
1.3.2.2 The Zoning Permit shall certify that the plans and intended use of the land, buildings, or structures are in conformity with the requirements of this By-Law. Nonetheless, the issuance of a zoning permit shall not in any way be considered a waiver of any requirement of this By-Law.

1.3.2.3 The Inspector of Buildings may issue a Zoning Permit without further review by the Planning Board for any use in any district that is designated by a "Y" in the Use Regulation Schedule (Section 3.2.3.1).

1.3.2.4 A Zoning Permit shall not be issued for any use, other than those specified in Section 1.3.2.3 until a Site Plan has been submitted to, reviewed and approved by the Planning Board in accordance with Section 1.3.3.

1.3.2.5 A Zoning Permit shall not be issued for any use designated as "S" in the Use Regulation Schedule until a special permit has been granted by the special permit granting authority in accordance with Section 1.5.

1.3.2.6 The Inspector of Buildings shall review all applications for zoning permits to ascertain whether the site is located within the Flood Plain District, and if it is, he shall refer such application to the Town Engineer for verification. If a special permit is required the Town Engineer shall notify the Planning Board and Inspector of Buildings in writing and refer said application and accompanying documents to the Planning Board for consideration under a special permit application. Under such circumstance, the burden of proving that the site falls outside the Flood Plain District is on the applicant.

1.3.2.7 The Inspector of Buildings shall send one (1) copy of any Zoning Permit issued to the Planning Board within five (5) days after issuance.

1.3.3 Site Plan Review

1.3.3.1 For the purpose of assuring proper drainage, screening, safe access, adequate parking and loading spaces, public convenience and safety, adequate consideration of abutting land owners and compliance with the provisions of this By-Law, a Site Plan shall be submitted as required by this By-Law for all uses other than (a) those specified in Section 1.3.2.3., and (b) those uses for which a Master Plan Approval has been issued by the Planning Board pursuant to the provisions of Section 9 of this Zoning By-Law, in which case, project plan approval shall be required as specified in Section 9.

1.3.3.2 Where a use is permitted upon issuance of a Special Permit, the Site Plan Review procedure shall be incorporated into the procedure used for dealing with applications for Special Permits. Such procedures are noted in Sections 1.3.3.3, 5.1, 5.2, 5.3, 6.4, 7.4.d-h and 8.1.2. (T.M.- 5/13/91).

1.3.3.3 All Applications for Site Plan Review shall be filed with the Planning Board and shall be accompanied by the following:

- a.)** Properly executed application form, and (if applicable) all materials necessary for facilitating a public hearing on the application;

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- b.)** All required fees;
- c.)** A written description of the proposed use, signed by the applicant(s) and owner(s) of the property, which provides, at a minimum, the following details:
- the specific nature of the operations/activities that are proposed on the property;
 - a description of all existing use(s) of the property, and an indication of whether or not such uses will continue with the proposed use(s);
 - hours of operation of the proposed use(s) or activity;
 - the maximum number of employees on the largest shift;
 - shipping/receiving activity (including types of delivery vehicles, number/frequency of deliveries);
 - use of any hazardous materials or substances in the operation of the proposed use;
 - any potential for future changes to the building or use(s), such as increases in: the square footage of the building; the hours of operation and/or deliveries; the maximum number of employees; or any other significant changes to the proposed use(s) as presented by the current application;
 - any other information or details that may not be specified herein or required to be shown on the plans, but, as determined by the Planning Board, is relevant due to the specific nature of the proposed use(s) or activity; and a
 - list of any requested waivers from the requirements of Sections 1.3.3.3(d)-(f), including a detailed explanation/justification of the reason(s) for such request.
- d.)** A Site Plan prepared by a professional architect or registered professional engineer, at a scale of one inch equals forty feet (1" = 40'), or at such other scale as may be necessary to show all detail clearly and accurately. Sheet sizes shall not exceed twenty-four inches by thirty-six inches (24" x 36"), and shall not be less than eleven inches by seventeen inches (11" x 17"). If multiple sheets are used they shall be accompanied by an index sheet showing the entire parcel at an appropriate scale. If the plans submitted are 11" x 17" in size, a total of twenty-five (25) copies of the plans shall accompany the application. If the plans prepared exceed 11" x 17" in size, a total of five (5) copies of such plans and twenty (20) sets of reduced-size copies (11" x 17") shall be submitted. The Plan shall include the following information:
- (1.) Name and address of the person(s) submitting the application;
 - (2.) Name and address of the owner(s) of the subject property(ies), if different;
 - (3.) Present use(s) of the land and description and use(s) of existing building(s) thereon, if any;
 - (4.) Proposed use(s) of the land;
 - (5.) Proposed use(s) of existing buildings, if any;

