

TOWN OF SPENCER
Office of Development & Inspectional Services



Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

Memorial Town Hall
157 Main Street
Spencer, MA 01562

Tel: 508-885-7500 ext. 180
Fax: 508-885-7519

Application for
Site Plan Review

Name of Applicant (primary contact): _____

Company: _____

Address: _____

Phone: _____ Other Phone: _____ Fax: _____

Email Address: _____

Name of Owner: _____ Address: _____

Daytime Phone: _____ Other Phone: _____ Evening Phone: _____

Check one: (See Zoning Bylaw Section 7.4)

Minor Site Plan Major Site Plan

Will the project need a: Special Permit: Yes No Variance: Yes No (Explain in narrative)

Location of Property: _____

Spencer Assessor's Tax Map Number: _____ Parcel Number(s): _____

Deed Reference – Worcester Registry of Deeds Book: _____ Page: _____

Plan Reference – Worcester Registry of Deeds Book: _____ Page: _____

Acreage: _____ Zoning District: _____

Check all that apply: Wetlands Floodplain Aquifer

Proposed use (Check all that apply, write in specific use from table of uses, Section 4.2 of Zoning Bylaw):

Multi-family Residential Public/Civic Agricultural Retail/Consumer Service

Office/Lab Automotive Industrial/Wholesale Specific Use(s): _____

Applicant's signature: _____

Owner's signature (s): _____

Date: _____

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ _____ Date Paid: _____ Check #: _____

Date(s) of Public Hearing (s): _____

Decision of Planning Board: _____ Date: _____

Site Plan Review Checklist

Project Name: _____

Use this checklist to ensure you have provided all required information. Refer to Section 7.4.5 of the Spencer Zoning Bylaw.

- A. Locus plan (1"=500') showing buildings, roads, and zoning districts for 1,000'.
- B. Site layout, showing lot boundaries, proposed structures, drives, parking, loading facilities, setbacks and buffers, fences, walls, walks, outdoor lighting, and areas for snow storage after plowing.
- C. Topography and drainage plan, showing existing and proposed final topography at two foot intervals, plans for handling stormwater drainage, and all wetlands and floodplain areas on the site and within 100' of the site.
- D. Utility and open space plan, showing facilities for refuse and sewerage disposal, storage of all wastes, hydrants, fire alarm and firefighting facilities (including fire lanes) on and adjacent to the site, proposed recreational facilities, and open space areas.
- E. Landscaping plan, showing the limits of work, existing tree lines, and proposed landscaping including screening, planting areas with size and type of stock for each shrub or tree, and proposed erosion control measures (including dust control during construction).
- F. Lighting plan, showing the location of all lighting fixtures, the illumination data to show compliance with Section 6.4, Lighting, and detail drawings of the fixtures to be used, including heights.
- G. Floor plan, showing the basic layout of various spaces on each floor (office, retail, manufacturing, warehouse, etc.).
- H. Details as needed to show specific information such as but not limited to cross sections of driveways, roads, parking areas, and sidewalks; lighting fixtures; signage; and drainage facilities.
- I. Narrative describing the project, number of dwelling units and/or square footage of non-residential space categorized by use; % building coverage; % impervious surfaces; categorized acreage of site; form of ownership; estimated construction schedule; written cost estimate.
- J. Drainage calculations prepared by a registered professional engineer, which conform to the subdivision regulations.
- K. A community impact analysis which discusses the impact on the community for municipal and educational services.

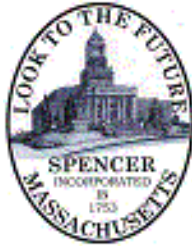
Please email a copy of the application and supporting documents to mgervais@spencerma.gov

Town of Spencer, Massachusetts

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Planning Board Abutter Notifications Procedure

Notification of abutters will be the responsibility of the applicant and falls under Massachusetts General Laws Chapter 40A, Section 11, using Certified Mail. In order, to receive abutters list you must contact the Town of Spencer's Assessors Department at 508-885-7500 ext. 165, the abutters list is a range of 300 feet from the map and parcel number, plus mailings to surrounding towns, and the Town of Spencer. **The receipt of the Certified mailing must be saved and submitted to the Office of Inspectional Services as proof of notification.**

Surrounding Town Hall addresses:

Town Hall Planning Board 37 Main Street Charlton, MA 01507	Town Hall Planning Board 122 Connie Mack Drive East Brookfield, MA 01515	Town Hall Planning Board 3 Washburn Square Leicester, MA 01524
Town Hall Planning Board 20 Memorial Drive New Braintree, MA 01531	Town Hall Planning Board 215 North Main Street North Brookfield, MA 01535	Town Hall Planning Board 2 Coldbrook Road Unit 1 Oakham, MA 01068
Town Hall Planning Board 697 Pleasant Street Paxton, MA 01612	Town Hall Planning Board 157 Main Street Spencer, MA 01562	

It is extremely important that notices are not sent until the application is submitted to the Planning Board so a meeting date and time can be added to the notice.

Should you have any questions or concerns please contact our office at 508-885-7500 ext. 180.

***** SEE NEXT PAGE FOR ABUTTER NOTIFICATION TEMPLATE*****

NOTIFICATION TO ABUTTERS

**A Site Plan Review application has been filed with the
Town of Spencer Planning Board**

Applicant: _____

Owner: _____

Location of Property:

Street Address: _____ **Spencer, Massachusetts, 01562.**

Assessors Map Number: _____ **Parcel Number:** _____ **Zoning District:** _____

The work proposed is: (General Project Description)

Applicable Zoning Bylaw Section: _____

Copies of the application materials may be examined at the Spencer Office of Inspectional Services, Memorial Town Hall, 157 Main Street, Spencer, Massachusetts on Monday through Wednesday 7:30AM and on Thursdays from 7:30-12PM, closed on holidays.

Copies of the Application materials may be examined at the town website at the following address: <https://www.spencerma.gov/planning-board> under "News + Announcements". Agendas for meeting posted 48 hours before the meeting on the Planning Board Website.

Or by calling (Name of person/organization/business) _____

(Phone number) _____ **between the hours of** _____ **and** _____

A PUBLIC HEARING on this application will be held at a meeting of Spencer Planning Board at the McCourt Social Hall of Memorial Town Hall, 157 Main Street, Spencer, MA,

DATE OF MEETING: _____ **TIME** _____

Notice of the Hearing, including its date, time and place will be published at least eighteen (18) business days in advance of the Hearing in the Spencer New Leader AND posted in Spencer Town Hall not less than 11 days in advance.