



Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

Planning Department

SITE PLAN APPLICATION PACKAGE

SITE PLAN APPLICATION:

Administrative Plan Approval

Major Plan Approval

Site Plan Approval is conducted in accordance with **Section 230-5.3** of the Mansfield Zoning By-Law. **ALL** information required by **Section 230-5.3** (copy attached) and by pages 2 and 3 of this application must be submitted. Applicants should obtain a copy of the complete Zoning By-Law from the Town Clerk's Office or online at <https://ecode360.com/28866895>.

Fee \$ _____

Address of Site: _____

Assessors Map: _____ Assessors Parcel: _____ Zoning District: _____

New Construction Modification: or Addition and Percentage of Expansion: _____


Owner Information		Applicant Information:
Name(s):		
Address		
City, State, Zip		
Phone		
Email		

Project Narrative:

SITE PLAN FEES	
Administrative Plan Approval	\$50
Major Plan Approval (Based on the size of the lot)	
5,000 square feet or less	\$50
5,001 to 10,000 square feet	\$100
10,001 square feet and over	\$385 + 1.7 cents per square foot of lot area

- Abutters Notices are not required for Site Plans
- Advertisement in the local newspaper is required for Major Site Plans

MAJOR SITE PLAN CHECKLIST		
Applicant Initials	Checklist Item	Staff Initials
1.	A 24" x 36" site plan at a scale of one-inch equals 40 feet, prepared, signed, and stamped by a professional licensed in the Commonwealth of Massachusetts, including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, or a Registered Landscape Architect or other professional. The submission shall include one full set and 4 copies on 11" x 17" sheets.	
2.	Project name and name of plan, scale, legend, stamp of applicable professionals, signature block including decision date and Town Clerk's certification, a north arrow, sheet number, plan dates and plan revision dates, applicable notes, including Decision and plan endorsement dates, and the Town Clerk's no appeal certification.	
3.	<p>The Existing Conditions plan shall show all of the following:</p> <ul style="list-style-type: none"> • Owner's name and address • Applicant's name and address • Name and address of engineer and other professionals responsible for the plan • Project street address, assessor's map and parcel number, zoning district(s), • Bearings and distances of property lot lines and existing structures and buildings, • Location of structures within 100 feet of property lines • Names of record owners of abutting land with property ID information according to the most recent tax list; • Location of driveways, driveway openings, parking spaces, walkways, service and loading areas on adjacent properties within 100 feet of the site; • Topography in 2-foot intervals, easements, existing uses, structures and utilities, signs, fences and walls, trash disposal facilities; • Impervious surfaces; significant landscape and natural features, wetlands and other natural resources. 	
4.	<p>The Proposed site plan shall show all of the following:</p> <ul style="list-style-type: none"> • Property boundaries and site dimensions; • Proposed building(s) or other structures including dimensions, height, setbacks from all lot lines, building coverage and total gross floor area; • Site grading; • Locations and dimensions of proposed easements, rights- of-way, or other encumbrances; • Proposed parking and loading areas, including parking lots, showing the number, location, and dimension of parking and loading spaces, driveways, travel aisles, sidewalks and the like; 	

		<ul style="list-style-type: none"> Proposed site improvements including but not limited to walls, fences, signage, utilities, trash disposal facilities, landscaping, utilities, lighting, utility boxes, snow storage areas, and so forth; Utility details; Erosion and sediment control measures; Stormwater management facilities; and A zoning compliance table showing the project's conformance with applicable zoning requirements including lot area, lot frontage, lot depth, lot width, front, side and rear setbacks, building height, lot coverage, gross floor area, open space requirements, and the number of parking spaces; Use of the building or addition; Occupancy load of the building 	
5.		Landscaping plan	
6.		Lighting plan, including photometric plan	
7.		Renderings: sketches, drawings, or computer-generated imagery of a proposed building(s) in 2-D or 3-D perspective, showing all corners and sides of the buildings. Additional building perspectives are encouraged. The rendering(s) shall show lighting, signage, color, material, details, and design.	
8.		Drainage calculations and soil tests for the location of the building(s), parking areas, and drainage facilities;	
9.		Provisions for refuse removal;	
10.		Other information as may be necessary to determine compliance with the Zoning Bylaw.	
11.		Electronic copy of all application materials.	
	Applicant Initials	Checklist Item	Staff Initials

