



Town of Halifax

Planning Board

499 Plymouth Street, Halifax, MA 02338
781-293-1736

Site Plan Check List

Requirements	Included	Waiver Requested
Site Plan drawn at 1"= 20' or for larger lots 1"= 40'	_____	_____
General Soil Type	_____	_____
Existing Roadways	_____	_____
Plan of adjacent property at a scale of 1"= 100' or same size as property if practical	_____	_____
General characteristics of property within 300', including structures and their uses, parking areas, driveways, pedestrian ways and zoning districts	_____	_____
Trees and other vegetation	_____	_____
Included in Site Plan are:		
Boundry Lines	_____	_____
Dimensions of Lot	_____	_____
Assessor's Map & Lot #	_____	_____
Zoning District	_____	_____
Name of Owner of Record	_____	_____
Owner of Record for Abutting Property	_____	_____
North Point	_____	_____
Rendering & Plans of all buildings & Structures	_____	_____
Existing & Proposed Topography at 2' contours including any outcropping of bedrock	_____	_____
Location of the following on or within 100' of development Site:		
Existing Structures	_____	_____
Acess Roads	_____	_____
Driveways and Driveway openings	_____	_____
Parking Spaces	_____	_____
Hydrants	_____	_____
Services	_____	_____
Loading Area	_____	_____
Proposed vehicular circulation system, including pavement Widths	_____	_____

Site Plan Check List (cont'd)

Requirements	Included	Waiver Requested
Location and dimensions of proposed driveway entrances and exits	_____	_____
Proposed Fire Lanes	_____	_____
Proposed pedestrianways, bicycle ways, and other transportation routes	_____	_____
Proposed parking areas and signs	_____	_____
All Proposed structures including:		
Their area and dimensions	_____	_____
Their exact location	_____	_____
Their relation to topography	_____	_____
Their proposed use	_____	_____
Number and type of proposed dwelling units and unit mix if known	_____	_____
Service access and facilities for all structures or uses, including garbage and trash disposal facilities	_____	_____
Location of water supply and wastewater disposal facility	_____	_____
Existing and proposed site drainage including:		
General location of any drainage swails	_____	_____
Wetlands, streams and ponds	_____	_____
Floodplain Areas, HUD/FEM or other designated Kettleholes	_____	_____
Wells and any mapped water supply protection	_____	_____
Conservancy or Floodplain water supply protection	_____	_____
Conservancy or Floodplain water supply protection zoning districts within 200'	_____	_____
A note summarizing the Drainage Calculations and explaining any design not providing a 0 increase in runoff for a 25 year storm	_____	_____
Location of open space, including:		
Intended use	_____	_____
Existing trees and other vegetation to be retained	_____	_____
Specific new plantings by size and location and the entity intended to own and maintain them	_____	_____

Site Plan Check List (cont'd)

Requirement	Included	Waiver Requested
Final contours and measures and structures to minimize erosion and siltation during construction	_____	_____
Significant site appurtenances such as:		
Walls	_____	_____
Light poles showing direction of outdoor lighting	_____	_____
Recreation Areas	_____	_____
Any fencing Screening or Signs	_____	_____
All rights of ways and easements, existing and proposed	_____	_____
Name and stamps of the responsible registered land surveyor, landscape architect or civil engineer	_____	_____
Indication of the meeting of any specific requirements established in the Zoning Chapter not already provided for.	_____	_____

The Planning Board may waive specific requirements when they are inappropriate to a given proposal.

Applicants shall submit an original and 9 copies of their site plan to the Planning Board, who shall give the applicant a dated receipt. Within 4 days the Secretary shall retain 1 copy and transmit 1 copy to each:

- Town Clerk
- Board of Assessors
- Board of Health
- Building Inspector/Zoning Officer
- Conservation Commission
- Fire Department
- Highway Surveyor
- Water Commissioner

And written notice of availability of plan to Police Department.