



**RANDOLPH TOWN COUNCIL
RULES & REGULATIONS
GOVERNING APPLICATIONS
TO THE TOWN COUNCIL FOR
SITE PLAN AND DESIGN REVIEW
AND SPECIAL PERMITS
(Effective: 7/26/2021)**

RULE I – PURPOSE and AUTHORITY

In accordance with the Randolph Town Charter, the Randolph Town Ordinances, MGL Chapter 40A and any other applicable law, these Rules and Regulations are adopted by the Randolph Town Council governing applications to the Town Council for: i) Site Plan and Design Review; and ii) Special Permits. These Rules and Regulations shall supplement and be in addition to any requirements contained in state law or Town Ordinances regarding these matters. In the event of a conflict between state law or Town Ordinances and these Rules and Regulations, state law shall govern first, then the Town Ordinances and then these Rules and Regulations.

RULE II – APPLICATION REQUIREMENTS

The following application requirements shall apply to all applications to the Town Council for Site Plan and Design Review or for a Special Permit.

- A. **Pre- Application Meeting.** Prior to filing an application, applicants are encouraged to schedule a meeting with relevant Town Staff, including the Planning Director, the Conservation Agent, the Building Commissioner and/or the DPW Superintendent to discuss the project informally. This preliminary review will attempt to avoid deficiencies in the application and to promote efficiency in the meeting or public hearing process.
- B. **Filing.** All applications for Site Plan and Design Review or for a Special Permit from the Randolph Town Council shall be filed with the Town Council Clerk's Office on the second floor of Town Hall. An additional copy of any application shall be submitted to the Randolph Town Clerk's Office on the first floor of Town Hall during regular business hours. The date the application is received by the Randolph Town Clerk shall serve as the effective date of submittal, so long as the application package is complete. Applications are not considered complete until a packet containing all required items and the required fee(s) is filed with the Clerk to the Randolph Town Council and the Randolph Town Clerk's Office.
- C. **Referral.** Upon receipt of a complete application, the Town Council may, within 21 days, refer the application to other Town officials, boards or departments as it deems advisable and shall not hold a public hearing on the application until such time as reports have been received from those to whom the application has been referred or 28 days have elapsed following referral without receipt of such report, whichever occurs sooner.
- D. **Application Requirements.** Any application submitted to the Town Council for Site Plan and Design Review or for a Special Permit shall be accompanied by the following, unless a waiver from any of these requirements is requested, as described further below:
 - An application fee in accordance with the most recently revised fee schedule.
 - Written permission for the applicant to pursue the application, from the owner of the property, if the applicant is not the property owner.
 - The name, address, phone number and email address of the applicant.
 - The name, address, phone number and email address of the owner of any land involved in the application.

- The name, address, phone number and email address of any attorney or other representative who will appear on behalf of the applicant and authorization for any such representative to appear on behalf of the applicant, to the extent known at the time of the application. If not known at the time of application, this may be provided prior to the public hearing.
- The name, address, phone number and email address of any expert or peer review professional who will provide an opinion to the Town Council as part of the applicant's application, to the extent known at the time of the application. If not known at the time of the application, this may be provided prior to the public hearing.
- The street address, Assessor's Parcel ID Number and Zoning District designation of any parcel of land involved in the application.
- A copy of any currently-existing Site Plan and Design Review decisions, Special Permits, Licenses or Variances that apply to the application or to any land involved in the application.
- A confirmation that no taxes, fees, or other outstanding amounts are due to the Town of Randolph from the applicant or (if applicable) the land owner(s).
- A description of the Site Plan and Design Review request or of the Special Permit sought and any information that would support the approval of the application.
- A signature attesting that the information contained in and attached to the application is accurate, true and complete to the best of the applicant's information and belief signed under the pains and penalties of perjury.
- Any materials required under the Town Ordinances or these Rules and Regulations.
- Twelve (12) hardcopies and one (1) digital copy (PDF) of any application package filed with the Town Council for review by the Town Council and by any other Town Officials, Departments, Boards, Committees or Commissions from which the Town Council requests input.