For anything listed above but not included, please list and provide rationale for the waiver request

Waiver Request(s):

For the specifications and filing requirements of each department, please contact:

Staff Name	Position/Department	Phone Number	Email
Robert J. Blackman	Inspector of Buildings/Zoning Enforcement Officer	(508) 261-7360	rblackman@mansfieldma.com
Sarah L. Raposa, AICP	Director of Planning and Development	(508) 261-7363	sraposa@mansfieldma.com
Justin Desrosiers	Fire Chief	(508) 261-7318	jdesrosiers@mansfieldma.com
Michael Ellsworth	Acting Police Chief	(508) 261-7300	mellsworth@mansfieldma.com
Joshua Reinke	DPW Director	(508) 261-7366	jreinke@mansfieldma.com
Richard Alves	Assistant DPW Director/Town Engineer	(508) 261-7375	ralves@mansfieldma.com
Joe Sollecito	Director, Mansfield Municipal Electric Department	(508) 261-7362	jsollecito@mansfieldma.com
Katelyn Merrill Gonyer	Conservation and Environmental Planner	(508) 261-7378	kgonyer@mansfieldma.com
Amy Donovan-Palmer	Health Agent	(508) 261-7366	adpalmer@mansfieldma.com
Shawn Precourt	Water Operations Manager	508-261-7376	sprecourt@mansfieldma.com
Chris McDermott	Economic Development Director	(508) 851-6410	cmcdermott@mansfieldma.com

**MANSFIELD PLANNING BOARD
SITE PLAN APPROVAL RULES AND REGULATIONS**

ADOPTED FEBRUARY 8, 2023 BY THE MANSFIELD PLANNING BOARD

Section 1. General

- 1.1. Authority. The Planning Board adopts these Site Plan Approval Rules and Regulations as authorized by Section 230-5.3 of the Mansfield Zoning Bylaw.
- 1.2. Purposes. The purposes of these Rules and Regulations are to guide applicants and their representatives in the preparation and submittal of site plans, to assist Town officials in their review of site plan applications, and to establish submission requirements and procedures that are reasonable in relation to the size, scope, and complexity of the project.
- 1.3. Requirement. Site Plan Approval is required for:
 - a. All new construction of permitted nonresidential or multifamily uses or mixed-use development;

- b. Any modification to an existing nonresidential, multifamily, or mixed-use development that is required to increase the number of parking spaces on the site in order to comply with Section 230-4.4 of the Zoning Bylaw; or
 - c. Any change in use or reactivation of a nonresidential structure or facility that has not been in use for a period of two years.
- 1.4. Type of Site Plan Approval. Section 230-5.3(B) of the Zoning Bylaw provides for the following methods of Site Plan Approval:
- a. Administrative Plan Approval is conducted by the Administrative Plan Approval Committee, led by the Director of Planning and Development and including the following Town department heads: Building Inspector, Conservation and Environmental Planner, the Fire Chief, the Police Chief, Health Agent, Director of Public Works, the Town Engineer, Mansfield Municipal Electric Director, Water Operations Manager, and Economic Development Director, or their designees. Administrative Plan Approval is intended for small projects involving expansion or modification of existing development.
 - b. Major Plan Approval is conducted by the Planning Board for any new construction or any expansion or change to an existing use that exceeds the thresholds for Administrative Plan Approval.
- 1.5. Within 7 days of the submission date, the Director of Planning and Development may refer any Administrative Plan Approval application to the Planning Board and simultaneously notify the applicant that the application has been transferred. In that event, the review and decision process for Major Plan Approval shall apply.
- 1.6. Submittal of Site Plan Application. The Site Plan Approval application is deemed to be submitted only when all the required items, complete and with the required number of copies, are delivered to the Mansfield Planning Department, 6 Park Row, Mansfield, MA 02048. (See Section 2, Submittal Requirements)
- 1.7. It is strongly recommended that applicants meet with the Director of Planning and Development before applying for Administrative Plan Approval or Major Plan Approval. Applicants may also request an informal pre-application meeting with the Administrative Plan Review Committee.

