

Town of Concord
Department of Planning
&
Land Management
141 Keyes Road
Concord, MA 01742
Tel: (978) 318-3290
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Common Driveway Application

Town Use Only

Special Permit #: _____

Town Clerk Stamped Received

1 Location

No.	Street	Parcel	Map
Name	Address	Telephone No.	Fax No:
Owner(s): _____			

Applicant: _____			

2 Zoning Information

Zoning District(s): _____

Total Site Area (acres or s.f.): _____ Lot Frontage (ft.): _____

Present Use: _____ Proposed Use: _____

Property located in a Historic District? Yes No Wetlands Conservancy District? Yes No

Flood Plain Conservancy District? Yes No Groundwater Conservancy District? Yes No

Is any zoning relief being requested? Yes No If Yes, explain: _____

Property identified in the Open Space Plan? Yes No Historic Resource Plan? Yes No

3 Proposed Project

Provide a brief narrative of the project description:

Ground coverage by buildings and pavement:

Existing: _____ s.f. _____ % of site
Additional Proposed: _____ s.f. _____ % of site
Total Proposed: _____ s.f. _____ % of site

Gross floor area (GFA):

Existing: _____ s.f.
Additional Proposed: _____ s.f.
Total Proposed: _____ s.f.

Breakdown of proposed use(s) by GFA:

<u>Use</u>	<u>GFA (7'3" in height or greater)</u>
_____	_____
_____	_____
_____	_____
_____	_____

Describe in terms of any other units of measurement the use of occupancy of the building(s) such as maximum seating capacity, number of employees, number of tables, etc.:

Effect of the project on public services, such as water, sewer, schools, police, fire, waste disposal and recreational facilities: _____

4 Supplemental Information

Parking Space(s): Existing: _____ Additional Proposed: _____ Total Proposed: _____
Loading Space(s): Existing: _____ Additional Proposed: _____ Total Proposed: _____

How many vehicles are used for business and parked on site: _____

Estimated traffic flow within the site: _____ A.M. Peak _____ P.M. Peak

Estimated traffic flow on streets adjacent to the site: _____ A.M. Peak _____ P.M. Peak

Proposed Water Supply: _____ If Town water, estimated demand (gals/day): _____

Are water conservation measures proposed? Yes No

If Yes, explain: _____

Proposed Sewage Disposal: _____ If Town sewer, estimated demand (gallons/day): _____

Amount of grading (cubic yards): _____ cut _____ fill

Will the project require the removal of soils from the site? Yes No

If Yes, how may cubic yards and where is soil being relocated: _____

Project require the removal of any trees greater than 2" or major screening vegetation? Yes No

If Yes, explain: _____

Is proposed work located within 25 ft. or 100 ft. of a wetland and/or 200 ft. of a river or stream?

If Yes, explain how and what measures are taken to mitigate impacts: _____

Has a permit been applied for under M.G.L.Chapter 131, Wetlands Protection Act? Yes No

5 Applicant Notification

The application shall be filled out completely and in accordance with the Planning Board Procedures for Site Plan Review and Site Plan Review Checklist so that there will be no ambiguity or uncertainty as to the applicant’s intent in seeking approval of this application.

In the case of Site Plan Approval, the following points, based on Section 7.7.3.5 of the Concord Zoning Bylaw, shall be identified and factually supported on the plan and/or at the hearing and considered by the Planning Board:

- (a) Protection of adjoining premises against seriously detrimental uses by provision for surface water drainage, sound and sight buffers, and preservation of views, light and air;
- (b) Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets and, when necessary, compliance with other regulations for the handicapped, minors and the elderly;
- (c) Adequacy of the methods of disposal of refuse and other waste resulting from the uses permitted on the site;
- (d) Adequacy of the arrangement of parking and loading spaces in relation to the proposed uses of the premises;
- (e) Adequacy of the method of exterior lighting for convenience, safety and security within the site and for protection of neighboring properties, roadways and the night sky.
- (f) Relationship of structures and open spaces to the natural landscape, existing buildings, and other community assets in the area and compliance with other requirements of the Zoning Bylaw; and
- (g) Impact on the Town’s resources including the effect on the Town’s water supply and distribution system, sewage collection and treatment, fire protection, and streets; and may impose such appropriate conditions, limitations, and safeguards as will insure compliance with the terms of approval.

Applicant is advised to review the Concord Zoning Bylaw and Rules of the Planning Board prior to filing an application and prior to appearing before the Board at a public hearing.

6 Certification

The undersigned hereby certifies that he/she has read and examined this application and that the proposed project is accurately represented in the statements made in this application

Owner(s): _____ Date: _____
 _____ Date: _____
 Applicant: _____ Date: _____
 _____ Date: _____

** The signature of the property owner(s) is required for the application to be accepted.