6-----Loading Requirements

Certified Site Inspection Report by Owner's Engineer

Establishment: _____
 Address: _____

Engineer: _____
 Address: _____

Checklist:

	Approved	Date
1. Clearing/grubbing/rough grading		
2. Certified plot plan		
3. Drainage system and easements		
3a. number/size of basins/trenches		
3b. washed stone, peastone, filter fabric		
3c. frames - 8" high, H-20 loading		
3d. runoff contained on lot		
4. Water/utility installations		
5. Subgrade		
6. Pavement - base course (2")		
7. Pavement - finish course (1")		
8. Berms/sidewalks (2" base, 1" finish)		
9. Parking -number, size, striping, handicapped		
10. Travel lanes (10' min each direction)		
11. Buffer strips (width/completeness) and screening		
12. Fire vehicle access		
13. Lighting of parking areas		
14. Trees (3" caliper/required number)		
15. Adequate loading area		
16. Special conditions required by Board of Appeals		
17. Special conditions required by Conservation Comm		
18. State curb cut work		
19. As- built plans (as required)		
20. Final clean-up		

NOTE: The above checklist should be used as a guide only. Refer to the approved plans and the Town of Yarmouth Zoning By-Laws and Rules and Regulations Governing the Subdivision of land (as revised). The Owner's Engineer may use the above checklist or some other form of certification. Please note any discrepancies between approved plans and actual construction.

Engineer's Remarks:

Engineer's Seal and Certification

DESIGN GUIDELINES

	ENCOURAGED	SATISFACTORY	DISCOURAGED
STYLE	Cape, colonial or style commonly associated with Cape Cod architecture	Ranch, contemporary	Designs inappropriate to Cape Cod (e.g.: adobe, cement block, metal)
SIDING	Cedar shingle, clapboard	Some brick, vinyl siding	All brick, cement block, masonry, stucco, metal
ROOFING STYLE	Pitched roofs with breaks in roof line (step backs, etc., etc.)	Pitched roof facade with cedar shingles, shakes	Flat roofs, tar and mortar
ROOFING TYPE	Cedar shingles (white or red) or architectural grade shingles with a "natural look"	Typical asphalt shingle roofs (white, gray, brown, black hues)	Flat tar roofs, any brightly colored shingles
WINDOWS	Colonial style double hung, casements, French doors, etc.	Modern plate glass	Small crank style, lack of windows
LANDSCAPE	Mix of trees and shrubs acclimated to Cape Cod, retention of natural trees, attractive placement of green areas, contours, etc. with more than minimum required	Minimum requirements designated in the zoning bylaw	Any lack of required upgrading or reduction of required buffers or plantings by special permit
LIGHTING	Low, indirect lighting of colonial styling	Attractive light stands of medium height	High, steel posts with vapor lamps or other high intensity lighting
SITE DESIGN	Single curb cuts, one way traffic flows, sidewalks, parking lot planting islands with trees, parking design that stresses aesthetics and safety, hidden rubbish disposal and loading areas, underground utilities, sprinkler systems, attractive landscape, proper alignment of curb cuts with adjacent curb cuts, larger than required green areas	Two one way curb cuts, two way travel lanes, other minimum requirements of the zoning bylaw for buffers, plantings, parking, etc.	Multiple curb cuts, less than required buffers and plantings, confusing traffic flow, unsightly delivery and rubbish areas
SIGNAGE	Spotlighted wooden carved signs of pleasing design, no sign on building, colonial colors	Internally lit signs, attractive use of building signs, muted colors	Any sign needing a variance or special permit, bright colors or neon lights, non-colonial design, oversized or multiple signage