Section 2. Administrative Site Plan Approval Submittal Requirements and Procedures

- 2.1. The Administrative Site Plan Approval Application shall consist of all the following documentation:
- a. Application signed by the applicant and owner (if different) or their authorized agent;
 - b. Plot plan or as-built survey plan;

- c. Project narrative: A detailed letter or narrative describing the project, which includes:
 - i. Parking and circulation movements within and off the site;
 - ii. The ability to adequately dispose of sewage, refuse, and other wastes;
 - iii. Description of all applicable zoning requirements and how the proposed project complies with them;
 - iv. Description of existing stormwater drainage patterns and proposed stormwater management measures;
 - v. The ability to screen parking areas and structure(s) from adjoining properties or streets through an acceptable means (e.g., walls, fences, plantings, or other means),
 - vi. Provisions for minimizing the removal of trees or soil and ensuring that any topographic changes are in keeping with the surrounding neighborhood,
 - vii. The configuration and location of structures on site and their relationship to nearby structures in terms of scale, massing, and materials, and
 - viii. Avoidance of the removal or disruption of historic resources on and off the site;
- 2.2. The Director of Planning and Development is responsible for administering the Administrative Site Plan Approval process. The Director will convene a meeting of the Committee within 21 days of the submission date to reach a decision. The Committee shall approve the application, with or without conditions, no later than 30 days from the submission date based on the criteria in Section 230-5.3(F)(3) of the Zoning Bylaw.
- 2.3. Modifications to an Approved Administrative Review Site Plan. The Director of Planning and Development shall review modifications to an approved Site Plan following receipt of a modification request from the owner of the property or the owner's authorized agent. Modification requests shall be submitted on the Site Plan Application Form and shall be approved by the Administrative Plan Review Committee within 30 days of receipt.

Section 3. Major Site Plan Approval Submittal Requirements and Procedures

- 3.1. The Major Site Plan Approval Application shall consist of all the documentation required for Administrative Site Plan Approval and all the plans and documentation listed in Attachment B, Site Plan Checklist. No application will be considered complete unless it meets the submission requirements of these Rules and Regulations and the applicant has paid the filing fee under Section 4 below.
- 3.2. The Planning Board may require additional information such as a traffic impact study, a hazardous waste assessment, or other supporting documentation that it, or its "plan reviewing parties" deems necessary in order to make an informed decision.

- 3.3. Review Process. The Planning Board’s procedures for Major Site Plan Approval shall be in accordance with Section 230-5.3(G) of the Zoning Bylaw.
- a. All site plan approval meetings shall be open to the public and shall be conducted in accordance with the G.L. cl. 30A, Sections 18 through 25 (Open Meeting Law).
 - b. Applicants may appear in their own behalf or be represented by an agent or attorney. In the absence of an appearance without due cause indicated by the applicant, the Planning Board may continue the matter or decide on the site plan application either using the information it has otherwise received or dismissing the application, at its discretion, with or without prejudice.
- 3.4. Decision Criteria. The Planning Board shall approve a site plan application upon its determination that the proposed project meets all of the requirements in Section 230-5.3(F). It is the Applicant’s responsibility to review the approval criteria and ensure that the Major Site Plan Approval submission includes the information the Planning Board needs to make a decision.
- 3.5. Modifications. The Planning Board shall review and approve modifications to an approved Site Plan following receipt of a modification request from the owner of the property or the owner’s authorized agent. Modification requests shall be considered by the Planning Board at a regularly scheduled meeting, subject to the public notice requirements in Section 230-5.3(E) of the Bylaw.

