



TOWN OF CONCORD
PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3290

Site Plan Review Application Checklist (2 pages)

[Click on this link to see Planning Board Application Submittal Instructions](#)

Any questions? Email planningdivision@concordma.gov

- ◆ Applicants must submit the following:
 - 2 completed hard copies of the applications & supporting materials (One must have original signature(s) of owners and applicants. The other can be a photocopy.)
 - 1 full-size (24" X 36") site plan showing all requested information
 - 2 reduced size (11" x 17") site plan showing all requested information
 - 1 full size (24 x 36") set of elevations and floor plans for any proposed structure(s).
 - 1 reduced size (11"x17") set of elevations and floor plans for any proposed structure(s).
 - 1 stormwater management report, if applicable
- ◆ Unless waived by the Planning Board, **ALL** plans must be prepared by a MA. Registered Professional Engineer and/or Reg. Landscape Architect and Reg. Land Surveyor for property line determinations.
- ◆ The Plan must contain at least the following information:
 - Title information and Project name and address
 - Developer and/or designer's name & contact information, including email address
 - Date of plan and all revisions
 - Scale, North arrow, and other reference points
 - Locus plan at 1,000' scale showing property in relation to the Town, including zoning districts
 - Locus map at one inch equals four hundred feet (1" = 400')
 - Names of abutters and relation of site to abutting properties
 - Existing and proposed topography at two (2) foot intervals
 - Existing and proposed roadways, driveways, loading and parking areas, walkways and sidewalks
 - Existing and proposed curbing type, location and details
 - Existing and proposed easements and right of ways
 - Existing and proposed street and site lighting and details
 - Existing and proposed drainage measures and drainage computations, stamped and signed by a P.E.
 - Provisions for water and electric services and sewage disposal, including location of connections to street service where applicable
 - Setbacks, buffer areas, areas not to be disturbed by construction, and no cut/no build areas
 - Method and location of refuse storage and disposal
 - Location of fire hydrants and/or fire alarm boxes, as required
 - Location of all structures on site, including outside dimensions of ground floor of buildings
 - Location, type, size and age of any underground storage tanks

- ◆ In addition, the site plan should show the following landscaping details, preferably on a separate sheet:
 - Location and spacing of existing and proposed plant material
 - Numbers, sizes and types of plant materials
 - Notation of plants to be removed
 - Proposed treatment of all ground surfaces (paving, gravel, grading, turf, etc.)

- ◆ For new construction, a description of erosion and sedimentation control measures, including location and specifications of temporary and permanent measures and a schedule of operations indicating the starting and completion dates for each phase of construction shall accompany the plan.