



**TOWN OF PITTSFIELD PLANNING BOARD**  
**Major Site Plan Submissions**  
**Site Plan Application Checklist**

Project Name: \_\_\_\_\_ Tax Map & Lot No. \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

<b><u>General Items</u></b>	Yes	No	N/A	Waiver Requested	Comments
Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Abutters List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b><u>Plans</u></b>					
Four sets of plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sheet size 22x34, maximum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mylar (required?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Topographic plan using USGS datum at 2 foot intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scale: Not less than 1"=100'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Match lines where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Four prints of each plan sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date, title, scale, north arrow, on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location map on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of developer on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of designer/engineer on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b><u>Plans</u></b>	Yes	No	N/A	Waiver Required	Comments
Name and address of owner of record on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All easements, covenants & deed restrictions on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copies of all easements, covenants & deed restrictions filed with completed plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Required Exhibits**

**Plan of site showing:**

Boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water courses & water bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trees & other vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Topographic features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Plan of buildings:**

Showing type of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Size of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location on site with setbacks From all boundary lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Parking:**

Location of off-street parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location of loading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Layout of parking spaces on submitted plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Driveways & Streets**

Location, width of curbing and type of access and egress to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Streets within & around the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b>Solid Waste:</b>	Yes	No	N/A	Waiver Requested	Comments
Type and location of solid waste disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Signage:**

Location, size and design of any proposed signs, outdoor advertising or instructional devices     \_\_\_\_\_

**Lighting:**

Location and type of lighting for all outdoor facilities     \_\_\_\_\_

**Utilities:**

Water supply & sewage disposal facilities     \_\_\_\_\_

**Other:**

Any other exhibits or data the Planning Board may require in order to adequately evaluate the proposal     \_\_\_\_\_

**Additional Required Filings for a Major Site Plan**

**Buildings:**

Plan of all proposed buildings with their type, size, location with setbacks and elevation of first floor from an on-site permanent benchmark     \_\_\_\_\_

**Utilities:**

The size and proposed location of water supply & sewage disposal facilities and provision for future expansion.     \_\_\_\_\_

All distances from existing water and sewage facilities on the site and on abutting properties within a distance of 200 feet     \_\_\_\_\_

<b>Drainage:</b>	Yes	No	N/A	Waiver Requested	Comments
Location, elevation and layout of catch basins and other surface drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing and proposed contours and finished grade elevations, all contours shall be minimum 2 foot intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Landscaping:**

A landscape plan showing the type, extent & location of existing and proposed landscaping and open space areas including what open and landscaped areas will be retained

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Public Services:**

The size and location of all public service connections, gas, power, telephone, fire alarm, overhead & under ground

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Property Survey:**

Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs, control angles along property lines, and monument locations and names of all abutters

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**If a Subdivision:**

The lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use. (all subdivision regulations apply)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Erosion & Sediment:**

An erosion & sediment control plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**General Standards**

**Does the plan comply with the General Standards of the Site Plan Regulations in the following areas**

Design of development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appropriate buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parking, loading & pedestrian safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Erosion & Sedimentation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signs & illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Access to public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water supply & sewage disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Flood hazard areas                                            \_\_\_\_\_

**Referral of Plans For Planning Board Use Only**

To Conservation Commission                                    \_\_\_\_\_

Joint hearing with subdivision                                    \_\_\_\_\_