



CITY OF BEVERLY

SITE PLAN APPLICATION INSTRUCTIONS

Please use the following checklist to ensure that your Site Plan Application is complete prior to submitting the Site Plan to the Planning Department for Design Review Board analysis. Please check with the Associate Planner at 978-921-6000 if you have questions about what should be shown.

- One (1) copy of the completed application form
- Seven (7) paper copies of the completed Site Plan Application sized 17''H x 11''W, folded to 8½'' x 11'' size
- One (1) paper copy of the completed Site Plan Application sized 24''H x 36''W, folded to 8½'' x 11'' size
- One (1) digital copy of the completed Site Plan Application in PDF or JPEG form on a CD or flash drive
- Application fee of \$100.00

All Site Plan Applications should be drawn to scale, and should contain the following (as relevant):

- Narrative of Project:* 1-page description of the project, detailing architectural & site features
- Site Plan:* Should include complete, color floor plans of all levels, including locations of on-site amenities both within and external to the building(s).
- Landscaping Plan:* Site plan showing landscaping and site amenities, including imagery of lighting fixtures, outdoor furnishings, and hardscape materials, and a plant schedule (including images) with common and botanical name of flora, number of each species, location of each species on the site, and size of proposed flora, including brief description of growth habit, mature height, and spread.
- Parking Plan:* Layout of overall parking plan, including stall lines, access points, and direction of traffic on the site
- Building Elevations:* Elevations of all sides of the proposed development should be shown, including color schematics
- Renderings & Photos:* Color images of how the proposed development will look on the site, and photos of the current conditions of the site, including critical views of building(s)
- Materials Samples:* Samples of exterior building materials (i.e. clapboard, metal panel, or stucco), in the colors proposed in the site plan/building elevations/renderings and photos.