



Town of Ludlow  
Office of the Planning Board  
ludlow.ma.us/planning  
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5600 ext. 7

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## **Information Sheet**

### **Site Plan Approval**

#### **What is the purpose of a Site Plan Approval?**

The Town's Zoning Bylaws require Site Plan Approval for several uses in Town. A Site Plan not only shows the location of all structures on the property, but also shows the metes and bounds, as well as a number of other items including utilities, drainage, and traffic patterns. This plan will help to ensure safe vehicular traffic on and around the site and harmony with abutting properties. (7.1.1)

#### **What projects require Site Plan Approval?**

- The construction or occupancy of a new building
- Additions over twenty-five percent (25%) to the gross floor area of an existing building
- Any exterior alteration, addition, occupancy, or change in use of an existing construction or premises whose site sketch did not receive the Town of Ludlow Planning Board waiver. (7.1.2)

#### **Does this require a public hearing?**

Yes. This is not waivable.

#### **How long can I expect this to take?**

A public hearing must be held within 65 days from the date of filing. The Planning Board will take action on the Site Plan within 90 days of the last session of the hearing. These time limits allow the Board to receive input from various other boards and committees as called out in the Bylaw. (7.1.6)

#### **What is required on this Site Plan?**

The full list of required contents is available in the Bylaw. (7.1.5)

#### **What do I have to submit and where?**

Applications are accepted at the Planning Board office during normal office hours. Your application consists of the completed application itself, the fee in force at the time of filing, any waivers you are requesting, a list of abutters (acquired from the Assessors' office), ten print copies of your completed plan, and one mylar copy. (7.1.4) If you wish to have any signed copies of the Site Plan returned to you, they must be provided in addition to the number of required copies.

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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## **Master Application**

Date submitted to Planning Board: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Location of Property: (address) \_\_\_\_\_, Assessors' Map \_\_, Parcel \_\_\_\_

Zoning of Property: \_\_\_\_\_

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Is this property in the Smart Growth Overlay District? YES / NO

Name of Business (if any): \_\_\_\_\_

### **Type Of Application (Check All That Apply):**

\* denotes supplemental application sheet required

#### Site Plan Control:

\_\_\_ Change of Occupancy

\_\_\_ Site Sketch

\_\_\_ Site Plan Approval

#### Other:

\_\_\_ Zone Change \*5

#### Subdivision Control:

\_\_\_ ANR \*3

\_\_\_ Preliminary Subdivision Plan \*3

\_\_\_ Definitive Subdivision Plan \*3

\_\_\_ Waiver of Frontage \*4

#### Special Permitting:

\_\_\_ Special Permit

\_\_\_ Home Occupation \*1

\_\_\_ Home Professional Office

\_\_\_ Accessory Apartment \*2

\_\_\_ Comprehensive Plan (MRD)

**Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.**

### **Contact Information:**

#### Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.**

Contact Person (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Property Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Building Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Detailed Description of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All applications require a completed certificate of ownership / authority.**

**Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: \_\_\_\_\_  
Special Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Fee Amount Received: \_\_\_\_\_  
Supporting Documents? YES / NO  
Verified By: \_\_\_\_\_





### **7.1.5 Required Site Plan Contents**

All site plans shall be prepared by a person or persons registered under the Massachusetts General Laws of the Commonwealth of Massachusetts to practice architecture and/or engineering, and land surveying and shall show the seals of the architect and/or engineer, and land surveyor. All site plans shall be on standard 24" X 36" sheets at a scale of 1-inch equals 40 feet, with additional narrative as necessary: (Amended 1/25/99)

All site plans shall also include the property owner's names, date of plan, and scale of plan; and a space for endorsement by the Planning Board (3" X 5") (Added 10/2/06)

a. Provision for adequate drainage of surface water from paved areas. Use of landscaped areas to provide such drainage in order to relieve storm drainage systems is encouraged. The piping for the storm water drainage systems shall be designed using the ten (10) year storm curve for parking area drains and the twenty-five (25) year storm curve for culverts over existing natural waterways and retention areas.

b. Existing and proposed vegetation. Such vegetation shall be indicated by:

(1) Type and location (whether woods, brush, shrubs, etc.)

(2) Number of plants (if appropriate)

c. Existing natural features such as wetlands, rock outcroppings, slopes, hills, etc.

d. Pedestrian facilities, if any, including walks, plazas, benches, etc.

e.1. Parking spaces and circulation area for automobiles as well as the location of landscaped areas within them. Existing and proposed curb cuts shall be indicated together with approval for such cuts from the appropriate town or state agency. The number of spaces shall be in accordance with Section 6.4.2 of the bylaw.

e.2. All parking areas shall be paved and noted on the site plan as "to be paved," with the type of pavement to be used.

e.3. Area where deliveries will be made on site.

f. Existing and proposed fencing to be used to buffer abutting residential dwellings and/or districts from the intended development (if appropriate). Section 3.0.4 of this bylaw.

g. Existing natural features and vegetation to be retained shall be so indicated. Due regard shall be shown for all existing vegetation and natural features which, if preserved, will add attractiveness and value to the development.

h. The location and type of monumentation at all property corners shall be shown and maintained.

i. Existing and proposed elevations and contours. The contour interval shall be two (2) feet or any interval which adequately depicts the grading.

j. All existing and proposed utilities, and to include utilities with easements.

k. All site plans required herein shall display names of all abutters.

l. All existing and proposed sidewalks and curbing.

m. Landscaping Requirements

(1) Required landscaping shall be provided as set forth in Table 3.

(2) Buffer strips required by Table 3 shall be reserved exclusively for plantings, pedestrian facilities such as benches and walkways, required fences, necessary traffic control signs and those free standing signs which conform to the requirements of Section 6.5.2e of this bylaw.

n. The plan shall also include a chart showing the following information:

(1) Area of lot.

(2) Area and size of building.

(3) Maximum area of building to be used for selling, offices, business, industrial, or other uses, if applicable.

(4) Maximum number of employees, where applicable.

(5) Maximum seating capacity, where applicable.

(6) Maximum sleeping capacity, where applicable.

(7) Number of parking spaces required for the intended use, based on Section 6.4.

(8) Number of parking spaces existing at the site (including street parking adjacent to site).

(9) Number of trees and/or shrubs.

(10) Number of trees and/or shrubs shown on plan.

o. **Additional Requirements:** All site plans need to have the following information unless waived by the Planning Board: (1.) Lighting Plan with Luminaire Schedule, prepared by an engineer. (2.) Elevations showing the front, rear and sides of the building design. (3.) Signage design with dimensions and locations. (4.) Area where snow will be stored. (5.) Traffic Study.