E. Plans. Plans submitted with an application shall contain the following content:

- The plans shall be at a scale of 1"= 20' or 1"=40', except for building elevation plans, which shall be at a scale of 1/4"=1' or 1/8"=2', drawn on a standard 24"*36" sheet(s);
- Site Plan & Design Review(s) shall be prepared, signed and stamped by a professional civil engineer and a Professional Land Surveyor both of whom must be registered in the Commonwealth of Massachusetts. The land surveyor shall perform an instrument boundary survey and the professional civil engineer or the Professional Land Surveyor shall certify the accuracy of the locations of the building(s), setbacks and all other required dimensions, elevations and measurements and all such certifications shall be signed under the pains and penalties of perjury;
- A Locus map at a scale of 1" = 200' showing all streets, bodies of water, landscape features, historic sites, habitats for endangered species within the parcel and within three hundred (300) feet of the parcel and all buildings within the parcel and within three hundred (300) feet of the parcel;
- The date and north arrow;
- The location and name of all streets, any and all driveways, and curb-cuts within three-hundred (300) feet of the site. Street shall include layout and pavement width;
- On-site and abutting lot lines; names of all abutters as they appear in the most recent tax list. All contiguous property owned by the applicant shall be included;

- Zoning District(s) boundary lines of the locus and all land within three hundred (300) feet of the parcel, including overlay districts and other districts not specifically mentioned; other districts such as: Floodplain, Wetland and Water Resource Protection;
- Other features including; slope, geological features, unique vegetation, existing (six [6] inch trunk diameter or greater measured four [4] feet above grade) trees, stone walls, easements, fencing, cemeteries, buildings (including historic background if any), septic systems, rock outcroppings, vistas and other natural features;
- Existing and proposed topography contour lines at one (1) or two (2) foot intervals on the parcel to be developed and within fifty (50)' thereof. Information and location of benchmark(s) used shall also be provided;
- Information on the location, size, type and number of existing and proposed landscape features. A Landscaping Plan shall be provided. Said plan may be required to be prepared, stamped and signed by a Landscape Architect registered in the Commonwealth of Massachusetts;
- Information on location, size and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical, cable, etc.);
- A Zoning Chart with the minimum area requirements per the Randolph Zoning Ordinances and proposed project compliance;
- Elevation and façade treatment plans of all proposed buildings. A listing of materials and specific colors to be used;
- Percent of building lot coverage and percentage of paved (impervious) area used for parking, loading, access within the property and percent open space of the site;
- Existing and proposed location(s) of loading areas, driveways, access and egress points, and the location and number of parking spaces required per Randolph Zoning Ordinances;
- An Impact Statement in accordance with these Rules and Regulations, if required under these Rules and Regulations;
- The location of existing or proposed building(s) on the lot(s) with the total square footage and dimensions of all buildings, all building elevations and floor plans, and perspective renderings;
- Existing and proposed signs; noting height, size, location and manner of lighting (applicant is encouraged to include photograph(s) and /or sketch(s));
- A photometric plan showing the parcel to be developed and within fifty (50) feet thereof. The plan shall include the following: location of all existing and proposed exterior light(s), including building ground and parking lot light(s); noting height, initial foot-candle readings on the ground and data on the types of fixtures to be used;
- An emergency services access/circulation plan;
- A narrative summary of the vital statistics of the project;
- Any additional information which the Town Council may require. The Town Council may engage an appropriate consultant to review the Site Plan & Design Review application or the Special Permit application for completeness and correctness and shall require the applicant to pay for the cost of the review.

F. **Fees.** An Application Fee is payable at the time of application and is nonrefundable. The purpose of the Application Fee is to offset the Town's costs for the processing of the application and other costs incurred by the Town in reviewing, approving and monitoring the application, application approval, decision, permits and compliance therewith. The Application Fee is in addition to any other local or state fees that may be charged under any other law or ordinance

and shall be paid according to the fee schedule attached hereto as most recently amended by the Town Council. Fees may be charged for modification applications and extension applications as well.

- G. **Additional Review Fees.** The Town Council may require a fee to be provided and to be held in escrow to be used to engage independent consultants should the Town Council determine this to be necessary based on the characteristics or complexity of the issues raised by the application. Such fees shall be governed and administered in accordance with M.G.L., c.44, § 53G or § 53E ½, or other applicable law.
- H. **Performance Guarantees.** The Town Council may, at its discretion, require the applicant to post a bond to secure completion of certain improvements required by a Decision of the Town Council. The bond can be reduced as completion of items progresses upon request of the applicant and submitted proof of completion. A majority vote of the Town Council is required to reduce or release the bond.

