

# Town of Weymouth, MA

## SITE PLAN REVIEW – APPLICATION FILING CHECKLIST

**Application Filing Fee:** Check payable to Town of Weymouth according to the following fee schedule:

Base rate residential.....	\$250.00
Base rate non-residential.....	\$250.00
Residential, charge for each additional lot or unit to be created.....	\$100.00 (max.\$1,500.00)
Non-residential, additional charge per 1,000 sq. ft. of gross floor area.....	\$100.00 (max. \$1,500.00)
Village Overlay District Application (Sec. 120-25.12).....	\$75.00

**Twelve (12) copies of the following package, stapled, folded and collated into the following:**

- o Completed Application Form (must be signed by the property owner)
- o Stamped and Certified Site Plan of Land Showing:
  - o Plan drawn to scale (1" = 40' or 1" = 20')
  - o Plan should include property address, preparer, stamp or certification of preparer, locus, legend, north point, scale, show property boundaries, zoning district, names of streets, location of all buildings & structures
  - o Elevation / Rendering
  - o Existing Conditions and Proposed Conditions Plan should show the following: Lighting, Signage, Landscaping (trees, shrubbery, and lawn areas), Paved areas – including curb cuts, driveways, sidewalks, aisles, parking spaces, Off-Street parking & loading spaces (Parking Calculations Table Showing the Required, Existing, & Proposed), Circulation for Traffic & Pedestrians, Drainage, Curbing, Fences, Snow storage areas, Exterior Dumpsters, Erosion and sediment control, Distances to property lines and buildings (show setbacks), label the dimensions and size of the lot, and a Zoning Summary Table showing the existing, required, and proposed zoning dimensions (i.e. setbacks, parking, height).

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**Site Plan Review Process Description:** Site Plan Review is an administrative review performed by the Planning Director in accordance with Zoning Ordinance Article XXVA Section 120-123.

Once Completed Application Packet is submitted, a Site Plan Review meeting will be scheduled with the Planning Director within **30 days of receipt**. Meetings are held between the hours of 8:30 a.m. and 4:30 p.m. Monday - Friday at Town Hall. Meetings are open to the public and will be posted. At a minimum, the meeting notice must be published seven (7) days in advance of meeting date. The applicant will be notified of the scheduled meeting date but it will typically be three (3) weeks from submission to allow time for staff review.

**TOWN OF WEYMOUTH, MASSACHUSETTS**

**PLANNING BOARD**

**APPLICATION FOR A SITE PLAN REVIEW  
FROM THE DEPT. OF PLANNING & COMMUNITY DEVELOPMENT**

Date: \_\_\_\_\_

To the Planning Director of the Town of Weymouth:

The undersigned hereby applies for a Site Plan Review under Section \_\_\_\_\_  
\_\_\_\_\_ of the Zoning Bylaws of the Town of Weymouth, namely to construct  
\_\_\_\_\_ located at  
\_\_\_\_\_, also shown on Weymouth Town Atlas Sheet(s)  
\_\_\_\_\_, Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_

Brief Description Narrative:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Email (recommended project means of contact): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Applicant's Interest: \_\_\_\_\_ Owner,  
tenant, licensee, prospective purchaser, agent for owner, etc.)

Applicant's Signature

\_\_\_\_\_

Owner's Signature and Address if not the Applicant

\_\_\_\_\_  
\_\_\_\_\_