



Planning & Economic Development
70 Tapley Street Springfield, MA 01104
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Application Packet

Administrative Site Plan Review (Tier 1)

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Information about this review process:

Number of copies to submit:

Submit one (1) full copy of application package.

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Meeting with Neighborhood Council

Recommended

Duration of Site Plan Approval

2 years unless extended per 12.2.37

Upon receiving this application, OPED staff will request a certificate of TAX COMPLIANCE from the City's Tax Collector's Office **relating to the property owner's and petitioner's standing** with the City. The petitioner and/or property owner will be contacted by the City Collector's Office if a tax issue needs to be resolved. The tax review includes but is not limited to Real Estate Tax, Personnel Property Tax, Excise Tax, Water/Sewer Bills, and other City accounts.

NOTE: While site plan approval can be obtained, no Building Permits will be issued until all tax liabilities, if any, have been addressed.

SECTION 1: APPLICATION FORM

Submit applications to the Office of Planning & Economic Development at the address below.

Please print or type.

Office of Planning & Economic Development
70 Tapley Street Springfield, MA 01104

Petitioner/Owner Information	
<p>Address of the Property: <i>Street name, number and zip code,</i></p>	<p>Address _____ Zip code _____</p>
<p>Street/Parcel Number</p>	
<p>Zoning of the Property:</p>	
<p>Current Use of Property:</p>	
<p>Proposed Use <i>You may attach additional pages if needed to explain the proposal.</i></p>	<p>_____ _____ _____ _____</p>
<p>Property Owner Information <i>Name, mailing address, email address and telephone number</i></p>	<p>Name: _____ Street Address: _____ City _____ State ____ Zip code _____ Email _____ Telephone/Mobile _____</p>
<p>Petitioner Information (if different from Owner) <i>Name, mailing address, email address and telephone number</i></p>	<p>Name: _____ Street Address: _____ City _____ State ____ Zip code _____ Email _____ Telephone/Mobile _____</p>
<p>Owner's Signature</p>	
<p>Petitioner's Signature</p>	
Dates Below To Be Filled Out By OPED Staff Only	
<p>Date Received</p>	
<p>Date of Completed Application</p>	

SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

(See Section 4 for details)

- A site plan of the subject Parcel on a location map (e.g. a GIS/Tax Parcel map). Site Plan should include:
 - Boundaries and dimensions of the Parcel
 - Contiguous properties and streets within fifty (50) feet of proposed Structure
- OPED may require additional information if it is needed to review the application properly.

In the case of applications for Administrative Site Plan review under the Overlay District (Article 8, Section 8.1.32), plans shall include but not limited to:

For Signage:

- In the case of a ground sign(s), a site plan indicating the location of the proposed sign(s). In the case of a wall sign(s), elevation plans indicating the location of the sign(s) in relation to the building.
- Dimensions and materials
- Means of illumination
- Any proposed landscaping elements

For Changes to the Exterior:

- Elevation plans with full description of proposed work to be completed, including materials.

SECTION 3: REVIEW CRITERIA

1. In order to grant administrative approval of a site plan, the Office of Planning and Economic Development must find that the application complies with the Zoning Ordinance and other applicable laws, including applicable design, site and use standards.
2. The Office of Planning and Economic Development shall not deny approval of an application that meets all applicable requirements.

SECTION 4: RELEVANT DETAILS FROM SECTION 12.2 OF THE ZONING ORDINANCE*

(*Please see Zoning Ordinance for complete details and process)

Administrative Site Plan Review Process and Timeframe

1. The Office of Planning and Economic Development shall make an initial review of the application for completeness. OPED will tell the applicant **within five (5) business days** whether the application is complete or whether any additional information will be required.
2. Office of Planning and Economic Development will circulate it to all other agencies and departments that have jurisdiction or an interest in the application.
3. **If the Office of Planning and Economic Development fails to act within the five (5) business day period, the application shall be deemed complete.** If the application is deemed incomplete and resubmitted, the Office of Planning and Economic Development shall review it using the same process to determine completeness described in this subsection.
4. The Office of Planning and Economic Development shall review the complete application and coordinate as necessary with other City Departments, which shall have a **maximum of twenty (20) days to comment.**
5. The Office of Planning and Economic Development will make its decision **within thirty (30) days of finding that the application is complete.** The Office of Planning and Economic Development's decision shall include any conditions reasonably necessary to ensure compliance with this Ordinance and other applicable laws and regulations.
7. **If the Office of Planning and Economic Development fails to act within the thirty (30) day period, approval shall be deemed constructively granted** and the applicant may file an application for a Building Permit in the same manner as for an As of Right use.
8. The Office of Planning and Economic Development's decision shall be mailed to the applicant **within two (2) business days** and shall be simultaneously filed with the City Clerk and the Building Commissioner's Office.

Administrative Site Plan Submittal Requirements

1. A site plan of the subject Parcel on a location map (e.g. a GIS/Tax map) showing boundaries and dimensions of the Parcel and identifying contiguous properties and

streets that are within fifty (50) feet of a proposed Structure as well as any easements or rights-of-way.

2. In addition, the Office of Planning and Economic Development **may require**, in its discretion, some or all of the following additional information:
 - A. Existing features of the site lying within one hundred (100) feet of any proposed land alteration or structure , including land and water areas, water or sewer systems, and the approximate location of all structures within one hundred (100) feet of the proposed structures.
 - B. The proposed location and arrangements of structures and uses on the site, including means of ingress and egress, parking, circulation of traffic, and outdoor refuse storage areas.
 - C. A sketch of any proposed structures (including Signs), showing exterior dimensions and elevations of front, side, and rear views; copies of available plans or drawings of existing and proposed Structures.
 - D. A concise narrative description of the project describing the intended use of land and proposed structures, development (including Signs) and any changes in the existing topography and natural features.
 - E. The name, mailing address, telephone number, and email address for the applicant and any professional advisors, and the authorization of the property owner if the applicant is not the owner.

Administrative Site Plan Conditions of Approval

The Office of Planning and Economic Development **may impose** any of the conditions, limitations, and safeguards as noted in Section 12.3.70.

SAMPLE SITE PLAN FOR A TIER 1 ADMINISTRATIVE SITE PLAN REVIEW