RULE III - PUBLIC HEARINGS

- A. A noticed public hearing shall be required for review of all Site Plan and Design Review applications and all Special Permit applications before the Town Council. Notification of the hearing to be held shall be advertised as required by MGL, Chapter 40A, Section 11. Failure to give timely notice shall be grounds for continuance.
- B. The Council Clerk or the applicant will advertise and provide notice of all public hearings before the Town Council as required by law. The Council Clerk shall provide notice to the entity or individual seeking a public hearing concerning the amount due to the Town for these costs and fees and shall receive such costs and fees on behalf of the Town Council.
- C. An applicant may appear at the public hearing on his/her own behalf or be represented by an authorized agent or attorney. In the absence of any appearance without due cause on behalf of an applicant, the Town Council may decide on the matter using the information it has received.
- D. Public Hearings on Site Plan and Design Review applications and Special Permit applications before the Town Council will normally include, at minimum, the follow steps:
 - Town Council President opens the public hearing and the public notice is read.
 - Town Council President, Council Clerk or other Town staff provides the Town Council with a summary of the application and project.
 - Town Council receives any official reports, comments, technical or expert reviews, or correspondence related to the application and includes them in the record.
 - Town Council President indicates what else is in the record before the Council.
 - Presentation by the applicant/agent for the applicant.
 - Comments from members of the public or others in attendance wishing to speak on the application.
 - Questions from the Town Council members regarding the application.
 - Applicant rebuttal and/or response to matters previously raised.
 - Any additional Town Council Questions or Discussion.

- Council President closes the public hearing.
 - Town Council deliberates and votes on the application.
- E. Before the close of any public hearing on a Site Plan and Design Review application or a Special Permit application, the applicant shall reimburse the Town for any fees incurred by the Town relating to the application, including any fees for postage, publishing notice, advertising, and peer review of the application.
- F. All Decisions of the Town Council on Site Plan and Design Review applications and Special Permit applications shall be voted in a meeting which is open to the public. In order to be approved, an application must receive an affirmative vote of at least a majority of those members present and voting unless a larger number of affirmative votes is otherwise required by law.
- G. After a final vote on any Site Plan and Design Review application or Special Permit application, the Town Council shall issue a written decision summarizing the Town Council's action, and the reasons therefor, within the applicable statutory limits. A copy of said decision shall be filed with the Town Clerk and a copy shall be provided to the applicant, consistent with all statutory requirements.
- H. Whenever the Town Council approves an application, in whole or in part and with or without conditions, the following conditions shall be automatically added to and included in each approval, unless the Town Council specifically votes otherwise with regard to a particular application:
- The implementation of the approved project, and the construction and maintenance of any structures authorized by the approval, shall be consistent with the terms contained in the application materials and with any Findings or Conditions contained in the approval Decision issued by the Town Council.
 - Any structure or use permitted by the approval must abide by and strictly conform to all other requirements, rules and regulations as stipulated and defined within the Zoning and/or General Ordinances of the Town of Randolph and all other applicable law, unless a valid variance from said requirement is granted.
 - The applicant is required to obtain any other applicable licenses, permits or permissions for any structure or use authorized by the approval, as required by law, and the approval by the Town Council shall not be read to relieve the applicant of that obligation. Any structure or use permitted by the approval shall be subject to all applicable licensing, permitting and other applicable municipal fees, and nothing in the approval shall waive such fees or other costs. The requirements contained in this paragraph shall apply whether or not the approval contains provisions for mitigation payments to the Town by the applicant, and no mitigation payment shall be applied toward any permitting fee, licensing fee, or other cost or fee due to the Town relating to the approval or the uses and structures authorized by an approval from the Town Council.

RULE IV – ADMINISTRATION

- A. **Applicability.** Any person or entity applying for Site Plan and Design Review or a Special Permit from the Randolph Town Council as specified in the Town of Randolph Ordinances, whether or not governed by any other federal, state, or local regulations, laws, permits, variances, approvals, or programs, shall comply with the provisions of these Rules and Regulations.
- B. **Severability.** If any provision of these Rules and Regulations shall be held invalid for any reason, all other provisions shall continue in full force and effect.
- C. **Waiver.** Strict compliance with these Rules and Regulations may be waived by the Town Council, by a majority of those present and voting, if the Town Council finds that the waiver is in the public interest or that the applicable rule is irrelevant to the project, and is consistent with the intent and purpose of the applicable ordinances and these Rules and Regulations.

