



**TOWN OF DENNIS
PLANNING BOARD - APPLICATION FOR A SPECIAL PERMIT**

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|---|------------------------|--------|---------------|------|------------|
| REGISTRY OF DEEDS REQUIRED INFORMATION (Must be filled out by applicant) | | | | | |
| Current Property Owners: | | | | | |
| Property Address: | | | | | |
| Registry of Deeds Title Reference | | Book: | | Page | |
| or | Certificate of Title # | | And Land Ct # | | And Plan # |
| Town Map # | | Parcel | | Lot | |

TO THE TOWN CLERK, DENNIS, MASS:

DATE: _____

1. The undersigned hereby files an application for the following (check where appropriate):

SITE PLAN APPROVAL _____

SPECIAL PERMIT FOR USE _____

2. Applicant _____
(Full Name)

(Address) (Telephone) (e-mail address)

Owner (if other) _____
(Full Name) (Address)

and is the (check one) Owner _____, Tenant _____, Licensee _____

Prospective Buyer _____, Other Interested Party _____, of the property and/or

Address Structure located at _____ **Town** _____

Zoning District _____ Lot # _____ Assessors Map & Parcel # _____

Dimensions of Lot _____ Area _____
(Frontage) (Depth) (Square Feet)

How long has owner had title to the above premises? _____

Number of existing buildings? _____ Size of existing buildings? _____

Present use of premises _____

Proposed use of premises _____

Applicant seeks a Special Permit concerning (describe) _____

Applicant/Representative Signature _____

General Plan Requirements

- Plans should be in AutoCAD format
- Plans should be 24"x36"
- Plan sets should include adequate sheets to clearly show the required information and should include the following plans:
 - Cover Sheet (separate plans if needed to clarify, typically for larger projects)
 - Existing Conditions (required)
 - Site Layout (required)
 - Utilities, Grading & Drainage (separate plans if needed to clarify)
 - Landscaping, Lighting, Erosion Control (separate plans if needed to clarify)
 - Site Details
- All sheets shall be stamped and signed by a Commonwealth of Massachusetts registered Professional Engineer, Surveyor and/or Landscape Architect (appropriate to plan)
- Plans should be oriented so north is at the top of the sheet
- Plans should be drawn at a scale of 1"=40' or less
- Plans should have a title block that includes the following information:
 - Project title
 - Sheet title
 - Sheet number
 - Engineer's name, address, telephone and fax number
 - Scale (w/Barscale)
 - Plan Revision Block
 - Plan Date
- North Arrow w/Reference
- Traffic Analysis or Report per Town Planner
- Stormwater Report and Pre and Post Development Stormwater Plans (refer to Town of Dennis Stormwater Management requirements and separate Stormwater Report checklist)

REQUIRED ATTACHMENTS

Cover Sheet

- Title Block
- Project name/title
- Street number and or lot number
- Assessor's Map and Parcel
- Name and address of property owner
- Name and address of applicant (if different than owner)
- Engineer's name, address, telephone and fax number
- Deed/plan reference
- Zoning District
- Zoning Requirements Table-"Required/Existing/Provided"
 - Lot Size
 - Lot Frontage
 - Front, Side & Rear Yard Setbacks
 - Lot Coverage
 - Building Height
 - Parking Requirements Calculation (show calculation per each use)
 - Parking Lot Buffer Setback (front, side and rear)
- Provide 10' (minimum) landscape buffer around parcel
- Locus Map
- List all non-conforming items that require waivers or variances
- Plan Index

Existing Condition Plan

The applicant shall provide a separate Existing Conditions Plan showing:

- Name of surveyor
- Date of survey to verify information is current
- Property lines with bearings and distances (site in bold)
- Lot area in square feet and acres
- Monuments (bounds, iron pipes, walls, etc.)
- Easements affecting the site
- Name of all abutters
- Street Names
- Datum (based on NAVD 88 and NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 (US Feet), show benchmark
- Existing Buildings and Structures (on or within 25' of site)
 - Area of Building
 - Number of Stories
 - Principal Use
 - Setbacks from Property Lines
 - Floor elevations
 - Door locations with sill elevations
- Contours at 2' intervals (1' contours and/or spot grades if site is flat)
- Existing utility information including water, septic, drainage, gas, electric, telephone with appropriate rim elevations, invert elevations, pipe types, etc-provide adequate information within street layout to clearly show all utility connections
- Show and note all resource areas that may be affected by the site design including but not limited to flood zones, wetlands, water bodies, well protection areas, historic district, scenic road, easements etc...
- Existing parking, driveways, sidewalks, underground storage structures, and other appurtenances
- Show driveways on adjacent sites to verify separation per Zoning requirements
- Existing tree line and stand alone trees over 8 inches in diameter
- Test pit locations
- Photographs may be submitted showing the site and its relationship to adjoining properties.
 - Wetland areas
 - 50 foot and 100 foot wetland buffer zones
 - 200 foot River Protection areas
 - Natural Heritage and Endangered Species Protection Areas

