

TOWN OF CARLISLE
PLANNING BOARD
RULES AND REGULATIONS
Governing
SITE PLAN REVIEW

July 26, 2016

Amended November 13, 2017

**TOWN OF CARLISLE
PLANNING BOARD
SITE PLAN REVIEW RULES AND REGULATIONS**

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**ARTICLE I
GENERAL PROVISIONS**

SECTION 1. Purpose

Site Plan Review Rules and Regulations are hereby adopted to establish uniform procedures and requirements for submitting site plans for approval by the Carlisle Planning Board (the “Planning Board”) under Section 7.6 of the Carlisle Zoning Bylaws (the “Zoning Bylaws”), and to notify applicants of the review criteria for site plans.

SECTION 2. Authority

These Rules and Regulations are adopted under the authority of Section 7.6.4 of the Zoning Bylaws.

SECTION 3. Applicability

Any construction or establishment of use requiring Site Plan Review under Section 7.6 of the Zoning Bylaws shall comply with the provisions of these Rules and Regulations. The Building Commissioner, in consultation with the Planning Board, shall determine if Site Plan Review is required for such construction or establishment of use.

SECTION 4. Waivers

A waiver of strict compliance with these Rules and Regulations may be granted if the Planning Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Zoning Bylaws. All requests for waivers shall be submitted in writing with the Site Plan Review Application. All requests shall identify the provision or provisions of these Rules and Regulations from which relief is sought. The request shall also include a statement explaining why the Applicant believes that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Rules and Regulations and the Zoning Bylaws.

SECTION 5. Provision of Security

The Planning Board may require in its decision that security be posted with the Town in such form and amount as is required by the Board to secure the satisfactory completion of all or any part of the work authorized under the Site Plan Approval. The form of security will be generally as allowed in the Planning Board Rules and Regulations Governing the Subdivision of Land (the “Subdivision Rules”).

SECTION 6. Advice from Town Staff

Any advice, opinion, or information given to the Applicant by a member of the Planning Board or by any board, committee, agency, official or employee of the Town shall be considered advisory only and not binding on the Planning Board.

SECTION 7. Amendments

These Rules and Regulations may be amended by a majority vote of the Planning Board at a regularly scheduled meeting.

SECTION 8. Effective Date

The effective date of these Rules and Regulations and any amendment to these Rules and Regulations shall be the date such is filed with the Town Clerk.

SECTION 9. Definitions

Any capitalized term not otherwise defined herein shall have the same meaning as set forth in the Subdivision Rules or the Zoning Bylaws, as each may be amended from time to time. Other terms and words and phrases not defined herein or in the Subdivision Rules or Zoning Bylaws shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a particular and appropriate meaning in law shall be construed and understood according to such meaning.

“Applicant” shall mean the owner of the land referred to in the Site Plan Review Application filed with the Town Clerk, or the owner’s duly authorized representative.

“Parties in Interest” shall mean all owners of abutting land and of land directly opposite the subject parcel(s) on any public or private street or way, and owners of land within 300 feet of the property lines of the parcel subject to a Site Plan Review Application, as they appear on the most recent applicable tax list.

“Site” shall mean the land and all improvements thereon referred to in a Site Plan Review Application.

“Site Plan” shall mean the plan submitted by an Applicant for approval under Section 7.6 of the Zoning Bylaws and these Rules and Regulations.

“Site Plan Review Application” shall mean the application as specified in Exhibit A attached hereto, with all accompanying plans and supporting materials completed by the Applicant and submitted in accordance with these Rules and Regulations.

“Site Plan Approval” shall mean the approval by the Planning Board of the construction or establishment of use described in the Site Plan Review Application, containing such terms and conditions as the Planning Board deems appropriate.

ARTICLE II PRELIMINARY SITE PLAN REVIEW PROCEDURES

SECTION 1. Pre-application Conference

Prior to an Applicant’s investing in extensive professional design efforts for a Site Plan, the Planning Board strongly recommends a pre-application conference with the Planning Administrator. The Planning Administrator will help coordinate the processing of the Site Plan Review Application and may also suggest and help coordinate, as necessary, possible pre-application conferences with the Health Agent, the Conservation Administrator, the Fire Chief or his/her designee, and the Building Commissioner. The purpose of these pre-application conferences is to enable the applicable Town officials to review the proposed changes to the Site so that general approaches and potential problems can be freely explored before an application is formally filed, to get input on how the proposed Site Plan meets the criteria established in Section 7.6 of the Zoning Bylaws and these Rules and Regulations, to determine what other approvals the project will require, and to determine whether a Construction Management Plan may be required as part of the application, and if so, its scope. A pre-application conference is not legally binding nor will it alter the legally required schedule for Site Plan Review.

SECTION 2. Conceptual Plan

The Planning Board also strongly recommends that before submitting a Site Plan Review Application as set forth in Section 7.6 of the Zoning Bylaws and as hereinafter prescribed, the Applicant, at his/her own election, submit to the Board, for discussion purposes only, an informal conceptual plan showing proposed site changes in a general way. Pencil sketches, which need not be professionally prepared, will assist the discussion and might show some, but not all, of the information shown on a Site Plan. Such a plan shall not be designated as a “Site Plan,” nor given any approval by the Planning Board (tentative or otherwise), unless it is prepared and submitted in accordance with the detailed requirements of the Zoning Bylaws and these Rules and Regulations.

The contents of the conceptual plan may be discussed initially with the Planning Administrator and may include, as applicable:

- (a) the name and address of the Applicant and his/her representative(s);
- (b) the owner of the lot(s) and permission from the owner if the Applicant is not the owner;
- (c) an informal plan showing in a general way the location and footprint of the existing and proposed building(s), parking, driveways, footpaths, topography, tree line, wetlands, wetlands buffer, flood plain, extent of wooded areas,

- historic features, stone walls, existing roads and significant trees, well and septic system;
- (d) Zoning District(s);
 - (e) intended use and possible tenants for the building(s);
 - (f) estimated traffic generation of proposed use;
 - (g) a preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health or environmental safety issues. (The Planning Board strongly recommends that the Applicant obtain such a preliminary determination at this time to answer questions such as whether a permit for a new septic system will be required, whether the current system is functioning, whether there are any capacity problems, whether the current system is in need of replacement and whether the well should be classified as a public drinking water supply.); and
 - (h) the expected scope of a Construction Management Plan, if applicable.

