

TOWN OF BOURNE –SITE PLAN REVIEW CHECKLIST

Date of Referral: _____

Date Reviewed: _____

Reviewer: Coreen V. Moore

Applicant/Address: _____ **Map:** _____ **Parcel:** _____

Additional Information:

Plan & Application requirements for complete submission:

- | | |
|--|---|
| 1. <input type="checkbox"/> Name and Address
<input type="checkbox"/> Applicant <input type="checkbox"/> Owner | 16. <input type="checkbox"/> Land Use:
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed |
| 2. <input type="checkbox"/> North Arrow | 17. <input type="checkbox"/> Streets & Ways: Public/Private
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
<input type="checkbox"/> Access via Minor Streets Minimized |
| 3. <input type="checkbox"/> Locus Map | 18. <input type="checkbox"/> Adjacent Streets/Ways §1210 |
| 4. <input type="checkbox"/> Scale | 19. <input type="checkbox"/> Ground Floor Plans (§ 1231) |
| 5. <input type="checkbox"/> Map Number | 20. <input type="checkbox"/> Building Elevations (§ 1231) |
| 6. <input type="checkbox"/> Parcel Number | 21. <input type="checkbox"/> Prof. Stamp (if required)
> 35,000 c.f. (§ 1231) |
| 7. <input type="checkbox"/> Zoning District (§ 2100 & 2500) | 22. <input type="checkbox"/> Topography (§ 1231)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
<input type="checkbox"/> Changes Minimized |
| 8. <input type="checkbox"/> Lot Area Shown
<input type="checkbox"/> Adequate | 23. <input type="checkbox"/> Landscaping & Vegetation
(§ 1231, 3511-3513 & 3540)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
<input type="checkbox"/> Adequate |
| 9. <input type="checkbox"/> Lot Lines
<input type="checkbox"/> Dimensions | 24. <input type="checkbox"/> Screening & Fences (§ 3530 & 3560)
<input type="checkbox"/> Height Adequate |
| 10. <input type="checkbox"/> Adequate Frontage | 25. <input type="checkbox"/> Corner Sight Obstructions (§ 3550) |
| 11. <input type="checkbox"/> Building Setbacks (§ 2500)
Front
Side
Rear
<input type="checkbox"/> Adequate | 26. <input type="checkbox"/> Erosion Control (§ 1231, 3520 & 3580)
<input type="checkbox"/> During Construction
<input type="checkbox"/> After Construction |
| 12. <input type="checkbox"/> Lot Coverage (§ 2500)
Structures or Roofs
Usable Open Space
Impervious cover | 27. <input type="checkbox"/> Water Service (§ 1231)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed |
| 13. <input type="checkbox"/> Building Height (§ 2500) | 28. <input type="checkbox"/> Sewerage (§ 1231)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed |
| 14. <input type="checkbox"/> Building Location (§ 2500)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed | |
| 15. <input type="checkbox"/> Building Uses: (§ 2200 & 1231)
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed | |

29. ☐ Storm Drainage (§ 1231)
☐ Existing ☐ Proposed
☐ Adequate
30. ☐ Parking (§ 1231, 3300 & 3500)
☐ Existing Spaces
☐ Proposed Spaces
☐ Setbacks (§ 3540)
☐ No backing on to public ways (§ 3350)
☐ Visibility of Area Minimized
☐ Change of Use (§ 2340, 4723)
☐ Safe ☐ Adequate
☐ Plantings @ >30 Spaces (§ 3513)
31. ☐ Parking Data Shown (§ 3320)
☐ Adequate
32. ☐ Drives Shown (§ 3331)
33. ☐ Safe Internal Circulation (§ 1233)
34. ☐ Safe Egress (§ 3340)
35. ☐ Loading Area (§ 1231, 3370 & 3540)
36. ☐ Surfacing (§ 3300)
☐ Bituminous
☐ Alternative (Special Permit § 3332)
☐ Bumper Strips
37. ☐ Tree Removal Minimized (§ 3570)
38. ☐ Sign (§ 1231, 3200 & 3350)
☐ Location
☐ Sign Height
☐ Architectural Elevation
39. ☐ Lighting (§ 3450)
☐ Glare Minimized
☐ Lighting Plan § 3454)
40. ☐ Dumpster Location (§ 3420 & 3330)
☐ Area Paved
41. ☐ Adequate Access for Fire and
Service Equipment (§ 1233)
42. ☐ Lowland Areas? Wetlands? (§ 3100)
Note: May require Conservation filing
43. ☐ Disturbance to Neighborhood
Character Minimized

44. ☐ Drive-Thru (§ 3360)
☐ Adequate Stacking Lane

Additional Requirements

1. ☐ Special Permit or Variance needed?
2. ☐ Other Zoning Issues?
Non-Conforming Use or Lot (§ 2300)
3. ☐ Water Resource District (§ 4700)
4. ☐ Scenic Development District (§ 2200)
5. ☐ Motor Vehicle Service? (§ 4500)
6. ☐ Needs Cape Cod Commission Review
 - 10,000 SF
 - Re-use >40,000 SF
7. ☐ MEPA Thresholds
 - > 25,500 SF
 - 200 Parking Spaces
 - 1,000 New Vehicle Trips/Day
 - MHD Access Permit?
 - Publicly Financed Project?

Additional Comments:

NOTE: This checklist should be used only in conjunction with the Town of Bourne Bylaws, available in the Engineering Department.