

SITE PLAN REVIEW REGULATIONS

**Pursuant to Chapter 218-25K of the Code of the Town of Groton
Adopted by the Planning Board on January 30, 2002**

LEVEL II **SITE PLAN CONTENT**

In addition to the submission requirements indicated in Section 218-25.G of the Zoning By-Laws, the site plan application shall contain the following:

- 1.1 A USGS Locus map at a scale of 1" = 100' that shows all streets, bodies of water, landscape features, topography, historic sites, habitats for endangered species within the parcel and within two hundred (200) feet of the parcel and all buildings within the parcel and within two hundred (200) feet of the parcel.
- 1.2 An Existing Condition Plan that indicates all existing site features including property lines, easements, buildings, parking lots, utilities (above and below ground), conservancy (wetlands), and topography.
- 1.3 The location and name of all streets and indicate whether the street is public or private. Street widths for all streets within 300 feet of the site;
- 1.4 On-site and abutting lot and easement lines;
- 1.5 Zoning District(s) boundary lines of the locus and all land within two hundred (200) feet of the parcel, including overlay districts and other districts not specifically mentioned; other districts such as: Floodplain, Conservancy (Wetland), Water Resource Protection, and Zoning District boundary lines;
- 1.6 Seven (7) signature lines for Planning Board approval along with a statement that 'This Site Plan Approval does not necessarily indicate compliance with the Groton Zoning Bylaw';
- 1.7 Existing and proposed topography contour lines at two (2)-foot intervals for the site and land within 200 feet of the property;
- 1.8 Cut and fill analysis of the existing and proposed topography including proposed final grades of any on-site sewage disposal system;
- 1.9 Information on the location, size, type, and number of existing and proposed landscape features. A Landscaping Plan shall be provided. Said plan may be required to be prepared, stamped, and signed by a Landscape Architect registered in the Commonwealth of Massachusetts;
- 1.10 Information on location, size, and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical cable, etc.);
- 1.11 A Zoning Chart with the minimum area requirements per the Groton Zoning Bylaws, including the number of required and proposed parking spaces, and existing and proposed open space and impervious area;

- 1.12 Elevation and façade treatment plans of all proposed buildings including all external mechanical systems and screening to be provided. A listing of materials to be used;
- 1.13 Information on the location, size, and type of parking, loading, storage, and service areas, hours of operation, delivery/export hours, lighting hours, public address systems, snow removal and snow storage areas;
- 1.14 The site plan(s) shall be at a scale of 1" = 40', except for building elevation plans, which shall be at a scale of 1/8" = 1' or 1/4" = 2'. A licensed Architect shall stamp the building drawings;
- 1.15 The Planning Board may require an assessment of traffic impact and safety conditions performed by a Professional Traffic Engineer. All Plan shall indicate the sight distances at proposed and existing driveway intersections within 200 ft of the site;
- 1.16 Site plan(s) must be prepared, signed, and stamped by a professional engineer and a professional Land Surveyor registered in the Commonwealth of Massachusetts. The building elevation and façade drawings shall be prepared, signed, and stamped by a Registered Architect. Retaining walls shall be designed by a professional Structural Engineer registered in the Commonwealth of Massachusetts; and
- 1.17 After approval of the Site Plan, the Applicant must supply a reproducible Mylar for endorsement and a copy of the Site Plan in digital format. The digital format shall comply with Groton's digital layering standards, as most recently amended.

LEVEL II **REQUIREMENTS**

2.1 Site Landscaping

- 2.1.1 Every effort shall be made to retain and protect existing (6" trunk diameter or greater measured 4 feet above grade) trees, shrubs, and other landscape features on a site. Trees twelve (12) inches caliper or larger shall not be removed unless it can be demonstrated that such removal is necessary for the location of structures, roads, driveways, and utilities, and it can be further demonstrated that there were no alternatives to said removal.
- 2.1.2 Proposed landscaping plantings (trees, shrubs, etc.) shall not consist of plantings that are identified as an invasive species by the Planning Board. (The Applicant can obtain a copy of the Invasive Species Plantings List from the Planning Board).
- 2.1.3 A minimum four (4)-foot-wide landscaping strip shall be provided along the foundation walls to soften their appearance for all non-residential building(s). The landscape strip may be staggered in order to vary the landscape design for a site. The minimum four foot wide landscape strip shall provide screening to the portion of the foundation above grade.
- 2.1.4 It is the purpose of these Rules and Regulations to preserve and/or maintain open space for new sites. Therefore, any lot or group of contiguous lots totaling less than three (3) acres shall provide twenty-five (25) percent open space. A natural undisturbed open

space is encouraged wherever possible. Any lot or group of contiguous lots totaling more than three (3) acres shall provide thirty-five (35) percent open space. Open space shall be considered any area not occupied by buildings, paving, drives, roadways, sidewalks, etc. Wetland resources areas defined by the Massachusetts Wetland protection Act can be used to meet the open space requirements described above. All open space areas on a site shall be adequately landscaped with trees, shrubs, flowers, grass, and/or mulch. Wherever feasible, open space shall be contiguous with other open space of abutting land. No more than 80% of the required Open Space shall be Conservancy Land (wetland).