The Planning Board may, at the request of the Applicant, schedule a brief discussion of the conceptual plan with the Applicant and/or his/her representatives at a regular or special meeting. Such discussion will not constitute a public hearing, but the Applicant, at its election, is encouraged to notify Parties in Interest so that the input of Parties in Interest may be considered at the conceptual stage of the plan.

The criteria for review, comment and discussion regarding informal plans and proposals shall include, in general, the design standards set out in Article IV of these Rules and Regulations and generally accepted planning and engineering practice.

ARTICLE III SITE PLAN REVIEW PROCEDURES

SECTION 1. Site Plan Submission Requirements

All Site Plans shall be prepared by a registered architect, land surveyor or professional engineer. All Site Plans shall be on standard 24" by 36" sheets, be prepared at a scale of 1" = 20', or as otherwise required by the Planning Board, with continuation sheets as necessary for written information. Site Plans shall also be submitted in digital form in a format acceptable to the Board. (See Article III Section 2 below.) Items required for submission, either on the Plan or as separate documents, include the following (See also Exhibit A, Town of Carlisle Site Plan Review Application.):

- (a) The project name, arrow indicating true north, date, scale, name and address of record owner and Applicant, engineer, architect, surveyor and their proper seals of registration. If the property Owner is not the Applicant, a statement of consent from the property owner should be included with the Site Plan Review Application.
- (b) A list of all Parties in Interest certified by the Assessors.

- (c) Existing and proposed topography at a minimum contour interval of two feet, all wetlands and buffer zones, streams, water bodies, drainage swales, areas subject to flooding, significant trees, historic features, and unique natural land features.
- (d) The dimensions of the lot, the frontage, location, footprint and area of all existing and proposed structures, parking areas, service areas, adjacent ways, streets and driveway openings within 300 feet of the site boundaries.
- (e) The location and description of all existing and proposed septic systems, water supply, storm drainage systems, utilities, snow storage areas and refuse containers.
- (f) A landscape plan showing existing and proposed trees, shrubs, planting areas, signs, fences, walls, walks, lighting and waste disposal containers, as well as location, type and details of screening for all abutting properties.
- (g) The location, height, size, materials and design of all proposed signage.
- (h) The location, height, intensity and source of all external lighting fixtures, the direction of illumination and methods to reduce glare onto adjoining properties, submitted on an illumination diagram showing light intensity centers for the Site.
- (i) The location and description of proposed open space and recreation areas.
- (j) A locus plan at the scale of 1" = 200' and a table of information showing how the plan conforms to the Zoning Bylaws.
- (k) The location of zoning districts within the locus plan.
- (l) Building elevation plans at a scale of 1/4" = 1', or as otherwise required by the Planning Board, showing elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.
- (m) The scope of a Construction Management Plan, if applicable (see Article IV, Section 12 below and Exhibit D, Construction Management Plan)
- (n) Evaluation of Impact on Water Resources. The Applicant shall submit a report on proposed measures to minimize pollution of surface and ground water, erosion of soil, excessive runoff, excessive raising or lowering of the water table, or flooding of other properties.
- (o) Evaluation of Impact on the Neighborhood. The Applicant shall submit a narrative, with sketches as needed, explaining design features intended to integrate the proposed new construction and plantings into the existing

landscape, to preserve and enhance existing aesthetic assets of the site and to provide screening as necessary from neighbors and public areas.

- (p) Evaluation of Traffic Impacts. The Applicant shall submit an evaluation of the proposal's impact on the existing traffic network, both vehicular and pedestrian. The evaluation shall include the following:
 - (i) the projected number of vehicle trips to enter and depart the site, estimated for an average day and peak hours;
 - (ii) the projected traffic flow patterns for both vehicular and pedestrian access, including vehicular movements at all intersections likely to be affected by the proposed development; and
 - (iii) the proposed mitigating measures.
- (q) Development Impact Report. The Applicant shall submit an evaluation of the proposed impact of the project on the environment in accordance with the Subdivision Rules.
- (r) The proposed use or uses of the site, i.e. retail, office or storage, number of employees and maximum seating capacity (if applicable).
- (s) Floor drain locations and their construction details (for automotive repair shops only).
- (t) Evaluation of air quality impacts and proposed mitigation measures, if necessary.
- (u) Evaluation of noise impacts and proposed mitigation measures, if necessary.
- (v) A hazardous materials management plan.
- (w) Information on measures to be taken for employee health and safety and fire prevention.
- (x) A preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health or environmental safety issues.

SECTION 1.1. *Supplemental Site Plan Submission Requirements for Accessory Ground-Mounted Solar Photovoltaic Facilities*

In addition to all applicable requirements set forth in Article III, Section 1, applications for site plan approval concerning an Accessory Ground-Mounted Solar Photovoltaic Facility shall include the following:

- (a) A description of the proposed solar photovoltaic project's major components, including;
 - i. Manufacturer, model, quantity, and DC nameplate capacity of all proposed solar photovoltaic modules that convert solar energy into electrical energy.
 - ii. Manufacturer, model, and quantity of solar inverters to convert the electricity generated from DC to AC.
 - iii. Manufacturer, model, and installation of solar racking and mounting system (e.g. ballasted, ground screws, etc.).
 - iv. Manufacturers, models, and quantities of associated electrical equipment, including transformers, meters, combiners, disconnects, etc.
- (b) Either the fully-executed Interconnection Service Agreement (ISA) between the electric distribution company (EDC) and the Applicant/system owner or a complete copy of the Interconnection Application submitted by the Applicant/system owner to the EDC, including proof of payment of the applicable Interconnection Application fee by the Applicant/system owner to the EDC.
- (c) A one-line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National Electrical Code (NEC) and Massachusetts NEC amendments, compliant disconnects, and overcurrent devices.
- (d) Profile drawings showing the heights of module/racking assembly, inverters, transformers, and electrical panelboards.
- (e) Manufacturers' datasheets for solar photovoltaic modules, inverters, racking, transformers, and electrical panelboards.
- (f) The name, address, and phone numbers for the proposed system installer.
- (g) Documentation of actual or prospective access and control of the project site.