Any request from an applicant for a waiver of these Rules and Regulations must be submitted, in writing, to the Town Council at the time of submission of the application.

Such requests must clearly identify the provision(s) of the Rules and Regulations from which relief is sought and be accompanied by a statement setting forth the reasons why, in the applicant's opinion, the granting of such a waiver would be in the public interest or why the specific information required is irrelevant to the project, and why a waiver would be consistent with the intent and purpose of the applicable ordinances and these Rules and Regulations.

RULE V – SITE ENTRY, WITHDRAWALS AND CONTINUANCES

- A. **Site Entry.** To the extent permitted by law, filing an application for Site Plan and Design Review or for a Special Permit grants the Town and its employees and agent's permission to enter the subject site to verify the information contained in the application, and to inspect, survey, or sample to determine conformity with the application or compliance with any approval.
- B. **Withdrawal.** An application may be withdrawn without prejudice by notice in writing to the Town Clerk, with a copy submitted to the Town Council Clerk, at any time prior to the mailing and publication of the notice of public hearing on that application. Requests to withdraw after the mailing or publication date of the notice may be granted only by permission of a majority of the Town Council via vote at a Town Council Meeting.
- C. **Continuance.** Hearings may be continued by the Town Council without the consent of the applicant, if within all applicable statutory time periods, and with the consent of the applicant if continuation would place the hearing outside of any applicable statutory time period, to a specified date and time, which shall be announced at the hearing that is to be continued. If a continuance is granted due to amendments to the project proposal, revised submittals, if required, shall be supplied to the Town Council seven (7) days prior to the next scheduled hearing.

RULE VI- DECISIONS ISSUED BY THE TOWN COUNCIL

The Town Council's decision on any application for Site Plan and Design Review or a Special Permit may consider comments received from various municipal reviewers or outside expert consultants. Additionally, proposed methods of mitigating impacts associated with each project may be incorporated into the Town Council's decision. The following criteria must be addressed to the Town Council's satisfaction. Such findings shall pertain to the entire proposed development, including any Site Plan and Design Review or design modifications imposed by the Town Council and off-site improvements proposed by the applicant or required by the Town Council as a condition of its approval:

- The planned capacities of public facilities such as water supply, sewage and drainage systems are adequate in the vicinity of the site to serve the proposed development.
 - The proposed development will comply with the community impact standards set forth below, if applicable to the application.
- A. **Approved Plans.** Prior to the issuance of a building permit, the Town Council may require the approved plan, as amended by the Town Council in its decision of approval, be submitted to the Town Council in electronic PDF and registered to the Massachusetts State Plane Coordinate System, plus two (2) full size plans printed on 24" x 36" sheets. No building permit will be issued until the plan is found to be in compliance with the Town Council's decision.
- B. **Recording of Decision.** When required, the applicant shall be responsible for recording a full copy of the decision in the Norfolk County Registry of Deeds or the Land Court and for paying any required recording fees. Verification of the recording including the document number or book/page number must be submitted to the Town Council prior to issuance of a Building Permit or the start of any work. The permit/decision is not effective unless recorded with the deed to the property.
- C. **Lack of Decision.** Failure of the Town Council to take final action within any statutorily required time limit shall be deemed to be a grant of the Site Plan and Design Review request or the Special Permit request, unless the applicant has requested or agreed in writing to an extension of those deadlines. The petitioner who seeks such approval by reason of failure of the Town Council to act within the prescribed time shall notify the Town Clerk, in writing, within fourteen (14) days from the expiration of said time.
- D. **Appeals.** Any person aggrieved by a decision of the Town Council as the Site Plan and Design Review authority may appeal as described in the Randolph Town Zoning Ordinances concerning Site Plan and Design Review. Any person aggrieved by a decision of the Town Council as Special Permit Granting Authority for a requested Special Permit may appeal such decision as provided in MGL Chapter 40A, Section 17 within twenty (20) days after such decision has been filed in the office of the Town Clerk.
- E. **Reapplication.** No application which has been unfavorably and finally acted upon by the Town Council shall be reconsidered for Site Plan and Design Review or for a Special Permit within two (2) years after the date of said final unfavorable action, unless the Town Council finds, by a vote of six (6) members, specific and material changes in the condition upon which the previous unfavorable action was based and such changes are described in the record of its proceedings,

and after notice is hereby given to parties in interest of the time and place of the proceedings to reconsider in the same matter as provided for in these rules and regulations.