Site Layout Plan

- Proposed Buildings and Structures including:
 - Area of Building
 - Number of Stories
 - Principal Use
 - Setbacks from Property Lines
 - Floor elevations
 - Door locations with sill elevations
- Dimension parking lot setbacks to property lines
- Show parking spaces per zoning requirements (number and dimension) including handicapped parking
- Wheelchair ramps and handicap access
- Label/dimension sidewalk location and materials
- Indicate pavement/surface material
- Label curbs (material, limits)
- Label all signs (sign schedule if appropriate)
- Pavement markings (flow arrows, stop lines, handicap parking etc...)
- Show loading areas if required (buildings greater than 5,000 s.f.)
- Label retaining walls if required (material, top and bottom elevations)
- Dimension drive aisle, entrance width, parking spaces, curb radii
- Does driveway entrance meet Zoning Requirements
- Verify vehicular and pedestrian circulation and access to all parking stalls and building entrances
- Verify emergency vehicle around entire building(s)
- Show dumpster locations and verify dump truck access
- Show any fences and enclosures
- Show limit of clearing
- Provide sidewalk across site frontage or repair of or connection to existing sidewalks
- MassDOT curb cut permit for sites on state highway

Utilities, Grading & Drainage (separate plans if needed to clarify)

- Contours at 2' intervals (1' contours and/or spot grades if site is flat)
- Parking lots grades should provide positive drainage but not too steep for parking
- Spot grades to clarify grading (corners of parking lots, connection to road, high/low points etc.) and handicap access
- All proposed utility information including but not limited water, septic, drainage, gas, electric, telephone
- All utilities should be underground
- Show/label all structure rim and grate elevations, and pipe invert elevations, length, slope and material
- Water lines and services shall meet the requirements of the Dennis Water District
- Septic systems shall be meet the requirements of the Dennis Board of Health
- Verify hydrants locations and fire protection with Fire Chief
- Utility crossings should be minimized and adequate separation between
- Show/label any required utility easements

Landscaping, Lighting, Erosion Control (separate plans if needed to clarify)

- Show/label all proposed landscaping features including trees, shrubs, etc...(provide planting schedule if required)
 - Show proposed trees per Zoning Bylaw
 - Label all interior and buffer planting areas, clarify areas to be loamed and seeded, mulched, etc...
 - Verify that plantings do not impair site triangles at entrances
 - Show illumination of proposed lighting-verify that no lighting sheds onto abutting property
 - Provide adequate erosion and sediment control including silt fence, straw wattles, haybales, stone construction entrances, filter fabric, jute mesh, temporary swales, anti-tracking construction entrances, etc... where required to protect abutting properties, roadways and wetland resource areas-show information on Stormwater Plans
 - provide a table on the Landscaping Plan quantifying the increase or decrease in the number of trees and size of trees
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- Security cameras
 - Fencing and material to construct it
 - Fence openings and security features
 - Driveway/parking lot visible from within the building or monitored
 - Driveway/parking lot adequately illuminated
 - Door area and walkway easily visible from within the building or monitored
 - Door area and walkway adequately illuminated
 - Landscaping clearly indicates which door is to be used
 - Trash/Recycling areas secured and away from easily accessible areas

Site Details (provide appropriate details-see typical details below)

- Pavement section
- Sidewalk
- Curb
- Driveway
- Wheel chair ramp
- Catch Basin
- Manhole (Drain/Sewer)
- Trench detail (drain, water, sewer, electric, etc...)
- Leaching Structures
- Flared End
- Rip rap
- Haybale/silt fence
- Fence/Enclosures
- Retaining walls
- Guard rail
- Lighting, Light pole foundation
- Signs
- Tree/shrub planting

Architectural Elevations

For proposed buildings and additions, elevations showing:

- front, rear and side facades where there is no adjoining building.
- Floor plans illustrating the dimensions and area of all rooms/units
- Location, height, elevation, interior and exterior dimensions and uses of all buildings or structures, both proposed and existing;
 - location, number and area of floors;
 - number and type of dwelling units,
 - retaining walls,
 - existing and proposed signs.
- Area of Building
- Number of Stories
- Floor elevations
- Door locations with sill elevations
- Building Material appropriate to the intended uses
- Exterior doors of solid core or made of steel
- Location of and proposed numbering system
- Security system
- Average Natural Grade below the footprint of all structures
- Building Elevations including Building Height above the higher of Average Natural Grade or Base Flood Elevation

Surface Water Drainage

A Stormwater Report verifying that the proposed drainage system accommodates the stormwater runoff from the proposed development shall be submitted with the Site Plan. In general, the report shall compare pre and post development runoff and verify that the designed system is appropriately sized to handle the volume and rate of flow from the 2, 10 and 25 year design storm. Surface water runoff from the site shall not be increased or affect adjoining properties, streets or storm drainage systems nor obstruct circulation of vehicles and pedestrians. The report shall also verify that there are no adverse flooding impacts from a 100 year storm.

All proposed work that includes a disturbance of more than 500 square feet, shall also conform to the Town of Dennis Stormwater Management Bylaw. For proposed disturbances of 20,000 square feet or greater, a Stormwater Permit shall also be required. In general, Drainage design calculations shall be stamped by a Registered Professional Engineer.