- (h) An emergency response plan, including explicit instructions on all means of shutting down the facility, if requested by the Carlisle Fire Department. All emergency response plans must include current and updated contact information for a responsible person for public inquiries related to the emergency response plan for the life of the Facility.

SECTION 2. Site Plan Filing

Two (2) copies of the Site Plan Review Application (Exhibit A) and two (2) copies of the Site Plan shall be filed by the Applicant with the Town Clerk. The Town Clerk will certify the date and time of filing on both copies, keep one of the copies and return the other copy of the Site Plan Review Application and Site Plan to the Applicant. The Applicant shall also forthwith file with the office of the Planning Board the other certified copy of the Site Plan Review Application and Site Plan, along with eight (8) additional prints of the Site Plan and seven (7) reduced size (11” by 17”) copies of the Site Plan. If requested, Site Plans shall also be submitted in digital form in a format acceptable to the Board. Additional prints or copies of the Site Plan may be required by the Planning Board. A Site Plan submission must be complete (including the payment of the required fees) before a public hearing is scheduled.

SECTION 3. Referrals

Upon receipt of the Site Plan and complete Site Plan Review Application, the Planning Administrator shall forthwith transmit one copy each to the Board of Health, Conservation Commission, Traffic Safety Advisory Committee, Pathways II Committee, Building Commissioner, Police Chief, Fire Chief, Department of Public Works and any other Town official or department the Planning Board may direct (“collectively, “Town Boards”). The Administrator’s transmittal shall include a date by which a response is requested.

SECTION 4. Public Hearing

Within sixty-five (65) days after the filing of a complete Site Plan Review Application, the Planning Board shall hold a public hearing thereon. Notice of the time and place as well as the subject matter of such hearing shall be given by the Applicant at the Applicant’s expense by publication in a newspaper of general circulation in the Town of Carlisle once in each of two (2) successive weeks, the first such publication being not less than fourteen (14) days before the date of such hearing. A copy of said notice shall be mailed by the Applicant to all Parties in Interest. The Applicant shall provide the Planning Board office an opportunity to review the proposed publication and approve the proposed newspaper of general circulation. The Applicant shall provide to the Planning Board office, at least one (1) business day before the date of the scheduled public hearing, the certified mail return receipts as evidence of such notice and one set of newspaper tear sheets containing the published notice.

On the date of the scheduled hearing, the Planning Board shall open the public hearing and the Applicant shall present an overview of the Site Plan. If necessary, the Planning Board shall continue the hearing to a date certain which will give the Planning Board sufficient time to receive input from Town Boards.

Upon review of the application provided by the Planning Board as set forth in Section 3 above, the Town Boards may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the proposal. Each Town Board shall provide a written response to the Planning Board, even if only to say it has no comments. Failure to respond to the Planning Board in a timely manner shall be deemed to indicate that such Town Board has no comments on the proposed Site Plan and Site Plan Review Application.

SECTION 5. *Decision*

As set forth in Section 7.6.2 of the Zoning Bylaws, a decision regarding the Site Plan shall be rendered by the Planning Board within sixty (60) days of the close of the public hearing, and filed with the Town Clerk within fifteen (15) days of that action. The Planning Board shall notify the Applicant in writing of its decision. The decision of the Planning Board shall be upon majority vote of those present. The required time limits for rendering and filing a decision may be extended by written agreement between the Applicant and the Planning Board. Failure of the Planning Board to take final action on such plan within said sixty (60) days shall be deemed to be an approval thereof. The Planning Board shall forthwith make an endorsement to this effect on the Site Plan, and, if the Planning Board fails to do so, the Town Clerk shall issue a certificate to the same effect.

The Site Plan Review application, public hearing and decision process is outlined in a flow chart at the end of these Regulations (Exhibit C)

SECTION 6. *Other Permits*

In applications for which a special permit pursuant Section 7.2 of the Zoning Bylaws and/or a variance under Section 7.5 of the Zoning Bylaws must be obtained in addition to Site Plan Approval, the Applicant must obtain such special permit and/or variance prior to filing a Site Plan Review Application pursuant to Section 7.6 of the Zoning Bylaws and these Rules and Regulations. In such cases, it may benefit the Applicant to schedule his/her conceptual plan discussion with the Planning Board under Section 2 of Article II above prior to applying for any special permit or variance. A copy of any special permit and/or variance obtained must be filed with the Site Plan Review Application.

In addition, state regulation 310 CMR 15.301(5) requires that a septic system “shall be inspected (Title 5 Inspection) prior to any change in the type of establishment, or increase in design flow, or prior to any expansion of use of the facility served for which a building permit or occupancy permit from the local building inspector is

required.” The Board of Health is also responsible for determining that the existing or proposed septic system capacity is in compliance with 310 CMR 15.203(1) (sewage system flow design criteria) and whether a private well needs to be reclassified as a public water supply as a result of the proposed use. The Title 5 Inspection and the Board of Health review must be filed with the Site Plan Review Application.

Site Plan Approval shall be obtained before the Applicant applies for a building permit.

SECTION 7. Fees

The Planning Board may adopt and from time to time amend, without the need for a public hearing, a schedule of fees (“Fee Schedule”) for the administration of these Rules and Regulations. The Fee Schedule is attached as Exhibit B and is incorporated herein by reference. No Site Plan Review Application or request shall be considered complete unless accompanied by the required fees.