- F. **Effective Date of Decision.** No Site Plan and Design Review approval or Special Permit approval by the Town Council, extension, modification or renewal thereof shall take effect until the decision on the application has been filed with the Town Clerk bearing the certification of the Town Clerk that the appeal period has elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed, or that if such appeal has been filed, that it has been dismissed or denied.
- G. **Limitation of Decision.** The granting of an approval under these Rules and Regulations constitutes approval only under the pertinent sections of the Town of Randolph Ordinances. Other permits or approvals required by other governmental boards, agencies, or bodies having jurisdiction shall not be assumed or implied. The Town Council may condition any approval hereunder on satisfactory demonstration of compliance with the requirements of other governmental bodies having jurisdiction prior to the start of any work on the site and/or the issuance of a Building Permit.
- H. **Modification after Approval.** A modification to a Site Plan and Design Review approval may be approved in accordance with the applicable Site Plan and Design Review Zoning Ordinances. A modification to a Special Permit approval may be approved by application to the Town Council for a modification. An additional application fee may be assessed by the Town Council.
- I. **Lapse of Approval.** Approvals issued under these Rules and Regulations shall lapse two (2) years from the date of the Town Council's decision, excluding any time required to pursue or await the determination of any applicable appeal, if a substantial use thereof has not sooner commenced except for good cause, or in the case of a permit for construction, if construction has not begun by such date except for good cause. If substantial use of the approval or construction as authorized by the approval has not begun by 2 years from the date of the Town Council's decision, a written request for extension of approval may be submitted to the Town Council for consideration no later than sixty (60) days prior to the lapse of the approval. A filing fee in accordance with the Fee Schedule shall accompany all requests for extension. The Town Council shall consider requests of one (1) year extensions and in no case shall consider requests for more than a two (2) year extension of an approval under these Rules and Regulations.
- J. **Compliance Report.** The Town Council may require that the Building Commissioner or his designee conduct an on-site inspection of the development, hold a Site Plan & Design Review or Special Permit compliance meeting with the applicant or issue a Site Plan & Design Review Compliance Report or a Special Permit Compliance report prior to issuance of an occupancy permit by the Building Department.

RULE VII – APPLICATION REQUIREMENTS FOR SPECIAL PERMIT APPLICATIONS:

For any application for a Special Permit from the Town Council, the applicant shall submit additional documentation to support:

- A. That the proposed use is in harmony with the general purpose and intent of the Town’s ordinances;
- B. That the proposed use is in an appropriate location and is not detrimental to the neighborhood and does not significantly alter the character of the zoning district;
- C. Adequate and appropriate facilities will be provided for the proper operation of the proposed use;
- D. That the proposed use would not be detrimental or offensive to the adjoining zoning districts and neighboring properties due to the effects of lighting, odors, smoke, noise, sewage, refuse materials or other visual nuisances;
- E. That the proposed use would not cause undue traffic congestion in the immediate area.

RULE VIII – DEVELOPMENT REQUIREMENTS FOR SITE PLAN AND DESIGN REVIEW APPLICATIONS

All Site Plan and Design Review applications shall be prepared in compliance with the Randolph Zoning Ordinances and these Rules and Regulations along with all applicable standards of the Architectural Access Board, American Disabilities Act, AASHTO and any other local, state, and federal standards not specifically enumerated herein. In the event there is a conflict in standards, the most stringent design standard shall apply, unless otherwise waived by the Town Council.

- A. **Drainage:** Plans should minimize disruption to existing features and strive for successful imitation of natural systems. They shall employ low impact development practices and be in compliance with the requirements of the Randolph Stormwater Ordinance. Projects may be subject to a Stormwater Permit.
- B. **Service Facilities:** Service facilities such as: garbage collection, recycling containers, refrigeration units, utility areas and other facilities not specifically identified shall be screened around their perimeters. Screening may consist of fencing and/or natural vegetation and shall have an effective height and width to screen from public view said service facility.
- C. **Utilities:** All utility connections shall be underground and constructed in accordance with the requirements of the Town and other utility companies.