Drainage Reports and plans shall include the following information:

- Mass DEP Stormwater Report Checklist completed and stamped by a Professional Engineer
- Narrative briefly explaining how each of the 10 standards are met

Pre-and Post-development Plans

- Pre-and post-development plans on 24"x36" sheets in AutoCAD format
- Clearly show all pre and post subcatchment areas
- Show all ultimate point source discharge locations for each subcatchment area
- Show all Tc paths with lengths and slopes for each subcatchment area
- Plans should show enough topographic information outside of the site to show pre and post discharge impacts

Summary

- Project title/development name
- Site address
- Site map and parcel
- Owner's name, address, and telephone number
- Developer's name, address, and telephone number
- Description of project
- Locus map
- Soil Conservation Service maps
- Description of existing conditions/use
- Description of proposed conditions/use
- Flow Summary table showing changes in pre and post-development flows for the 2, 10, 25, and 100-year storm events-Post-development flows shall not exceed pre-development flows

Pre-Development Conditions

- Pre-development drainage conditions (describe in report and coordinate with pre-development plans)
- Describe all existing subcatchment areas
- Describe (and label on plan) impervious and pervious areas within each subcatchment
- Provide CN number calculations
- Provide Tc calculations
- Provide flow calculations for the 2, 10, 25, and 100-year storm events
- Provide hydrographs showing time-stage relationship (peak flow, peak hour)
- Test Pit Data (locations shall be shown on pre-and post-construction plans)
- Groundwater elevations
- Percolation test results

Post-Development Conditions

- Post-development drainage conditions (describe in report and coordinate with post-development plans)
- Describe all existing subcatchment areas
- Describe (and label on plan) impervious and pervious areas within each subcatchment
- Provide CN number calculations
- Provide Tc calculations
- Provide flow calculations for the 2, 10, 25, and 100-year storm events
- Provide hydrographs showing time-stage relationship (peak flow, peak hour)

General Drainage Requirements

- Catch basins shall have 4 foot (minimum) deep sump. Outlet pipe shall be equipped with hood or elbow
- Elevations on plan must match elevations on details and sections and agree with calculations in report
- All pipe shall be 12" in diameter unless calculations support smaller diameter
- Minimum cover over pipe shall meet manufacturers specifications for H-20 loading
- Minimum slope of pipes shall be 1% (0.5% absolute minimum)

Leaching Structures

- Description of structure (details, method of construction, sizing etc.)
- Provide flow calculations for the 2, 10, 25, and 100-year storm events-clearly indicate total flow into and out of structure
- Provide section of each system showing all pertinent elevations and separation to groundwater
- Provide hydrographs showing time-stage relationship inside structure (peak flow, peak elevation, peak hour) to verify adequate capacity for flow volume and rate

Detention Basins (if applicable)

- Description of basin (details, method of construction, sizing etc.)
- Provide flow calculations for the 2, 10, 25, and 100-year storm events-clearly indicate total flow into and out of basin
- Provide hydrographs showing time-stage relationship inside basin (peak flow, peak elevation, peak hour)
- Outfall structure detail showing all outfall elevations
- Recommend outfall structure with a low flow discharge and grated top
- Provide for 1 foot of freeboard
- To be designed and inspected by a Licensed Professional Geotechnical Engineer and stamped certification of proper design and inspection shall be provided to the Town Engineer after installation and prior to as-built plans being approved
- Detention basin sections showing all storm event elevations
- Emergency overflow spillway made of rip rap
- Basin discharge shall have flared end with rip rap apron
- 3:1 basin side slopes
- Impervious core material keyed into existing subgrade within berm
- Installing seepage collar around discharge pipe
- 10 foot wide level access around entire basin for maintenance
- Enclose basin with gated fence
- Verify groundwater elevations do not impact operation of basin

Hydraulic Calculations

- Hydraulic calculations shall be based on the 25-year storm event
- Provide a hydraulic summary table to verify pipe sizing

Stormwater Management

- Completed Stormwater Management Form from the latest edition of the Massachusetts Department of Environmental Protection Stormwater Management Policy
- Summary of pre and post-development flows
- Provide water quality volume calculations (supported by SCS soil data)
- Describe Best Management Practice method proposed to improve water quality
- Provide TSS removal calculations (required and provided)
- Provide oil separation
- Provide recharge to groundwater volume calculations (required and provided)
- Recharge roof drains and provide calculations
- All subsurface structures shall be accessible for maintenance
- All recharge rates shall be supported by actual percolation test results

Operation and maintenance section

- All drainage structures shall be inspected after every storm
- Inspection reports shall be filed for each inspection
- Inspection reports shall be filed with the Conservation Commission and Town Engineer yearly for compliance
- All drainage structures shall be cleaned as required to remove debris and sediment
- Parking lots shall be swept as required to remove debris and sediment

Details

- Leaching Structure or Detention basin section showing bottom elevation, invert elevations, 100-year storm event elevation, 1' freeboard, top of basin elevation, outlet structure elevations, separation to groundwater, etc...
- Outlet structure detail (if applicable)
- Catch basin detail
- Manhole detail
- Trench detail