SECTION 8. Project Review Fees

When reviewing a Site Plan Review Application, or when conducting inspections in relation thereto, the Planning Board may determine that the assistance of outside consultants is warranted. The Planning Board may require the Applicant to pay a “Project Review Fee” as set forth on the Fee Schedule at the time of submission or at any time in the review process. The fee will consist of the anticipated costs incurred by the Planning Board for the employment of outside consultants engaged by the Planning Board to assist in the review of a proposed Site Plan or inspection of changes pursuant to an approved Site Plan.

In hiring outside consultants, the Planning Board may engage engineers, planners, lawyers, landscape architects, urban designers or other appropriate professionals who can assist the Planning Board in analyzing a project to ensure compliance with all relevant laws, bylaws and regulations. Such assistance may include but not be limited to, analyzing a Site Plan Review Application, monitoring or inspecting a project or site for compliance with the Planning Board’s decision or regulations, or inspecting a project during construction or implementation.

Funds received by the Planning Board pursuant to this section shall be deposited with the Town treasurer who shall establish a special account for this purpose. Expenditures from this account may be made at the direction of the Planning Board without further consultation. Expenditures from this special account shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the Applicant. Accrued interest may also be spent for this purpose. Failure of an Applicant to pay any fee required hereunder shall be grounds for disapproving a Site Plan Review Application, or rescission of a Site Plan Approval, or refusal to accept an application for a modification, amendment or a new Site Plan at the same location.

At the completion of all procedures authorized or required under these Rules and Regulations, an accounting shall be made and any excess amount in the account, including interest, attributable to a specific project shall be repaid to the Applicant or the Applicant's successor in interest at his/her written request. At this time, a final report of said account shall be made available to the Applicant or the Applicant's successor in interest. For the purpose of these Rules and Regulations, any person or entity claiming to be the Applicant's successor in interest shall provide the Planning Board with documentation establishing such succession in interest.

The Applicant shall reimburse the Town for all expenses incurred in connection with the review of the conceptual plan or Site Plan and verification of compliance with the requirements of the Planning Board relative to said plan and its execution in excess of the initial amount paid pursuant to this Section 8. Such expenses shall include, but are not limited to, the cost of services of engineers, surveyors and attorneys, and the cost of publication of required public notices.

ARTICLE IV DESIGN STANDARDS

SECTION 1. *General*

In considering a Site Plan the Planning Board shall be guided by the general standards set forth in Section 7.6.3 of the Zoning Bylaws, and may impose such appropriate conditions, limitations and requirements as will insure compliance with the terms of the Planning Board's approval.

SECTION 2. *Siting and Appearance Guidelines*

Buildings, parking and other structures shall, to the extent possible, be located to protect and preserve unique natural areas, wetlands, wetlands buffers, rare and endangered plant species, rare or endangered animal habitat, trees of eight-inch (8") diameter or greater at the four-foot (4') height, historic features and flood plain areas.

Buildings should be compatible with prevailing architectural styles in the neighborhood and should relate to the existing architecture in terms of character, scale and building materials. Proposed buildings should relate harmoniously to each other. Buildings should be located to preserve and complement natural, historic and scenic areas, and to reduce the visual impact of the buildings from adjacent properties.

SECTION 3. *Landscaping and Buffers*

The site shall be landscaped with native tree, shrub and grass species. Landscaping shall be set back from driveways to allow for safe sight distances.

Parking areas shall be screened from the public road and adjacent properties. Parking areas containing twenty-five (25) or more parking stalls shall include landscaped islands. Adjacent properties shall be screened by trees and vegetation, as requested by the Planning Board. Exposed storage areas, machinery, HVAC equipment, service areas, dumpsters, truck loading areas, and utility buildings and structures shall be screened from view from adjacent properties and streets by dense evergreen plantings, earthen berms, walls, or fences complemented by evergreen plantings.

In cases where a commercial use abuts residentially zoned property or land used for residential purposes, the Planning Board may require that the front/side or rear setbacks be increased to minimize disturbance to residential areas.

All landscaped areas shall be maintained in a healthy condition. Trees and shrubs that die shall be replanted during the next growing season.

SECTION 4. Fire Safety and Protection

Fire and emergency vehicle access shall be provided to each building shown on the Site Plan. The emergency access shall be maintained and kept in a passable condition at all times. Fire ponds, cisterns or other fire protection measures shall be required as necessary for all developments under these regulations. All fire pond and cistern designs shall include information on the grading of the land surrounding the pond or cistern and the elevation of the water table. All fire pond and cistern designs shall be reviewed by the Fire Department.

SECTION 5. Driveway and Circulation System

A safe and convenient driveway and circulation system shall be provided for each site. The following guidelines shall apply:

- (a) Driveways shall be located to maximize sight distances where the proposed driveway meets an existing way;
- (b) Driveways shall be located so as to minimize interference with access to adjacent properties. Where topographic and other conditions warrant, shared access driveways are encouraged on lots with similar existing or potential uses. If adjacent properties have compatible uses, a connection between the properties for pedestrians and/or vehicles should be considered;
- (c) Where it is necessary or desirable to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision shall be made for footpaths and traffic controls within the road right-of-way. Such improvements shall be designed with input from the Police Department, Department of Public Works, Planning Board, Selectmen and Traffic Safety Advisory Committee and shall be submitted with enough engineering detail to assure their proper construction;

SECTION 6. *Parking Requirements*

The total number of required parking spaces shall be determined in accordance with the provisions of the Zoning Bylaws. Reductions in the number of parking spaces that are paved may be allowed as part of the Site Plan Review process. In such cases all other features of the Site Plan that relate to the parking area, such as calculations of impervious area, setbacks and required yards shall be made as if all parking spaces were to be constructed as the Zoning Bylaws require. The Site Plan shall show all the required spaces, and the location of the unpaved spaces must meet all requirements for grading and regulatory permits. The Planning Board may recommend an area set aside on the Site for future parking needs.