Section 4. Site Plan Approval Fees

- 4.1. Applications for Site Plan Approval shall be accompanied by a check payable to the Town of Mansfield based on the most current Fee Schedule (Page 1)
- 4.2. Major Plan Approval Technical Review Fees
- a. If, after receiving an application, the Planning Board or a member of the Town’s “reviewing parties,” determines that it requires technical review assistance that is unavailable from municipal employees, the Board may employ outside consultants at the applicant’s expense. Whenever possible, the Board shall work cooperatively with the applicant to identify qualified consultants and to negotiate the scope of the technical review.
 - b. A review fee may be imposed only if:
 - i. The work of the consultant consists of review of studies prepared on behalf of the applicant, and not of independent studies on behalf of the Board,
 - ii. The work is in connection with the applicant’s specific project, and All written results and reports are made part of the record before the Board.
 - c. The Board will select the consultant after reviewing both the bid or proposal and award the contract once the applicant has paid the required review fee.

- d. Prior to paying the review fee, the applicant may appeal the selection of the consultant to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist either of an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field.
- e. Each technical review fee shall be deposited in a special account established by the Finance Department pursuant to G.L. c. 44 §53G. Within 30 days of the Planning Board's written Major Plan Approval decision or the applicant's formal withdrawal of the site plan submission, the applicant shall receive a final report of funds in the special account and shall be paid any unspent excess in the account, including accrued interest.

Section 5. Waivers

The Planning Board may waive strict compliance with these Rules and Regulations, including filing or technical review fees, in such cases, where, in the Board's opinion, strict conformity would pose an undue hardship to the applicant. No waiver shall be granted unless the Planning Board determines that doing so is in the public interest and would not be contrary to the intent of the Zoning Bylaw or these Rules and Regulations.

Section 6. Monitoring

The Building Inspector, Director of Planning and Development, Town Engineer, or other authorized official may conduct site visits, monitor construction work, and verify compliance with the site plan and any terms and conditions imposed by the Administrative Plan Approval Committee or the Planning Board at the time of site plan approval. Failure to comply may result in denial of the Certificate of Occupancy.

Section 7. As-Built Plan Requirements

Prior to the issuance of a Certificate of Occupancy, an "As-Built" plan, which reflects the "as built" conditions, shall be provided for review and approval by the Director of Planning and Development. One full-size (24" by 36") As-Built plan, stamped by an engineer or land surveyor, shall be furnished to each the Planning & Conservation Department and Town Engineer. Electronic submissions of the plans in specific formats may be required by the Town Engineer.

MANSFIELD ZONING BYLAW SECTION 230-5.3 SITE PLAN APPROVAL

APPROVED AT THE APRIL 12, 2022 ANNUAL TOWN MEETING AS ARTICLE 18

APPROVED BY THE ATTORNEY GENERAL ON NOVEMBER 21, 2022

- A. Purpose. The purposes of site plan approval are to:
- (1) Ensure that the layout and design of certain developments permitted as a matter of right are designed to minimize any adverse impacts on the surrounding neighborhood and the environment;
 - (2) Provide an orderly review procedure for approval of site plans subject to reasonable conditions to maintain the character and integrity of the district and adjoining districts;
 - (3) Ensure that new, expanded, or reconstructed sites are planned and designed to minimize impacts on the environment, abutters, and Town services through proper design and construction of stormwater systems, parking and loading areas, waste removal, sediment and erosion control, lighting, landscaping and buffering, points of access and egress, pedestrian access, and signage.
- B. Applicability.
- (1) This Section 230-5.3 shall apply to the following:
 - (a) Any new construction of a permitted nonresidential or multifamily use, or mixed-use development; or
 - (b) Any modification to an existing nonresidential, multifamily, or mixed-use development that is required to increase the number of parking spaces on the site in order to comply with Section 230-4.4; or
 - (c) Any change in use or reactivation of a nonresidential structure or facility that has not been in use for a period of two years.
 - (2) Site plan approval will be processed by one of the following means:
 - (a) Administrative Plan Approval: any expansion of an existing use that adds less than 5,000 square feet of floor area or which would require at least five but fewer than 15 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of an existing facility where the change in use involves less than 5,000 square feet shall be subject to Administrative Plan Approval by the Site Plan Approval Committee. The Site Plan Approval Committee shall be chaired by the Director of Planning and Development and will include the Inspector of Buildings, Conservation & Environmental Planner, Health Agent, Director of Public Works, Town Engineer, Water Operations Manager, and Police Chief and Fire Chief or their designees.
 - (b) Major Plan Approval. Any new construction, or any expansion or change of use an existing use that exceeds the thresholds for Administrative Plan Approval shall be subject to Major Plan Approval by the Planning Board. In addition, the Director of Planning and Development may refer an application for Administrative Site Plan Approval to the Planning Board if the Director determines that the

