

Minor Site Plan Review

It is strongly suggested that the potential applicant meet with planning staff and/or the building commissioner before submitting an application. Before submitting an application with planning staff, the applicant must check for all needed permits (Conservation Commission, Zoning etc.)

APPLICATION

Application in paper format (see below) and electronic format and filing Fee Four (4) with 24 X 36 plans and one (1) 11 x 17 plan size completed collated application packets each containing:

1. Completed Application Form
2. Existing Conditions Plan
3. Written Statement - describing present use, proposed use, and changes to site
4. Locus Plan
5. Plot Plan – with zoning table including site coverage and parking space calculations
6. Construction Detail Plan
7. Landscape Plan – size, type, #, location of all proposed plantings, method of irrigation
8. Lighting Plan
9. Building Elevations
10. Copies of prior Board of Appeals permits and variances pertaining to the site
11. Site Coverage
12. Stormwater management plans
13. Location, species and number trees over 6” diameter that are proposed to be removed with in the setbacks. And any location of champion species on the site that is being removed. Please included mitigation proposal. Please consult Chapter 120 in Lexington’s Bylaws.
14. Waiver Request form if applicable

*The Design Review Team may require the following plans.

15. Emergency Vehicle Turn Diagram if applicable
16. Architectural Plan if applicable
17. Additional information, such as special studies or reports, calculations of earth removal if applicable
18. Estimated traffic impact on adjacent public ways due to changes to site or site use

PROCEDURE

1. Staff will review application for completeness. Once deemed complete the application is stamped-in with Town Clerk and the 60 - day clock begins.
2. Application packets will be distributed to staff for review
3. Staff provide comments to Planner which are compiled into a single document and sent to the applicant for review.
4. Applicant is then invited to the next Design Review Team (DRT) meeting – held on the first and third Wednesdays of the month to review the project and respond to

staff comments. This is an opportunity for the applicant and staff to sort out conditions. Meetings with DRT tend to take place after the applicant has submitted their application, however some applicants prefer to meet before submittal. Please contact the Planner for meeting dates before application submittal.

5. If all goes well the Planning Director will issue a Decision.
6. The Decision will be filed with the Town Clerk within 60 days unless the applicant agrees to an extension.

IMPORTANT NOTES

Each plan sheet shall be drawn to the same scale. The smallest acceptable scale shall be 1" = 40'. Larger scales may be used when appropriate and if such larger scale will allow the plan to be shown on a 24" x 36" sheet. In the case where the entire development site cannot be shown on a single standard size plan sheet, the APPLICANT shall include one sheet showing the entire development site at a reduced scale in the application packet.

All plan sheets shall contain a Title Block. Each Title Block shall be located at the bottom right hand corner of each plan and shall contain the following minimum information:

1. Name of the site plan.
2. Address of site or street and lot number(s).
3. Title of sheet, for example: "Landscape Plan".
4. Scale of plan.
5. Date plan is drawn and suitable space to record at least two revision dates.
6. Plan sheet number.
7. Name, address and seal of registered professional engineer, registered land surveyor, registered landscape architect, or registered architect as required and appropriate to the plan.

If a filing with the Conservation Commission is required, the applicant should either file simultaneously with the Conservation Commission ahead of filing a minor site plan review. ***No Site Plan will be approved unless the Planner receives a determination from the Conservation Commission or the Conservation Director.

Every project is different and may require different information. If the applicant feels that some of the requirements are not applicable please state your reasons in the "Request for Waivers" form. If unsure, please consult Planner.