SECTION 7. *Erosion Control*

Erosion and soil sedimentation of streams and water bodies shall be minimized by using the following erosion control practices:

- (a) The development shall be designed to fit the physical characteristics of the Site, including the topography, soils and natural drainage systems;
- (b) Once construction activities are underway, the amount of disturbed earth and duration of exposure shall be kept to a minimum;
- (c) Approved temporary erosion control measures such as hay bales or fabric filters shall be used during construction and removed upon completion;
- (d) All disturbed areas shall be permanently stabilized within six (6) months of occupancy;
- (e) Permanent vegetation and other erosion control measures shall be installed as soon as possible after construction ends.

SECTION 8. *Storm Water Drainage and Management*

All Site Plans shall conform to the drainage requirements specified in the Subdivision Rules. Increases in run-off shall be recharged on Site by being diverted to vegetated surfaces for infiltration, or through the use of detention ponds, bio-retention areas or dry wells. Dry wells shall require oil, grease, and sediment traps to facilitate removal of contaminants prior to discharge to the ground. All drainage structures shall be maintained on a regular basis. No net increase in off-Site peak runoff of any flow up to the 100-year flood level shall be permitted.

SECTION 9. *Lighting; Utilities*

As used in this section, these terms shall have the following meanings:

“Disabling Glare” shall mean the eye’s line-of-sight contact with a direct light source, which may cause a partial blindness.

“Footcandle” shall mean a unit of measure for luminance. A unit of luminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

“Full Cut-off Type Fixture” shall mean a luminaire or light fixture that, by design of the housing, does not allow any light dispersion or direct glare to shine above a 90 degree, horizontal plane from the base of the fixture

“Light Trespass” shall mean light from an artificial light source that is intruding into an area off the site or onto a buffer zone.

“Uplighting” shall mean any light source that distributes illumination above a 90 degree horizontal plane.

Lighting shall conform to the requirements of the Zoning Bylaws. A lighting plan shall be provided showing the proposed locations, size, height and orientation of outdoor lighting. The Applicant must provide product cut-sheets for all proposed fixtures. For Site Plans showing a high level of illumination, the Planning Board may require an iso-lux plan indicating levels of illumination in Footcandles, at ground level.

All exterior lights shall be designed, located, installed, and directed in such a manner as to prevent observable shadows at the property lines and Disabling Glare at any location on or off the property.

All parking area lighting shall be Full Cut-Off Type Fixtures. The lighting shall be shielded to prevent Disabling Glare and/or Light Trespass. The lighting shall be contained to the target area as much as physically possible.

All building lighting for security or aesthetics shall be Full Cut-Off or a shielded type, not allowing any Uplighting. Floodlighting is discouraged, and if used, shall be shielded to prevent (a) Disabling Glare for drivers or pedestrians, (b) Light Trespass beyond the property line, and (c) light above a 90 degree, horizontal plane. Lighting fixtures attached to buildings should be avoided, unless they are of residential type, scale and intensity.

Adjacent to residential property, no direct light source will be visible at the property line at ground level or above at any time of year.

All utilities shall be located underground.

SECTION 10. Pedestrian and Traffic Improvements.

Footpaths shall be provided along the Site's road frontage unless the Planning Board determines that safe pedestrian travel is otherwise provided. The Applicant shall consult with the Pathways II Committee as early as possible in the application process to discuss the location and type of footpaths that may be necessary in connection with the use of the Site. Footpaths shall conform to the design standards set forth in the Subdivision Rules. The intent of this requirement is to provide pedestrian and bicyclist safety in the immediate area of the Site and to integrate the Site Plan with other proposed plans for Town footpaths. Alternatives to footpath construction on the Site may be considered, consistent with the Subdivision Rules.

The Applicant shall be responsible for mitigating vehicular traffic impacts attributable to the proposed development.

SECTION 11. *Pollution and Hazardous Materials*

Where applicable, the Applicant shall maintain a hazardous materials management plan on file with the Fire Chief. The purpose of the plan is to assist the Town with necessary information in the event of a spill, fire, or other emergency and to ensure compliance with the Zoning Bylaws.

SECTION 12. *Construction Management Plan*

As set forth in Exhibit D attached hereto, the Applicant may be required to submit a Construction Management Plan ("CMP") addressing the items described in Exhibit D, as applicable, to the Planning Board for their approval before any site work, tree removal, earth removal or demolition can commence pursuant to any Site Plan Approval. The Planning Board, shall determine if a CMP is required and if so, which items listed in Exhibit D are applicable to the proposed project depending on the size of the project, the scope of the project, the anticipated duration of construction activities, the location of the project and its impact on the Town, including, but not limited to traffic patterns and noise, as well as any other factors considered relevant by the Board. It is recommended that the Applicant have discussions with the Planning Administrator as part of the Site Plan Review application process, and if appropriate in the opinion of the Planning Administrator, submit such CMP, or the scope that such CMP may address when submitted, for approval as part of the Site Plan Review Application.

- (a) Hours of construction and hours of deliveries associated with construction activities.

Site clearing or disruptive construction work shall not occur before 7:00 AM or after 5:00 PM Monday-Friday, and shall not occur at all on Sundays or Federal and Massachusetts State holidays. On Saturdays, site clearing or disruptive construction work shall be limited to 9:00 AM - 3:00 PM. Blasting, jack-hammering, hoe-ramming, grinding or other forms of mechanized rock removal, and rock crushing shall be limited to Monday-Friday between 9:00 AM and 5:00 PM. No vehicles shall arrive at the site

earlier than 7:00 AM Monday-Friday or 9:00 AM Saturday. Except in the case of an emergency, any deviations from the above must be approved in advance by the Planning Board.

- (b) Staging and storage areas for construction materials and fill.