potential impact of proposed change to a site warrants Planning Board review. Alternatively, the applicant may request referral of the site plan application to the Planning Board. Any application submitted or referred to the Planning Board will be processed under the procedures that apply to Major Plan Approval.

- (3) Uses which require Site Plan Approval under this Section 230-5.3 are identified by the letter "Y" under the column heading "SPA" of Schedule of Principal Use Regulations.
- C. Submission Requirements. When Administrative Site Plan Approval or Major Plan Approval is required, a site plan application shall be filed with the Town Clerk with a copy to the Planning Board in accordance with the Planning Board's Site Plan Approval Rules and Regulations.
- D. Administrative Plan Approval Procedures.
- (1) The Director of Planning and Development shall distribute copies of the application and plans to members of the Administrative Plan Approval Committee. Members of the Committee shall review the submission and meet within 21 days of the submission date to reach a decision. If the application meets the approval criteria under Section 230-5.3(F)(3) and complies with all zoning requirements that apply to the site, the Committee shall approve it with or without conditions no later than 30 days from the submission date.
 - (2) Within 7 days of the submission date, the Director of Planning and Development may refer any Administrative Plan Approval application to the Planning Board and simultaneously notify the applicant that the application has been transferred. . In that event, the review and decision process for Major Plan Approval under Section 230-5.3(E) shall apply.
- E. Major Plan Approval Procedures.
- (1) Within 7 days of receipt of the application for Major Plan Approval, the Director of Planning and Development shall transmit copies of the application and accompanying plans to the appropriate Town boards, commissions, and departments (the "reviewing parties."). The reviewing parties shall have 21 days from the submission date to review and report in writing their recommendations to the Planning Board. The Planning Board shall not take final action on a Major Plan Approval application until it has received reports from the reviewing parties or the 21-day period has elapsed.
 - (2) Planning Board shall conduct a public meeting for a Major Plan Approval application within 35 days of the submission date. The public meeting shall be advertised in a local newspaper once in each of two successive weeks and posted with the Town Clerk.
 - (3) Within 21 days of the close of the meeting, the Planning Board shall act on the Major Plan Approval application and file its written decision with the Town Clerk

no later than 10 days thereafter. The applicant and Planning Board may agree to extend the time limits in this section, provided the agreement is in writing and filed with the Town Clerk.

- (4) A majority vote of a quorum of the Planning Board shall be required for a decision on a Major Site Plan application. The Planning Board's written decision shall consist of either:
 - (a) Approval of the site plan based on a determination that the proposed project meets all requirements of this Section F.
 - (b) Denial of the site plan based on a determination that either: i) insufficient information was submitted with the application in order for the Planning Board to adequately review the proposal, or, ii) a determination that the project does not meet the requirements of this Section 230-5.3 and no reasonable conditions can accomplish the goal of having the application meet those requirements.
 - (c) Approval of the site plan subject to reasonable conditions, modifications, or restrictions necessary to ensure compliance with the requirements of this Section 230-5.3 and to minimize or eliminate impacts on adjacent properties and streets.
- (5) The Planning Board shall sign the approved site plan. One signed copy, along with the written decision of the Planning Board, shall be transmitted to the Inspector of Buildings prior to the issuance of a building or occupancy permit.
- (6) The applicant shall record the Site Plan Review decision with the Registry of Deeds or Land Court Registry prior to obtaining a building permit.
- (7) The applicant shall comply with all conditions imposed by the Planning Board on the approval prior to issuance of the certificate of occupancy, unless otherwise provided for in the approval.
- (8) If the public meeting is not convened or a decision is not rendered within the time allowed under this Section 230-5.3, unless the time has been extended by mutual agreement between the Planning Board and the applicant, the application shall be deemed to have been allowed and a site plan approval decision shall be issued. In these cases, the procedures that apply to constructive approval under G.L. c. 40A, § 11 shall apply to the Major Site Plan Approval decision.