D. Access Connections:

- Separation between access connections on all collector and arterials shall be based on the posted speed limit in accordance with the following table:

<i>Posted Speed Limit (MPH)</i>	<i>Access Connection Spacing (Feet)</i>
25	140
30	210
40	280
50	350

- The width of the access connections at the property line of the development shall not exceed 25 feet, unless the traffic impact study identifies and the Town Council agrees to the need for turning lanes from the development onto the adjacent public road.

- The access connection shall provide a minimum distance of 40 feet in depth between the property line and the beginning of any parking areas, turning areas and/or stacking lanes within the development.
- For a site at an intersection where no alternatives exist, such as joint or cross access, the Town Council may allow construction of an access connection at a location suitably removed from the intersection. In such cases, the applicant shall provide directional restrictions (i.e. right in/ right out only and/or a restrictive median) as required by the Town Council.
- A system of joint use driveways and cross access easements is preferred where feasible and incorporates the following:
 - a) A service drive or cross access corridor extending the width of the parcel.
 - b) A design speed of 10 mph and sufficient width to accommodate two-way travel aisles.
 - c) Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross-access via a service drive.
- A leveling area shall be provided having a minus one percent (-1%) grade for a distance of thirty (30) feet measured from the nearest exterior line of the intersecting street, to the point of vertical curvature.

RULE IX – IMPACT STATEMENT

An Impact Statement shall consist of the following components, described further below: a Development Impact Statement (DIS), an Environmental Impact Statement, a Community Impact Statement and a Traffic Impact Statement. The Impact Statement narrative should include category statements regarding Development Impact, Environmental Impact, Traffic Impact and Community Impact as outlined in these Rules and Regulations. The Town Council may waive, in whole or in part, any requirements contained in the DIS which it deems inapplicable to the project proposal.

An Impact Statement is required under these Rules and Regulations for applications concerning projects with the following characteristics:

- Mixed use projects consisting of ten (10) or more residential units;
 - Residential projects with three (3) or more acres of land;
 - Commercial, industrial or institutional projects consisting of one (1) or more acres of land area; and
 - All projects which generate more than one hundred vehicle trips per day.
- A. **Development Impact Statement (DIS):** The intent of a DIS is to enable Town departments to work with the applicant and to determine and evaluate those methods to be used by the applicant to promote the environmental health of the community and to minimize the environmental degradation of the Town’s natural resources. The applicant should discuss the project with the Building and Planning Departments (and the Conservation Agent and the DPW Superintendent, if appropriate) for preparation of the Statement, preferably prior to submission of a plan, and should provide a narrative incorporating input from the Town departments and describing how the project will promote the environmental health of the community and minimize the environmental degradation of the Town’s natural resources. The Town Council can waive the DIS for projects that require a Massachusetts Environmental Policy Act (MEPA)

review; however, the Town Council may require specific information in the DIS that the Town Council deems was not adequately addressed in the MEPA review.

B. Environmental Impact Statement: Environmental Impact describes the effects of the proposed development with respect to on-site and off-site environmental quality. The narrative should include a written description of existing, general physical conditions of the site, including topography, location and varieties of vegetation and geologic type, scenic and historical features, trails and open space links, impact of storm water runoff on adjacent and downstream surface water bodies, subsurface groundwater and the water table and indigenous wildlife; erosion and sedimentation caused by the operation and maintenance of the proposed development; a description of how the project meets the standards outlined in these Rules and Regulations and proposed measures for mitigation of any potential adverse impacts on the natural environment. The following Environmental Impact Standards shall apply:

- The proposed development shall not create any significant emission of noise, dust, fumes, noxious gases, radiation, or water pollutants, or any other similar significant adverse environmental impact(s).
- The proposed development shall not increase the potential for erosion, flooding or sedimentation, either on-site or on neighboring properties; and shall not increase the pre v. post rates of runoff from the site. Furthermore, shall not increase the pre vs. post volume of runoff from the site. Provision for attenuation of runoff pollutants and for groundwater recharge shall be included in the proposal.
- The design of the proposed development shall minimize the destruction of unique natural features.
- The design of the development shall minimize earth removal. Cuts of more than 4 feet shall be prohibited, unless otherwise waived by the Town Council. Any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- The design of the development shall minimize the area over which existing vegetation is to be removed. Tree removal shall be minimized, and special attention shall be given to the planting of replacement trees, by replacing any tree that is removed over 2" trunk diameter. All trees that are removed over 2" trunk diameter measured 4 feet above grade shall be replaced and incorporated into the landscape plan for the site.