The location of any staging and storage areas must be approved by the Planning Board as part of any Site Plan Approval. Staging and storage areas shall be located in a safe place as far from existing private and public ways as practicable, and visually screened to the extent possible from such ways and surrounding residences or other buildings.

ARTICLE V ADMINISTRATION

SECTION 1. *Filing of Approval*

Within fifteen (15) days after Site Plan Approval, a copy thereof bearing the approval of the Planning Board and a copy of their decision shall be filed by the Board in the office of the Town Clerk.

SECTION 2. *Approval Amendments*

The Planning Board shall have power to modify or amend its approval of a Site Plan on petition of the Applicant or his/her assigns, or upon its own motion if such power is reserved by the Board in its original approval. All of the provisions of Section 7.6 of the Zoning Bylaws and these Rules and Regulations applicable to approval shall, where appropriate, be applicable to such modification or amendment.

SECTION 3. *Approval Lapse*

Any Site Plan Approval issued under Section 7.6 of the Zoning Bylaws and these Rules and Regulations shall lapse if construction or, in the case of a change or intensification in use, the substantial use thereof, has not commenced within two (2) years from the date of approval. The Planning Board may grant an extension for good cause. The Planning Board may include as a condition of approval a date for substantial completion of construction.

SECTION 4. *Appeals*

Appeal of the Planning Board's decision may be made in accordance with Section 7.4 of the Zoning Bylaws and M.G.L. Ch. 40A s. 17.

SECTION 5. *As-Built Plans*

Final stamped as-built plans showing the location and elevation of all buildings and structures, drives, parking and loading areas, drainage structures, well, well pipes, all

utilities, the septic system, leaching area, and all signs on the Site shall be submitted by the Applicant to the Building Commissioner for approval prior to the issuance of an occupancy permit for any structure on the Site. Such plans shall be accompanied by a certification by a Registered Professional Engineer that the Site has been developed in conformance with the approved Site Plan.

EXHIBIT A

TOWN OF CARLISLE

SITE PLAN REVIEW APPLICATION

This application shall be filed by the Applicant with the Town Clerk. A copy of the application including date and time of filing certified by the Town Clerk shall be filed forthwith by the Applicant with the Planning Board. Applications shall be filed with eight full size (24" by 36") prints of the plan and seven reduced size (11" by 17") copies of the plan. A digital copy of the application and Site Plans shall be provided to the Planning Board in a format acceptable to the Board.

The applicability of the site plan approval requirement of the Carlisle Zoning Bylaws to a particular proposal is set out in Section 7.6.1 of the Zoning Bylaws.

The following sections of the application describe supplementary information that must be submitted, and those aspects of the proposed site development that will be evaluated by the Planning Board.

Enter the information requested in items 1 through 10, or provide in a separate document:

1. Full name of owner(s) and address of land to which this application applies.

2. Full mailing address of owner(s) of land to which this application applies or full name and mailing address of the applicant if different from above.

3. A listing of Parties in Interest as certified by the Board of Assessors containing full names and addresses of owners of abutting land and of land directly opposite on any public or private street or way, and owners of land within 300 feet of the property line, according to the most recent tax list; and a certified list of owners of abutting property in surrounding towns (if any) certified by the assessors of that town.

4. Location of property: Map____ Section____ Parcel____
Street address_____

5. Zoning District(s).

6. Describe briefly the development for which Site Plan Review is sought.

7. Describe briefly the uses or activities for which Site Plan Review is sought.
Uses will be reviewed for conformity with those described in the Zoning Bylaws.
These may be the specific intended uses of the site, if known, or lists of potential uses of the site if the uses are not known at this time.

Note: If the uses are not known at the time of application, present “worst-case” (most intensive) estimates of water consumption, sewage discharge, parking requirements and traffic impacts, along with your assumptions used to develop these estimates. Site plan and building permits for such sites will be valid only for occupancy that does not exceed these estimates.

8. The application must include a plan of the site and proposed development as specified in the Rules and Regulations. The plan shall provide the following dimensions which, in addition, may be listed here:

Lot area _____

Frontage _____

Building Height _____

Number of Stories _____

Building setbacks:

Front _____, Rear _____, Left side _____, Right side _____

Parking setbacks:

Front _____, Rear _____, Left side _____, Right side _____

Lot Coverage (buildings, parking, paving) _____%

The plan will also be reviewed for the following features:

Adequate walkways and pedestrian access.

Adequate access, driveways and private ways.

Adequate waiting areas for drive-in uses.

Appropriate loading docks and/or access for trucks.

Is there any proposed site work within the Bordering Vegetated Wetlands or within 100 feet of the Bordering Vegetated Wetlands, and/or within 200 feet of a Riverfront Area?_____

If yes, has the Conservation Commission issued an Order of Conditions?_____ Date:_____

Is there any proposed work within a Priority Habitat or Estimated Habitat for rare and endangered species, or has the project been submitted to the Massachusetts Natural Heritage and Endangered Species Program?_____

List any special permits/variances from the Board of Appeals:

Is the project within the Flood Plain District?_____

If yes, what is the base flood elevation (100 year storm)?_____

Is there any removal of earth within 10 feet of high groundwater table?_____

9. Sewage discharge rate (gallons per day):_____

10. Water usage (gallons per day):_____

In a separate statement, provide the following (items 11-28):

11. An evaluation of the impact of the development on water resources.
(Submit information on measures proposed to prevent pollution of surface or ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, flooding of other properties.)
12. Calculations of the storm run-off from buildings and paved areas, and a description of the run-off control system and its capacity. Include a description of the extent and depth of flooding anticipated during storm conditions:
13. The estimated parking requirements, and a count of the proposed number of parking spaces.
14. Location and number of spaces that can be added on additional land set aside for such purpose if full development of the parking area(s) is not proposed in the initial construction.
15. Describe and show on the plans the curbing, marking or other methods used to define the parking areas.