- 2.1.5 Parking lots containing 10 or more parking spaces shall have at least one tree per eight (or fractions of eight) parking spaces. Such trees to be located within the paved parking area. Such trees shall be at least 4" trunk diameter, measured twelve to eighteen inches above grade, with a minimum of 60 square feet of seeded or landscaped permeable surface area per tree. When parking areas contain 25 or more spaces, at least 5 percent of the parking area shall be maintained with landscaping (within the interior of the parking area), including trees as above, in plots of at least six (6) feet in width. Trees and landscaped plots shall be so designed and located as to provide visual relief and sun and wind screening within the parking area, and to ensure safe patterns of internal circulation. Planting areas are required along parking area perimeters to prevent off-site glare onto the public or private way(s). Parking lot plantings shall not block motorists' line of sight upon entering and existing a site. Any landscaped area described above can be used to meet the open space requirement of this section for new sites.

2.2 Site Lighting

Access ways, parking areas, and pedestrian walkways shall have adequate lighting for security and safety reasons during normal business hours. Lighting shall be arranged and shielded so as to prevent glare onto abutting properties, public ways, and the sky.

- 2.2.1 A Photometric Lighting Plan shall be submitted that indicates the illuminations throughout the site and abutting ways/properties.
- 2.2.2 Access Road/Parking shall be 0.5-foot candles minimum (maintained) and 30.0 foot candles maximum, with maximum 20-foot pole and base height.
- 2.2.3 Walkway lighting shall be 1.0-foot candles minimum (maintained) and a 30.0 foot candle maximum, with a maximum 20 foot pole and base height. Ballast-style lighting posts are encouraged.
- 2.2.4 The Plan shall indicate the lights hours of operation especially shut off times.

2.3 Stormwater Management

- 2.3.1 The stormwater management design shall mitigate the peak rate and volume runoff from the 100-year storm event (8.3 inches) across the boundaries of the site to pre-existing levels. Provisions could be made to tie into public storm drains with the approval of the appropriate authority and the Planning Board after all parties have determined that all reasonable provisions have been made to minimize any changes to runoff from the site.

2.3.2 Comply with all applicable federal, state and local regulations (including Section 346-11. Stormwater Management of Chapter 346, Town of Groton Subdivision Rules and Regulation) and guidelines including, but not limited to, the Department of Environmental Protection Stormwater Management Policy, as it may be amended, shall be demonstrated.

2.4 Parking Lot Layout

2.4.1 Parking lots shall be designed to include median strips and landscape islands to improve internal circulation. Additionally, landscaped or naturally vegetated islands should interrupt rows of parking. Parking spaces shall be located a minimum of 20 feet from the edge of the right-of-ways.

2.4.2 Parking lots and access drives shall be designed to prevent motorists from stacking onto the public way. Parking areas shall be interconnected with abutting lots wherever feasible. Driveway entrances, exits, and typical lane widths shall be a minimum of twenty-four (24) feet in width.

2.4.3 Parking spaces shall be the following minimum dimensions:

Angle of Parking	Width of Space	Depth of Space	Width of Maneuvering Aisle
90	9.0 Feet	18 Feet	24-Feet (2-way traffic)
60	10.5	22	18 (1-way traffic)
45	13.0	25	14 (1-way traffic)
Parallel	9.0	22	14 (1-way traffic)
Parallel	9.0	22	18 (2-way traffic)

2.4.4 Parking lots are encouraged to be placed at the side and rear of buildings. Handicap parking areas shall be placed in the most viable location according to the American with Disabilities Act and Massachusetts Architectural Access Board.

2.4.5 Curbing shall be vertical granite at the access drive radii.

2.4.6 All access drives parking areas, and sidewalks shall be graded, paved (concrete or bituminous concrete), and drained in accordance with standards enumerated above.

2.4.7 Curbing shall be placed at the edges of all surfaced areas. Curbing shall be vertical granite curb.

2.4.8 Massachusetts Highway Department (MHD) wooden guardrails or an approved equal are required where parking lots and driveways do not provide a minimum five foot wide shoulder area.

2.5 Service Facilities

2.5.1 Service facilities, such as dumpsters, utility areas, stock/miscellaneous storage, and other facilities not specifically identified shall be screened around their perimeters. Screening shall consist of fencing with gates and/or natural vegetation acceptable to the Planning Board. Screening shall be an effective height, width and quality to screen from public view said service facility.

- 2.5.2 Roof top utility structures shall be screened with a façade to block views from abutters and public ways.
- 2.5.3 Snow stockpiling areas shall be indicated on the Plan and placed in areas that will not block sight lines, drainage structures, parking spaces or site access.
- 2.5.4 Temporary sanitation facilities (portable restrooms) shall be screened during construction activities.

2.6 Utility Connections

- 2.6.1 All utility connections shall be constructed in accordance with the requirements of the town departments and other utility companies.

3.0 Project Completion

- 3.0.1 No permanent occupancy permits shall be issued for any building or structure, or portion(s) thereof, until:
 - A. The Planning Board receives an As-Built Plan prepared by a Professional Land Surveyor along with certification from a Registered Professional Engineer that all construction (including utilities) has been done in accordance with the approved site plan; and
 - B. The Planning Board or the Planning Board’s designated agent verifies that the site plan and any conditions of the approved site plan have been met.
 - C. All outstanding fees including fees for engineering services must be paid in full.
- 3.0.2 Temporary occupancy permits may be issued for a portion of any building or structure, provided security is posted for the remaining work. The security shall be posted with the Town Treasurer in a form of a certified check or bank check. The amount to be set by the Planning Board or Planning Board’s designated agent. The time to complete such outstanding work will be part of the Temporary Occupancy Permit. The amount of time to complete said work shall be within reason, which will be determined by the Planning Board or Planning Board’s designated agent.

Temporary occupancy permits will not be issued until all fees are paid.

FILED WITH THE TOWN CLERK:

Town Clerk

Date