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- (6.) Description and proposed use(s) of the proposed building(s), if any;
 - (7.) Zoning District(s) in which the parcel is located, including floodplain if applicable;
 - (8.) Locus Map (scale of 1"=1,000') and north arrow;
 - (9.) Title Block containing: name of the project; applicant; property owner; property address and Assessor's Map/Lot number; date (with revisions); name, address and phone number, and the signature and seal of the professional architect or engineer preparing the plan;
 - (10.) Wetlands, Ponds, Streams, or other water bodies, including all applicable buffer zones;
 - (11.) Ownership of all abutting land and approximate location of buildings, driveways, and parking areas thereon within a maximum distance of two hundred feet (200') of the property lines;
 - (12.) Existing and proposed topography at two-foot (2') elevation intervals;
 - (13.) All property lines of the subject property, and all setbacks of buildings and parking areas from said lines, and existing and proposed easements, if any;
 - (14.) Extent and type of all existing and proposed surfaces (pervious and impervious) on the property, including specific materials;
 - (15.) Lot coverage calculations showing percentage of buildings, percentage of pavement, and percentage of open space/ landscaped areas;
 - (16.) Parking calculations for proposed use(s), including all existing use(s) that will continue to exist on the property, if applicable;
 - (17.) Calculations of the volume of earth material to be removed or filled on the property, and delineation of the location(s) of such activity;
 - (18.) Driveways and driveway openings/entrances;
 - (19.) Parking and loading spaces;
 - (20.) Service areas and all facilities for screening;
 - (21.) Landscaping;
 - (22.) Lighting;
 - (23.) Proposed signs (business, traffic, etc.);
 - (24.) Sewage, refuse and other waste disposal;
 - (25.) Stormwater management facilities (drainage);
 - (26.) All structures and buildings associated with the proposed and existing use(s) on the property;
 - (27.) Exterior storage areas and fences;
 - (28.) Utilities and their exterior appurtenances (e.g., fire connections);
 - (29.) Provisions for dust and erosion control;
 - (30.) Any existing vegetation;
 - (31.) Any other details or information deemed necessary by the Planning Board due to the unique nature of a proposed use or the subject property;

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- e.) A stormwater management hydrological study prepared in accordance with the *Rules and Regulations Governing the Subdivision of Land: Grafton, Massachusetts* (Sections 3.3.3.19 and 4.7.8).
 - f.) A report, if applicable, showing calculations of the volume of earth material to be removed from or delivered to the site, including a description of such removal or fill activity. Depending upon the volume of material to be removed or filled, the Planning Board may require the Applicant to submit additional information (if not submitted in the report) regarding, but not limited to, the following: the hours of fill/removal activity; proposed route(s) of transporting materials to and from the site; and measures for dust and erosion control (both on- and off-site) for the proposed activity.
 - g.) Written statements from the following:
 - (1.) The engineer and/or architect preparing the plans indicating that the building(s) and site have been designed to comply with the performance standards set forth in Section 4.1 of the Zoning By-Law.
 - (2.) The applicant(s) and owner(s) of the property indicating that the building(s) and site will be maintained, and the activities on the site will be conducted in accordance with, the performance standards set forth in Section 4.1 of the Zoning By-Law.
 - h.) Any other information, materials, reports or studies deemed necessary by the Planning Board, due to the special nature of the proposed use/activity or the subject property, to achieve the purposes set forth in Sections 1.2 and 1.3.3.1 of this By-Law

1.3.3.4 For all Site Plan Review Applications the Planning Board may, by an affirmative vote of at least 4 members (or 3 when less than 5 are eligible to vote on such application), one of whom may be the Associate Member when sitting in review of the application, authorize deviation from the requirements of Sections 1.3.3.3(d) - (f) provided such deviation is not, in the opinion of the Board, contradictory or inconsistent with the intent and purposes set forth in Sections 1.2 and 1.3.3.1 of this By-law. The Planning Board, in its decision, shall make specific findings justifying the granting or denying of any such requests.

1.3.3.5 Plan Acceptance: Failure by the Applicant to provide all information, items and materials deemed necessary by the Planning Board, other than those that have been specifically waived pursuant to Section 1.3.3.4, within a reasonable timeframe once notified by the Board or its agent of the necessity for such, shall be grounds for denial of the application.

1.3.3.6 Approval Procedure: Within four (4) business days after receiving a plan, the Planning Board shall submit one (1) copy of the site plan each to the Board of Selectmen, the Board of Health, the Conservation Commission, the Inspector of Buildings, the Town Engineer and the Sewer Commissioners requesting their comments. The Planning Board shall determine whether a public hearing shall be