16. Estimate the daily traffic at peak and non-peak hours.
Provide sight distance calculations along the road for vehicles using the access driveway.

For developments where the number of trips exceeds fifty (50) per day, submit an expert's evaluation of the impact of such traffic on adjacent town roads. Any permits or approvals necessary for construction of the driveway/access/curb cut (State or local) shall be submitted with this application.
17. Describe any proposed signs and designate their location on the plans.
18. Describe any proposed outdoor lighting (include hours of use, lighting type and spectral filtering, directional shielding and height of fixtures).
19. Describe the visual impact of the development: (additional information shall be submitted to allow for this evaluation).
20. Describe the proposed landscaping plan, including parking lot landscaping and the location, structure and screening of on-site holding facilities (e.g., dumpsters).
21. Discuss any hazardous materials or wastes to be used or generated on site, including quantities, safety procedures, storage and disposal methods.
22. Indicate any sources of noise, vibration, glare, odors, air or water pollutants, or electrical disturbances.
23. Indicate on the plans electric, cable and telephone utility connections.
24. Describe the fire control system in the building (sprinklers, etc.). Include any proposed fire cisterns on the plan or describe access to off-site water sources as applicable.
25. Submit the scope of a Construction Management Plan (CMP), if applicable, pursuant to Article IV, Section 12, and as set forth in Exhibit D to the Site Plan Review Rules and Regulations.
26. Applicants should note that the Planning Board may require the posting of a bond to assure proper ways or access and may also require a bond to assure the public safety in the event projects are not completed. The Planning Board may also require increases in the front, side or rear yards, screening of parking or other areas or modifications of the location or exterior features of structures to assure harmony with the intent of the Zoning Bylaws. As much land as possible should be left in a natural or near-natural condition. Applicants may submit any additional information they feel is pertinent to these issues.

27. Submit a preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health and environmental safety issues.
28. Submit a hazardous materials management plan (include floor drain locations on the Site Plan if an automotive repair shop).

Additional requirements:

29. All applications shall be accompanied by the required fees, as set forth on the Fee Schedule attached as Exhibit B to the Site Plan Review Rules and Regulations.
30. Additional Project Review Fees may also be required by the Board at the time of submission or at any time during the review process or the Town's construction oversight.
31. To the extent the Applicant believes that any of the above standards or the submission requirements set forth in Article III are not relevant to the proposed project, or should not be required, or otherwise seeks a waiver of any such requirement(s), the Applicant shall list such requested waivers separately and include them with this application, together with the reasons for such requested waiver(s). A waiver may be granted if the Planning Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Zoning Bylaws.
32. Provide below the full name, mailing address and phone number of any person or attorney other than the Applicant and/or owner who is authorized by the Applicant to appear and represent you before the Planning Board and represent the application.

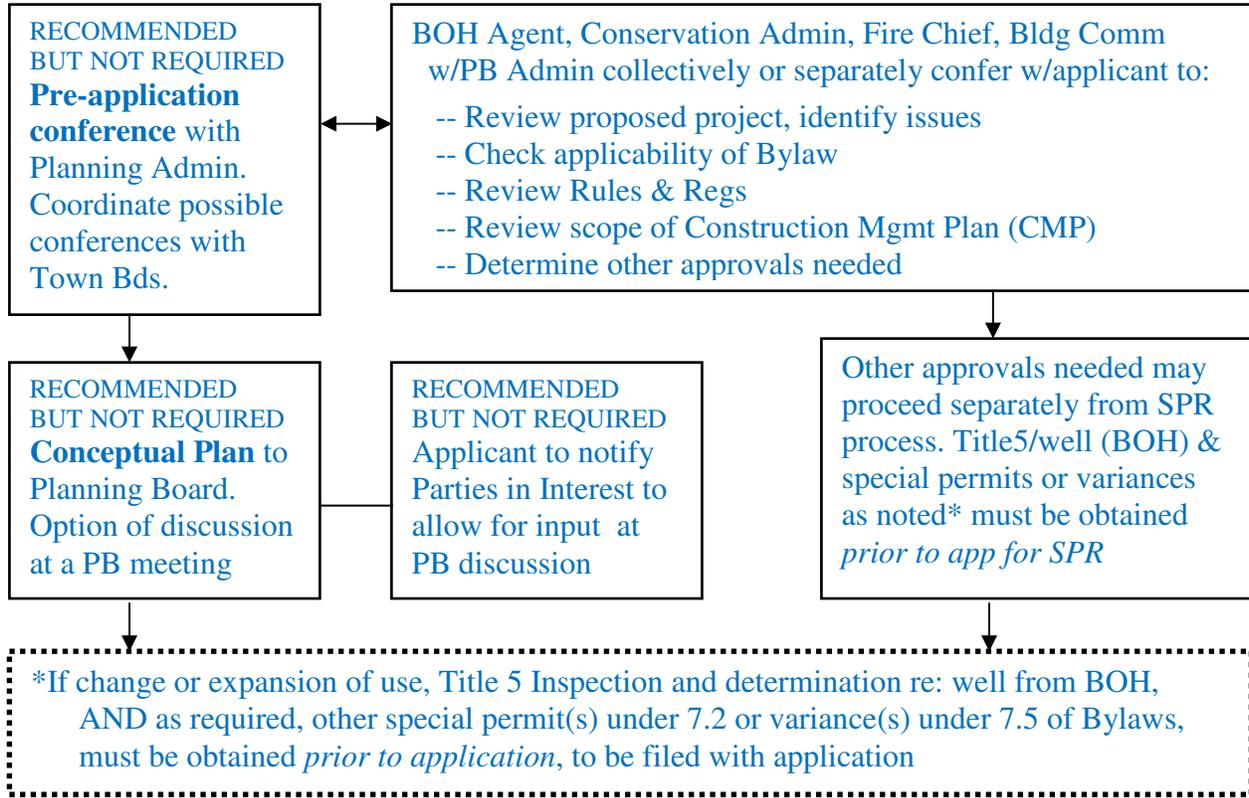
DATE: _____

SIGNATURE: _____

You will be notified of the date of the public hearing to be held on this application at the mailing address as stated in Item 2 of this application.