C. Community Impact Statement: Community Impact evaluates and describes the effect of the proposed project on Town services and the neighborhood(s) surrounding the development. The narrative should include reference to the following and shall apply the following standards:

- Site design and neighborhood impact: Evaluation of the relationship of proposed new structures or alterations to nearby pre-existing structures in terms of character and intensity of use (e.g., scale, mass, materials, color, location and size of doors and windows, setbacks, roof and cornice lines, and other major design elements); and of the location or configuration of proposed structures, parking areas, and open space with respect to neighboring properties.
- Historic impact: identification of impacts on significant historic properties, or archeological resources (if any) in the vicinity of the proposed development.
- Evaluation of impacts on the water system, sewage system, the school system, fire protection, police protection, libraries, and parks and recreation facilities, and proposed methods of mitigation for any adverse impacts.

- Description of how the proposed project meets the standards outlined in these Rules and Regulations and proposed measures for mitigation of any potential adverse impacts on the community.
- Design elements shall be compatible with the character and scale of neighboring properties and structures.
- The design of the development shall minimize the visibility of visually degrading elements such as trash collectors, loading docks, etc.
- The design of development shall be consistent or compatible with existing local plans (if any), including plan elements adopted by the Town Council, Planning Board, Conservation Commission, and other town bodies having such jurisdiction.
- The location and configuration of proposed structures, parking areas and open space shall be designed so as to minimize any adverse impact on temperature levels or wind velocities on the site or adjoining properties.
- Outdoor lighting, including lighting on the exterior of a building or lighting in parking areas, shall be arranged to minimize glare and light spillover to neighboring properties.

D. **Traffic Impact Statement:** The proposed Site Plan and Design Review project or Special Permit project shall minimize points of traffic conflict, both pedestrian and vehicular. The narrative should include how the proposal meets the guidelines outlined in these Rules and Regulations and shall meet the following standards:

- Entrance and exit driveways shall be so located and designed as to achieve maximum practicable distance from existing and proposed access connections from adjacent properties.
- Where possible, driveways shall be located opposite similar driveways.
- The sharing of access driveways by adjoining properties and uses is encouraged.
- Left-hand turns and other turning movements should be minimized.
- Driveways shall be so located and designed as to discourage the routing of vehicular traffic to and through residential streets.
- Pedestrian and bicycle circulation shall be separated from motor vehicle circulation as far as practicable.

APPENDIX

Fee Schedule

FEE SCHEDULE
(Effective: 7/12/21)

§ 300-4. Town Council Application Fees For Special Permits and Site Plan And Design Review

ITEM TITLE	FEE AMOUNT
Application Fee: Site Plan & Design Review by The Town Council	\$500.00 + \$25/1,000 sf (construction*)
Application Fee: Special Permit issued by The Town Council (NON-WIRELESS)	\$500 + \$25/1,000 sf (construction*) \$500 (use only)
Application Fee: Modification to Site Plan & Design Review issued by The Town Council	\$250.00
Application Fee: Modification to Special Permit issued by The Town Council	\$250.00
Application Fee: Extension of Site Plan & Design Review issued by The Town Council	\$250.00
Application Fee: Extension of Special Permit issued by The Town Council	\$250.00
Application Fee: Special Permit issued by The Town Council (WIRELESS – FEE APPLIES FOR EACH TOWER, CELL AND ANTENNA PROPOSED IN APPLICION, NOT PER APPLICATION)	\$2500 per Tower + \$500 per Cell or Antenna
Application Fee: Special Permit issued by The Town Council Requiring Review by a Plan Review Authority (“PRA”)	\$1500 + \$25/1,000 sf (construction*)

These Application Fees are non-refundable, regardless of what is or is not ultimately approved by the Town Council.

* For the purposes of calculating this fee “construction” square footage shall be calculated as the square footage of any structure (or portion thereof) that will be new, renovated, repaired or rebuilt as part of the project.