F. Site Plan Approval Criteria. The Planning Board shall approve a site plan upon its determination that:

- (1) For the given location and type and extent of land use, the design of building form, building location, egress points, grading, and other elements of the development could not reasonably be altered to:
 - (a) Improve pedestrian, bicycle, or vehicular safety, and safety of circulation design for people with disabilities, both within the site and egressing from it;
 - (b) Reduce the visual intrusion of parking areas viewed from public ways or abutting premises;
 - (c) Reduce the volume of cut or fill;
 - (d) Protect and enhance existing site features;

- (e) Protect adjoining premises against detrimental uses by the provision for surface water drainage, sound and sight buffers, and preservation of views, light, and air;
 - (f) Reduce the number of mature trees to be removed from the site;
 - (g) Reduce soil erosion;
 - (h) Reduce hazard or inconvenience to pedestrians from stormwater flow and ponding.
- (2) Adequate water supply and waste disposal systems are available to the site.
 - (3) The plan provides for all of the following:
 - (a) adequate access to each structure for fire and service equipment;
 - (b) Adequate utility service and drainage;
 - (c) Compliance with the landscaping and screening requirements under § 230-4.3 of this Bylaw.
 - (d) Conformance of the arrangement of parking and loading spaces in relation to the proposed uses of the premises to § 230-4.4 of this bylaw;
 - (e) Appropriate design features, building elevations, and design of the buildings and amenities in relation to site features, unique characteristics and neighborhood character, as may be applicable;
 - (f) Proper methods of disposal of refuse and other wastes resulting from the uses permitted on the site.
 - (4) Adequate capacity is available on affected streets to accommodate the proposed project, based on a traffic study if one is required by the Planning Board. If a development is projected to cause a decrease in level of service (LOS) over the no-build condition on affected streets, the Planning Board, may require mitigation measures to restore the LOS to the no-build condition.
 - (5) The proposed development is consistent with the goals and policies of the Mansfield Master Plan and Open Space and Recreation Plan, where applicable.

G. Decision. The written decision shall be as provided for in Section E(4).

H. Appeals. Any person aggrieved by the Planning Board's denial of a Major Site Plan Approval application may appeal within 20 days of the date the decision was filed with the Town Clerk, in accordance with G.L. c. 40A, § 17.

I. As-Built Plan. The applicant shall submit to the Inspector of Buildings a final as-built of the site plan in hard copy and the digital format specified by the Inspector of Buildings. The engineer or registered land surveyor shall certify that the construction conformed to the approved site plan or approved modifications thereto. Both the above as-built plan and the certification must be received and approved prior to issuance of the certificate of occupancy.

- J. Site Plan Modifications. Requests for modifications to an approved site plan shall be processed in accordance with the same procedures as an original Site Plan Approval application:
- (1) Any relocation or shifting of structures or parking areas;
 - (2) Any increase in the gross floor area of structures greater than 1000 square feet;
 - (3) Any increase in parking areas by 10 or more spaces;
 - (4) Any changes that require additional water or sewage use or the relocation of utilities;
 - (5) Any increase of impervious area by more than 250 square feet; or
 - (6) For modification of a Major Plan Approval, any substantial changes to the architecture of the structures, including changes in building materials, design, and colors.