EXHIBIT C: SITE PLAN REVIEW APPLICATION PROCESS

Pre-application:



Application:

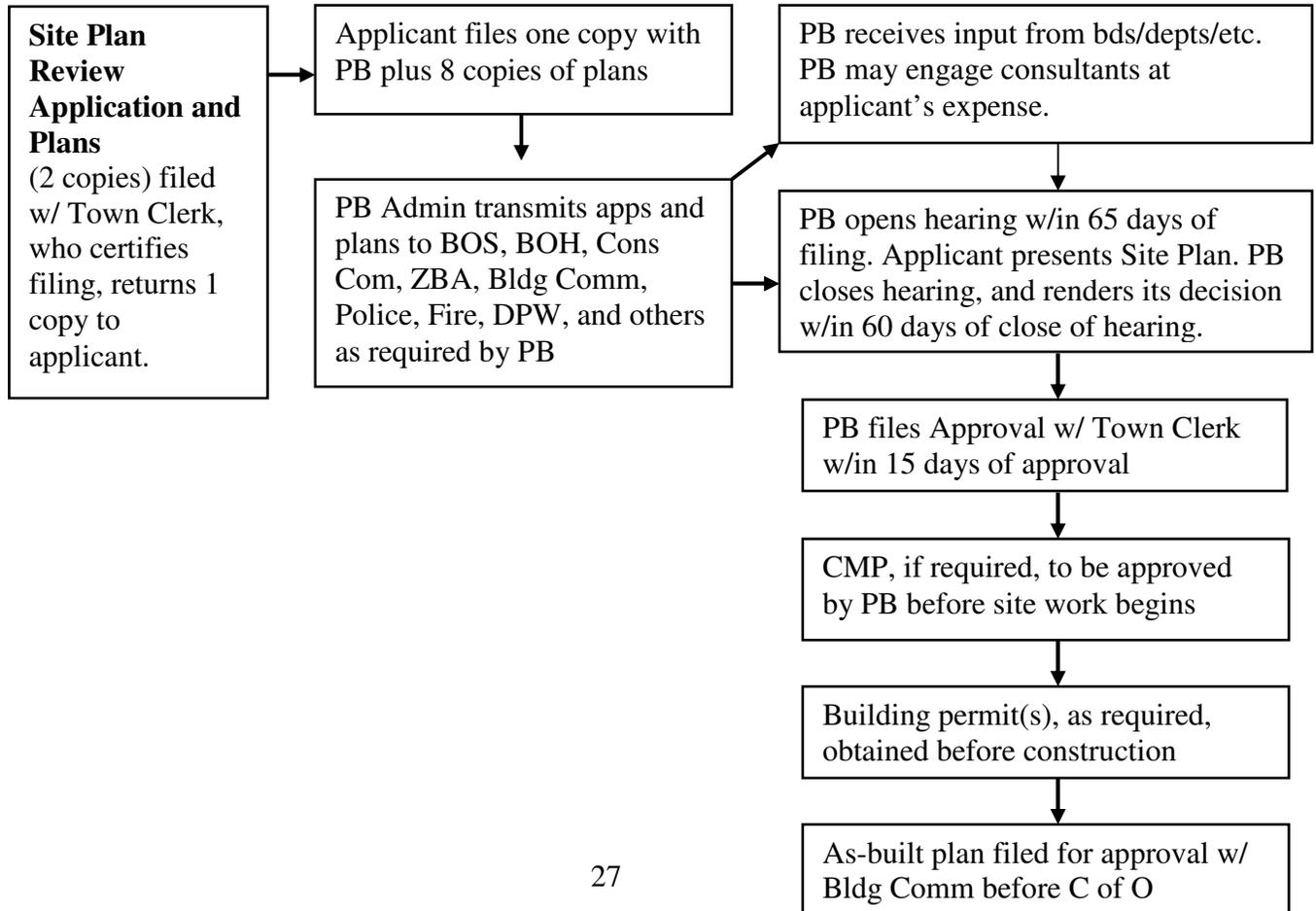


EXHIBIT D

Construction Management Plan

A Construction Management Plan (CMP), if required, shall be approved by the Planning Board in consultation with the Building Commissioner, Police Chief, Fire Chief, and DPW Superintendent, before site work, tree removal, earth removal or demolition can commence. The purpose of the CMP shall be to safeguard the public health and safety, and to maintain ways against extraordinary wear or damage that may be caused by construction operations, as well as to minimize the impact of construction operations on the quality of daily life in the Town.

The CMP shall describe methods of operations, times and durations, and special precautions and measures to be taken by the applicant and/or its contractor during each phase of the development to accomplish these goals.

The CMP shall address the following issues during each stage of construction, to the extent applicable on a given project:

- A. Noise Control
- B. Hours of construction and hours of deliveries associated with construction activities.
- C. Truck routes
- D. Trash and debris removal plan
- E. Traffic and Parking Control (during construction)
- F. Police details, if required (at the applicant's expense)
- G. Communications (with neighborhood liaison or committee)
- H. Emergency contacts/numbers
- I. Dust Control
- J. Public street cleaning and repair
- K. Planned occupancy of public ways

- L. Erosion control
- M. Tree protection plan
- N. Wildlife displacement provisions
- O. Blasting Plan and all related issues
- P. Temporary Fire protection measures
- Q. Fire/emergency equipment access
- R. Project Signage
- S. Pest Control
- T. Construction Staging Plan including:
 - (1) Site office trailers
 - (2) Storage trailers/containers
 - (3) Staging and storage areas for construction materials and fill.
 - (4) Delivery truck holding areas
 - (5) Significant equipment to be utilized
 - (6) Snow removal