



## Smart Growth Overlay District (Sohier Road) Development Application Form

City of Beverly



### To be Completed by Applicant

1. Date of Submission:	
<b>Location</b>	2. Site Address:
	3. Assessor's Parcel ID #:

### To be Completed by Planning Office

A. Fees: B. Date Received: C. Received By: D. Application Material Included:                            Y      N	Receipt Stamp
E. Application #:	

<b>Proposal</b>	4. Type of Application: <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mixed Use	6. Existing Uses: <i>(e.g. retail, office, residential)</i>	8. Waivers Requested?: <input type="checkbox"/> <i>List all waivers requested and attach a narrative explaining why each waiver is needed.</i>
	5. Narrative: <input type="checkbox"/> <i>Attach a description of the project and specifically how it meets the criteria of the district.</i>	7. Proposed Uses: <i>(e.g. retail, office, residential)</i>	
	9a. Required Application Materials: <input type="checkbox"/> <i>See following page for checklist of required materials (9b)</i>		

<b>Site Info</b>	10. <u>Area</u> : <i>(Square Feet)</i> Lot: Building (total):	11. <u>Building Information</u> Number of stories: Number of dwelling units: Non-residential sq. ft:	12. <u>Parking Spaces</u> : Existing: Proposed:	13. <u>Environmental Issues</u> : Wetlands?:      Y <input type="checkbox"/> N <input type="checkbox"/> River/Stream?: Y <input type="checkbox"/> N <input type="checkbox"/> Floodplain?:    Y <input type="checkbox"/> N <input type="checkbox"/>
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<b>Applicant Information</b>	14. Owner  Primary Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	1) Name:	2) Name:
		Address:	Address:
		Telephone:	Telephone:
	15. Applicant  Primary Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name:	Title:
		Address:	Firm:
		Telephone:	16. Certification: <i>I hereby certify that the above information is correct and that i have submitted herewith all the pertinent documentation required.</i> _____



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**9b. Required Application Materials: In order to be considered complete, all applications for Site Plan Approval shall be comprised of the following:**

- Ten (10) copies of the completed Smart Growth Overlay District Application form
- Ten (10) paper copies of the completed site plan sized 11”H x 17”W, folded to 8½” x 11” size
- Ten (10) paper copies of the completed site plan sized 24”H x 36”W, folded to 8½” x 11” size
- Three (3) copies of Stormwater Management Report, four (4) copies if in the Water Supply Protection Overlay District
- Proof of submittal to City Clerk
- One (1) set of Certified List of Abutters, with mailing labels, from Assessor’s Department
- Filing fee of \$35 per 1,000 square feet gross floor area (minimum of \$350, maximum of \$5,000) for site plan review; or \$350 for a modification of site plan review
- Deposit for legal notice fee and (unless a holder of an account with Salem News) completed “Request for Legal Notice” form
- Written permission from property owner to apply for Site Plan Review (if applicant is not owner)
- One (1) digital/electronic filing of the all material in PDF form by email or flash drive to be emailed or submitted to: Darlene Wynne, Assistant Planning Director, at: [dwynne@beverlyma.gov](mailto:dwynne@beverlyma.gov)
- If applicable, Inclusionary Housing Application filing is to be submitted simultaneously
- For modifications only, cover letter explaining changes

**All site plans should be drawn to scale, and should contain the following, per Ordinance Section 300-98(D):**

- A locus map drawn at a scale of one inch equals 800 feet
- The location and name of all streets in the immediate vicinity of the proposed project, with a notation as to whether the street is a public or private right-of-way
- Zoning and historic district boundary lines
- Existing and proposed contour lines at one- or two-foot intervals
- The location and dimensions of all existing and proposed buildings on the site, and on abutting properties; elevation and facade treatment plans of all proposed buildings and signs
- Information on the location, size, and capacity of existing and proposed utilities which will service the project (water, sewer, electric, etc.) as well as hydrant location(s), and design plans and specifications/information for HVAC equipment and other noise-emitting equipment proposed on the roof of the building(s) or elsewhere on site
- Information on the method of surface and subsurface drainage disposal; location, type, and intensity of lighting; location, size, type, and number of existing and proposed landscape features; location and dimensions of signage; location of waste and refuse disposal facilities, and snow removal plans for the property post construction, and adequacy of same
- Calculations of amount of parking required, and the location, size, and type of parking, loading and unloading, and service areas
- Information sufficient to demonstrate that satisfactory arrangements will be made to facilitate traffic movement to, from, and within the site, such arrangements to be subject to the review and approval of-the Parking and Traffic Commission (“sufficient information” may require the submission of a traffic study)
- Any additional data (including but not limited to drainage studies, demographic studies, shadow studies, etc.) which the Planning Board may deem necessary to evaluate the proposed project as it relates to surrounding areas, anticipated traffic and public safety and the intent of the Comprehensive Plan and the Ordinance